



FLORIDA DEPARTMENT OF HEALTH

ACCESSING THE RENEWAL SCREEN

Bureau of Child Care Food Programs

Fiscal Year 2023-24

Florida Department of Health

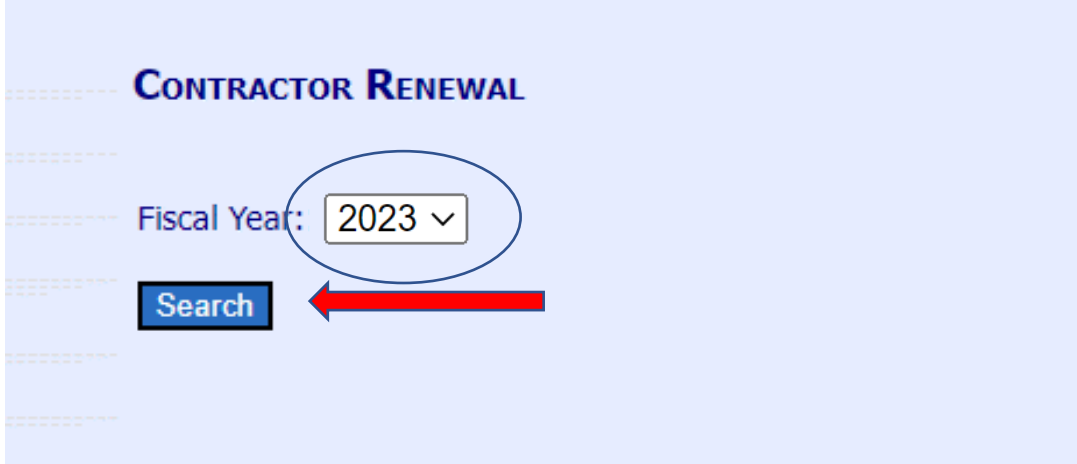
ACCESSING RENEWAL

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



ACCESSING RENEWAL

- Make sure 2023 is shown in the Fiscal Year drop-down
- Click Search



The screenshot shows a web form titled "CONTRACTOR RENEWAL". Below the title, there is a label "Fiscal Year:" followed by a dropdown menu currently displaying "2023". A blue oval highlights the dropdown menu. Below the dropdown is a blue "Search" button. A red arrow points from the right towards the "Search" button.

ACCESSING RENEWAL

The screenshot shows a web browser window with the URL <https://mipstest.doh.ad.state.fl.us/Common/ContractorRenewalFY15.aspx>. The browser tabs include "Training Opportunities | Florid...", "Single-Site I-A-H Renewal", and "Florida Department of Health...". The browser's address bar and search bar are visible. The main content area of the page is a light blue background with a white border. It contains several sections of text and form elements:

- A. Please answer the following questions:**
 1. Will your organization enter into any less-than-arms-length transactions or other potential conflicts of interest during the upcoming fiscal year? What does this mean? Yes No
 2. Is your organization a non-profit entity or non-federal governmental entity that expended \$750,000 or more in federal funds during its most recent fiscal year? Yes No
- B. Read each statement below and check to certify that your organization meets the following requirements:**
 1. The contractor, its principals (for example owners, directors, managers, board members, superintendents, food service directors, food program managers and food service accountants), all staff performing CCFP duties, and any of its sponsored sites and their principals are not currently on the USDA National Disqualified List.
 2. The list of any publicly funded programs in which the contractor and/or its principals have participated in the past seven years is current.
 3. The contractor and its principals have not been determined ineligible for any other publicly funded program due to violation of that Program's requirements in the past seven years.
 4. No principals of the contractor have been convicted of any activity that occurred during the past seven years that indicated a lack of business integrity.
 5. The contractor is currently compliant with the required performance standards of financial viability and management, administrative capability, and program accountability as described in [7 CFR §226.6 \(b\) \(2\)\(vi\)](#).
 6. The contractor has not been a party to any unreported less-than-arms-length transactions or other potential conflicts of interest during the past 12 months.
 7. The contractor's program manager (the person identified in #4 on the CCFP application) has taken all required annual renewal training(s) and catering training, if applicable.
 8. Key contractor staff and any sponsored site staff (if applicable) have attended mandatory program training prior to program participation and at least annually thereafter.
- C. Information Update:**
 1. The contractor's [Application](#) and [Site Information](#) screens in MIPS are current and correct, or have been updated for DOH approval. (Click on the underlined form name to access the applicable screens, and submit changes if needed)
 2. The last approved versions of the Compensation Plan and Supplemental Budget are up-to-date, or updated versions are uploaded below for DOH approval.
FOR C.2, DO NOT SUBMIT NEW FORMS IF CHANGES ARE NOT NEEDED. To view documents from previous years, use the FY dropdown at the top of page. If changes are needed, click on the Blank Forms/Documents link on the MIPS side menu to download a blank form.
Updated Compensation Plan for Labor Costs
File Name: Uploaded Date: User:
Updated Supplemental Budget for Special Cost Items
File Name: Uploaded Date: User:
- D. Signature and Certification:**

The person submitting this renewal **MUST** hold one of the following positions:

 - For-Profit – Majority Owner
 - Not-For-Profit – Executive Director, Board Chairperson, Chief Executive Officer, President
 - Public School Districts – School Superintendent
 - Military – Commanding Officer
 - Church – Head Clergy Member

OR be the Delegated Authority for one of the above positions. Delegated Authority – a properly completed Delegation of Signing Authority form **MUST** be uploaded in the section for that form at the bottom of the contractor renewal screen.

