Florida Department of Health

Updating the Application and Site Screens in MIPS for Child Care Centers, AMP Sites and Homeless Children Nutrition Programs
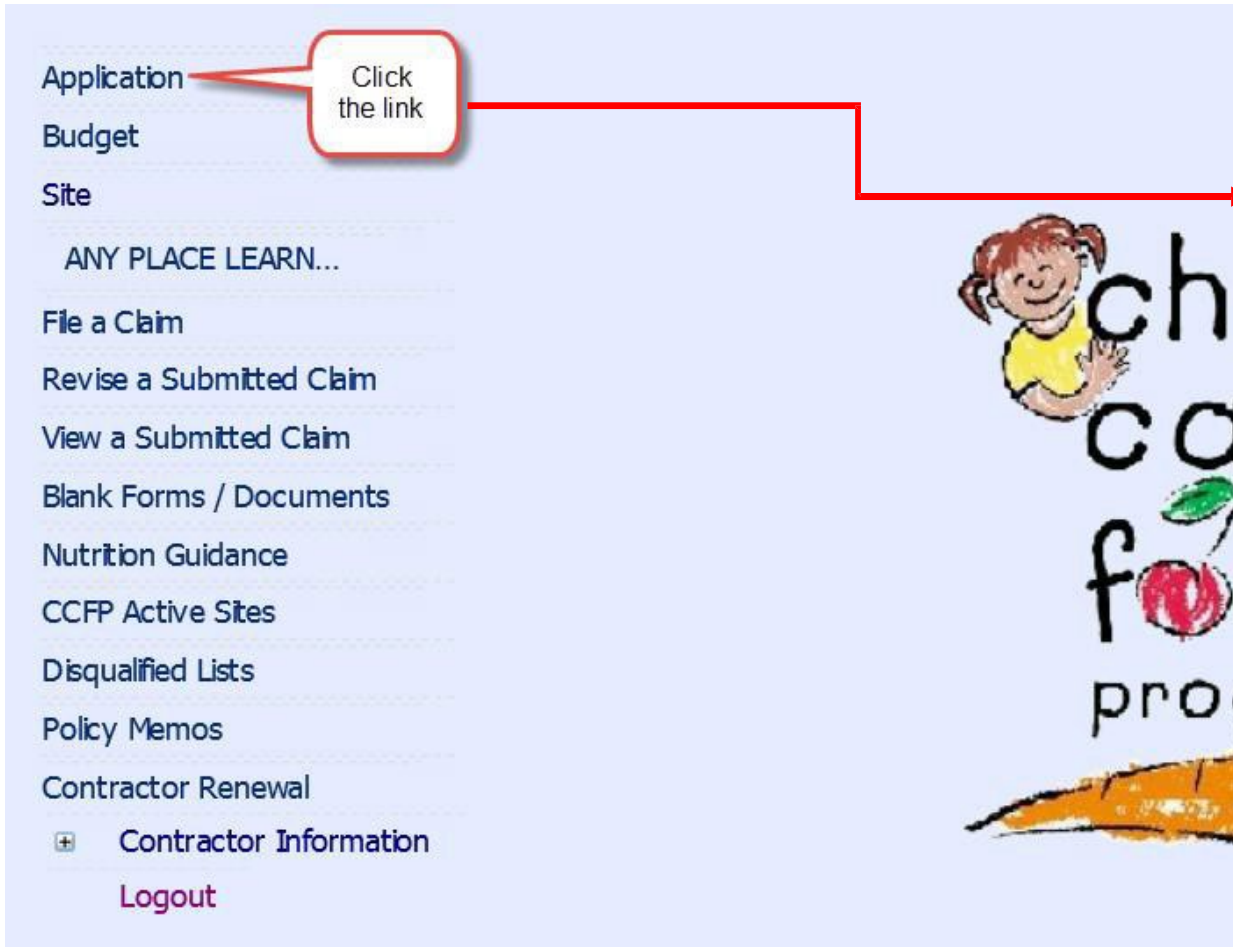
Bureau of Child Care Food Programs

Florida Department of Health

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THIS TRAINING WILL EXPLAIN HOW TO:

- Navigate Application and Site Information screens

- Review pertinent information on the Application screen

- Review pertinent information on the Site Information screen

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ACCESSING YOUR APPLICATION SCREEN

Application — Click the link

Budget

Site

ANY PLACE LEARN...

File a Claim

Revise a Submitted Claim

View a Submitted Claim

Blank Forms / Documents

Nutrition Guidance

CCFP Active Sites

Disqualified Lists

Policy Memos

Contractor Renewal

⊞ Contractor Information

Logout

- After logging into MIPS, click the **'Application'** link on your MIPS menu to go to the Application screen

- In the next several slides, we will go over pertinent information on the application page that you MUST review and correct, if necessary.

- Please note that the process to save and submit changes can be found in the "Saving and Submitting Screens" module.

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WHAT CHANGES CAN YOU MAKE IN MIPS?

- Notice the words 'Approved Application' at the top of the screen. This means you are seeing the most recent version of your application that has been approved.

