



Florida Department of Health

Completing the Board of Directors Screen

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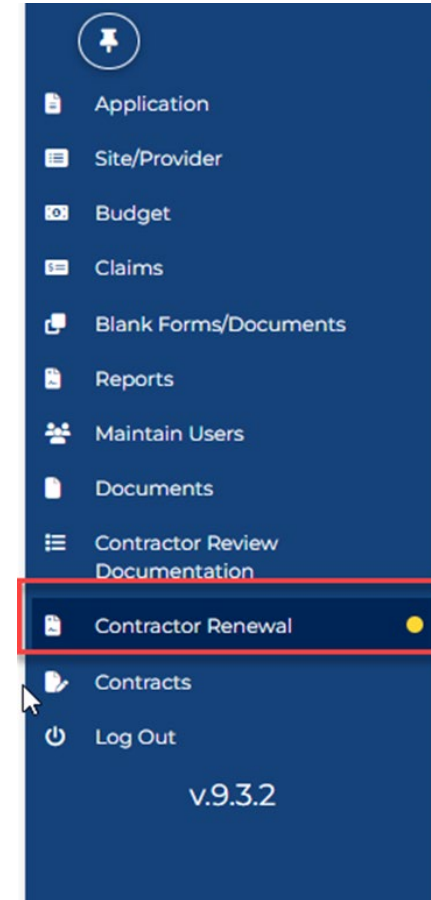
Bureau of Child Care Food Programs

Fiscal Year 2024-25

Florida Department of Health

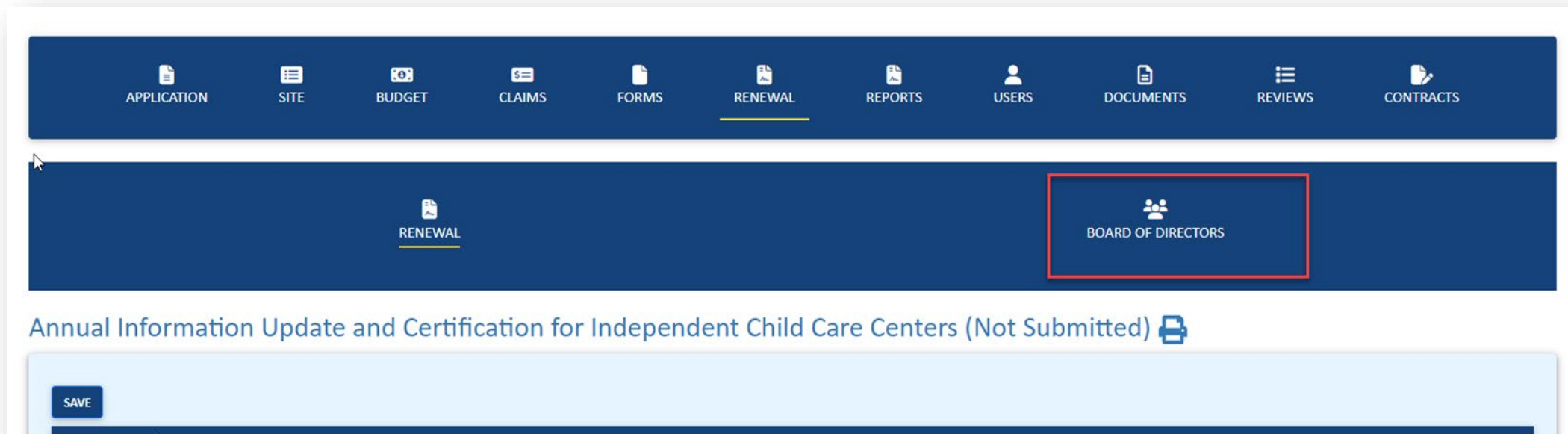
Completing the Board of Directors Screen

- Access and login to MIPS as you normally would
- Click Contractor Renewal on your MIPS menu to access the renewal screen



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- For Private Non-Profit organizations, you will see the renewal
- In this section, click the Board of Directors button to open the Board of Directors screen



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Instructions for completing this screen

- See bulleted guidelines below regarding allowable percentages of board members with financial interest and/or family relationships.
- Per Florida Statutes, a board of directors must consist of at least three people.
- All required fields must be completed prior to submitting renewal.
- Board members should be listed only once however, all actual board members must be listed.
- The Board of Directors information from the last submission has been carried forward into the grid below for your convenience – ADD/DELETE BOARD MEMBERS AS NEEDED TO REFLECT YOUR ORGANIZATION'S CURRENT BOARD OF DIRECTORS. The number entered in question #1 will determine how many rows are made available for board member information. To delete board members, click the red delete button at the end of the row. Please review your information for completeness prior to submitting.
- Complete the following in the table below for each board officer:
 - Position Held on Board
 - First Name of Board Member and Last Name of Board Member
 - The full date of birth (MM/DD/YYYY), required for the Board Chairman, at a minimum
 - Full mailing address (street, city, ZIP) of the officer, CANNOT be the organization's address
 - Phone number of board officers
 - Financial Interest and Family Relationship
- Members at Large (if any) must be added to the table. Required fields for Members at Large: Position Held on Board, Name – first and last, Financial Interest and Family Relationship. Other fields will be grayed out.