- You are responsible for looking over the application screen to verify that the information is current and correct, and to update the information as needed and submit it to DOH for approval. The next couple of slides will cover parts of the application screen that are especially important for you to review.

- Whether the fields are white (in this case) or greyed out, review all the information on the Application and Site screens.

#1: ORGANIZATION'S LEGAL IDENTIFYING INFORMATION

- Make sure the Legal Name and the Doing as Business Name of your organization is correct and up-to-date.

- The legal name must be identical to all of your IRS documentation.

- Note: You are responsible for reviewing every field on the application screen to verify that the information is current and correct.

#3: Majority Owner/CEO/Executive Director/Etc.

- Please ensure that the correct person is listed here.

- If your organization is a for-profit, the majority owner (meaning person with the highest ownership percentage) must be listed here.

- If your organization is a private non-profit, DO NOT list the chairman or president of the board here. The organization's top executive officer (such as the CEO or executive director) must be listed in #3.

- If your organization is a public agency, the person at the top of the organizational structure should be listed here.

- If you are not sure who to list in number 3, click the **'Who should be listed here?'** link for additional guidance.

3) Organization's Chief Executive Officer   Who should be listed here?

Salutation: MRS.   First Name: LEE   Last Name: KUHNS

Position Title: ❓ EXECUTIVE DIRECTOR   Date of Birth: ❓ 01/25/1964

Email: LEE@YAHOO.COM

(If only one address is provided in #2 above, the address below must be different from the address in #2.)

Mailing Address: 302 SMALL STREET

City: TALLAHASSEE   State: FL   Zip: 32311

(The phone number listed here must be different from the phone number in section #4 below.)

Phone: (850)444-2323   Ext: Fax: ( ) -

Delegation of Authority

Click here to download a blank Delegation of Signing Authority form.

Upload Delegation of Signing Authority   Browse...   Save

File Name: Uploaded Date:

Do <u>not</u> list the chairman or president of the board in # 3

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#4: CCFP PROGRAM MANAGER INFORMATION

- Please ensure that the program manager's information in #4 of the application is complete and accurate, especially the email address.

- If the program manager's information is incorrect, your organization may not receive critical CCFP information in a timely fashion because most CCFP correspondence is done via email with the CCFP Program Manager.

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EXAMPLE OF A MIPS APPROVAL MESSAGE

Your CCFP submitted application changes have been approved on 2/23/2017. The changes will become effective 3/1/2017.

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APPLICATION AND SITE PAGES: GRAYED-OUT FIELDS

8) Is the organization a non-profit entity or a non-federal governmental entity that expended $750,000 or more in federal funds during its most recent fiscal year? ⓘ   ○ Yes ● No

   If yes, the organization must meet the requirements of the Single Audit Act (OMB Circlular No. A-133).

9) Does the organization or any of its principals (i.e., owners, officers, board members, and/or managers) participate in the CCFP under any other authorization number(s) with the Bureau of Child Care Food Programs?   ○ Yes ● No

10) Does the organization have a contract to participate in the Child Care Food Program in any state(s) other than Florida?   ○ Yes ● No

11) The organization accepts all participants regardless of race, color, age, sex, disability, or national origin. ⓘ   ● Yes ○ No

12) For this fiscal year, the organization prefers to receive: ⓘ
   ● Cash-In-Lieu of Comm
   ○ USDA Donated Foods (commodities)

13) Month(s) the organization **and** all sites will *NOT* operate the Child Care Food Program in this fiscal year: ⓘ

   ☑ October ☑ November ☑ December ☑ January ☑ February ☐ March
   ☐ April ☐ May ☐ June ☐ July ☐ August ☐ September

- You cannot update any fields that are greyed out, such as the fields circled.

- If you need to update this information you should call 850-245-4323 and ask to speak to a policy specialist.

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ACCESSING YOUR SITE SCREEN
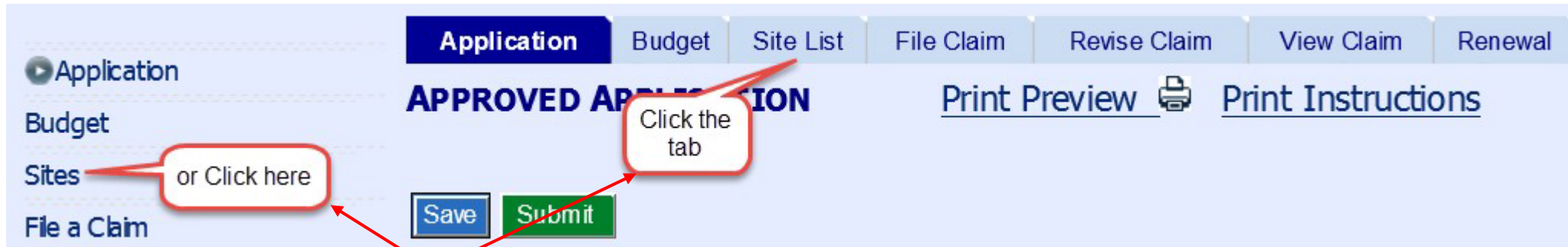
- Contractors can access the site screen by clicking on the site name on the MIPS menu to the left, or if already on one of the MIPS screens they can click the **'Site'** tab at the top of the screen.

- The next few slides will cover parts of the site information screen that are especially important for you to review. Since there are different screens for different contractor types, some of the following slides may not apply to your renewal.

- Please note that the process to save and submit changes can be found in the "Saving and Submitting Screens module."

VIEWING YOUR SITE/PROVIDER SCREEN

- This is the site screen for an independent child care center.

- Some of the information on this screen is also on the application screen (see arrows for two examples of this), so when an independent child care center updates their application they may also need to update their site screen since the information does not automatically transfer over.

- The site screen for other types of contractors looks somewhat different from what is shown here, but the functionality for reviewing and updating those screens are the same.

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- Whether you are a Child Care Center, an AMP Site, or a Shelter, there will be a licensing question on the site screen.

- You will choose the appropriate option for the type of license your facility has.

- If your center's license or equivalent documentation on the screen has expired, you must upload a copy of your current license and update the expiration date field as well as any other information that may have changed.

- If you are not sure how to upload documents, please watch the training module called 'How to Scan and Upload Documents.' It is located on the CCFP website in the same place where you found this training module.

6) Licensure/Approval Information: Check the applicable option, enter the requested information, and upload the requested documentation. (If none of the options listed apply to this center, call 850-245-4323 to speak with a policy specialist.)

⦿ **Licensed by DCF or county child care licensing agency** (upload copy of current license for each listed)

1st License Capacity: `273` | License #: `12PI9875` | Expiration Date: `02/28/2017` | Upload Child Care License | Browse... Save | File Name: | Uploaded Date: | User:

License doc [2].docx | 2/23/2017 1:26 PM | 5158

2nd License Capacity: | License #: | Expiration Date: | Upload Child Care License | Browse... Save | File Name: | Uploaded Date: | User:

○ **Religious-exempt child care center** (upload copy of current day care/preschool certificate from religious-exempt accrediting agency)

○ **Military child care center** (upload copy of current Dept. of Defense Certificate to Operate and capacity documentation for each building listed)

○ **Outside school hours care center** - only if not required to have state or county child care licensure

○ **Public school** not required to have state or county child care licensure (upload copy of document establishing the maximum capacity/occupancy of the meal service area)

7) Center Operational Information

a. Hours of Operation (must be within hours licensed/approved): Open: `06:00 AM` Close: `06:00 PM`

b. Days of the week meals will be claimed (meals can only be claimed on days licensed/approved to operate):

☑ M-F   ☐ ALL
☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday
☑ Friday ☐ Saturday ☐ Sunday

- One of the most common updates to the site screen is updating the childcare license information and uploading a copy of the license.

- The highlighted fields shown on this slide are those that may need to be updated, depending on what information is shown on the new license.

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AREA ELIGIBILITY UPDATES FOR AFTERSCHOOL MEALS PROGRAM SITES

Step 1: Determine the school zone for the site.

Step 2: Check to see if the school is currently on the 50% School List

Step 3: Update the 50% School List effective date

Step 4: Update the determination date.

3) Area Eligibility Information:

Eligibility based on (select only one): ❓

⦿ Single School   School Name: CAMPBELL PARK ELEMENTARY

◯ School Choice Zone   Zone Name:

50% or more free and reduced-price school meals documented by (select only one):

⦿ CCFP 50% School List Effective (Month/Year): 06/2013 📅

◯ Current School District Data* (Month/Year):

*only allowable if site does not qualify using the CCFP 50% School List in effect when eligibility is determined

Eligibility Determination Date (Month/Year): ❓   07/2013 📅

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- Remember that eligibility must be re-determined every five years, or whenever a site relocates.

- The example in the previous slide shows that the area eligibility for this site was last determined in July 2013. Thus, the eligibility should have been re-determined by July 31, 2018.

- After re-determining eligibility, be sure to update MIPS with the current 50% School List date and eligibility determination date, as well as the school information, if it has changed (50% School List is now published every February).

A FEW IMPORTANT THINGS TO REMEMBER..

- Review all information on the Application and Site screens for accuracy.

- Make changes to any information that is inaccurate.

- When making changes to the Application and Site screens, make sure to SAVE the changes and SUBMIT the changes to DOH.

- Saving your changes <u>does not</u> submit them to DOH.

- <u>If you do not **submit** your changes, then no action can be taken by DOH</u>.

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RETURN TO CONTRACTOR STATUS

PENDING APPLICATION (RETURN TO CONTRACTOR) Print Preview 🖶   Application Instructions

❌ **Contractor Action Needed:**

• **Question from your approver**

Reply To Approver:

Use the area above to respond to the Contractor Action Needed item(s) OR to make comments regarding the application screen

- If any screens have been retuned to you for correction, you may be required to reply to your approver before you can resubmit.

- Use the text box below the red Contractor Action Needed box to type your response to your approver.

- Remember to make any of the required corrections, re-enter the 'Requested Change Effective Date', then click the Resubmit button at the bottom of the screen.

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For any questions, contact:

Bureau of Child Care Food Programs

850.245.4323