Once the screen opens you will see instructions for completing the screen

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- The chart on the Board of Directors screen will contain the information that was submitted with last year's renewal.
- You will need to verify that the chart reflects the organization's current Board of Directors information.
- All non-profit organizations, regardless of the number of board members, must use the chart for submitting Board of Directors information. Follow the instructions at the top of the screen.

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- Question 1 on this screen MUST be answered and determines the number of rows that will appear on the screen
- Questions 2 and 3 will auto-calculate based on your answers in the Financial Interest and Family Relationship columns.

1. What is the total number of the organization's board members?

2. Percentage of board members who are employees of the organization, investors in the organization, parents of children that do/will participate in the CCFP through the organization, or individuals that receive any type of compensation or benefits from the organization?

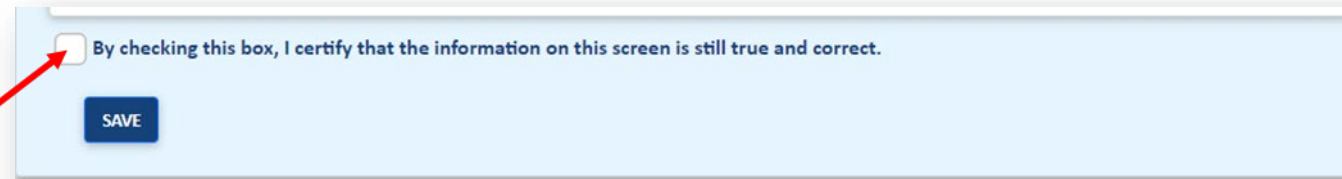
%

3. Percentage of board members who are related by blood or marriage to each other or to employees of the organization?

%

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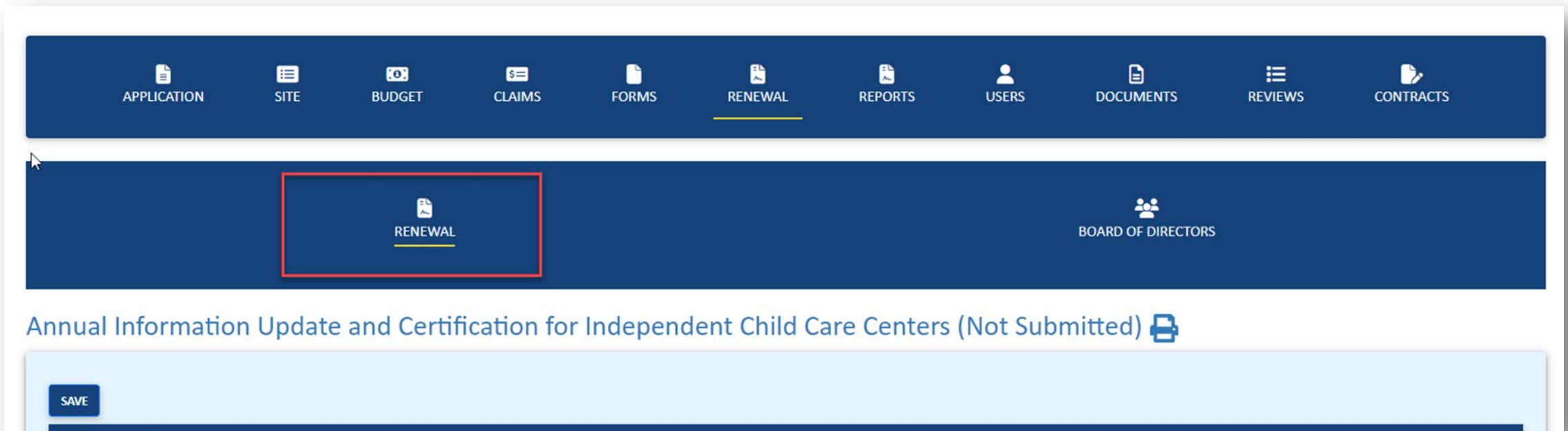
- Once you have completed the tables, click the blue Save button. Not saving may result in the loss of any work completed.
- You may click the blue Return button at any time to return to the renewal screen
- If no changes need to be made to this screen, you must check the box to certify that the information is still true and correct.
 - *If you have made changes to the screen, you will not see this box*



A screenshot of a light blue rectangular box. On the left side of the box is a small, empty white checkbox. To the right of the checkbox is the text "By checking this box, I certify that the information on this screen is still true and correct." Below the text is a blue button with the word "SAVE" in white capital letters. A red arrow points from the text in the third bullet point of the list to the checkbox.

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- Once you have saved the Board of Directors screen click Renewal on the banner to return to the renewal screen, complete the renewal screen as you normally would.



The screenshot displays a software interface with a dark blue header bar containing navigation icons and labels: APPLICATION, SITE, BUDGET, CLAIMS, FORMS, RENEWAL (highlighted with a yellow underline), REPORTS, USERS, DOCUMENTS, REVIEWS, and CONTRACTS. Below this is a secondary dark blue bar with a 'RENEWAL' button (highlighted with a red rectangle) and a 'BOARD OF DIRECTORS' button. The main content area shows the text 'Annual Information Update and Certification for Independent Child Care Centers (Not Submitted)' with a printer icon. At the bottom left, there is a 'SAVE' button.

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For any questions, contact:
Bureau of Child Care Food Programs
850.245.4323