By submitting this renewal, I certify that all information submitted and uploaded as part of the CCFP online renewal is true and correct. I understand that any organization or individual that provides false information is subject to applicable civil or criminal penalties, disqualification from the CCFP, and placement on the USDA National Disqualified List.

This is what the renewal screen will look like

ACCESSING RENEWAL

- If you have not already viewed the guidance for completing the Renewal screen, click the link above Section A
- This link will take you to the Training page on the CCFP website

[Click here to view renewal guidance prior to completing this screen.](#)

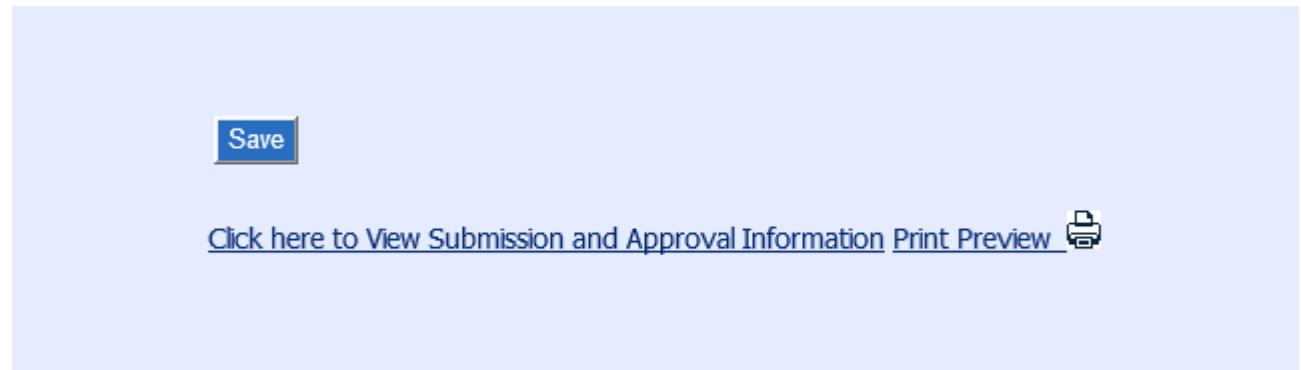


A. Please answer the following questions:

1. Will your organization enter into any less-than-arms-length transactions or other potential conflicts of interest during the upcoming fiscal year? What does this mean? Yes No
2. Is your organization a non-profit entity or non-federal governmental entity that expended \$750,000 or more in federal funds during its most recent fiscal year? Yes No

ACCESSING RENEWAL

- Note: You may click the blue Save button at any time to save your progress. All Save buttons on the screen can be used at any time.



ACCESSING RENEWAL

- Section A:
 - Consists of Yes/No questions. Answer accordingly.
 - If you are unsure of question A.1, click the link *What does this mean* for additional information
 - If you answer Yes to A.1, you MUST provide additional documentation

A. Please answer the following questions:

1. Will your organization enter into any less-than-arms-length transactions or other potential conflicts of interest during the upcoming fiscal year? What does this mean? Yes No
2. Is your organization a non-profit entity or non-federal governmental entity that expended \$750,000 or more in federal funds during its most recent fiscal year? Yes No

ACCESSING RENEWAL

- Section B:
 - Consists of certification questions. Read each statement carefully.
 - Check each box next to each statement to certify that your organization meets that requirement
 - All requirements must be met to continue participation in the CCFP

B. Read each statement below and check to certify that your organization meets the following requirements:

1. The contractor, its principals (for example owners, directors, managers, board members, superintendents, food service directors, food program managers and food service accountants), all staff performing CCFP duties, and any of its sponsored sites and their principals are not currently on the USDA National Disqualified List.
2. The list of any publicly funded programs in which the contractor and/or its principals have participated in the past seven years is current.
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8. Key contractor staff and any sponsored site staff (if applicable) have attended mandatory program training prior to program participation and at least annually thereafter.

ACCESSING RENEWAL

- Section C:

- This section is where you will review and update information as necessary.
 - **Note:** Private Non-Profits will have a C.3 for completing the Board of Directors Certification. Please see the *Completing the Board of Directors* screen training PowerPoint for assistance
- C.1, allows access to the application and site screen. Please see the Updating the Application and Site screens training for instructions on updating these screens.

C. Information Update:

- The contractor's [Application](#) and [Site Information](#) screens in MIPS are current and correct, or have been updated for DOH approval. (Click on the underlined form name to access the applicable screens, and submit changes if needed)
- The last approved versions of the Compensation Plan and Supplemental Budget are up-to-date, or updated versions are uploaded below for DOH approval.

FOR C.2, DO NOT SUBMIT NEW FORMS IF CHANGES ARE NOT NEEDED. To view documents from previous years, use the FY dropdown at the top of page. If changes are needed, click on the Blank Forms/Documents link on the MIPS side menu to download a blank form.

Updated Compensation Plan for Labor Costs Browse...

File Name: Uploaded Date: User:

Updated Supplemental Budget for Special Cost Items Browse...

File Name: Uploaded Date: User:

ACCESSING RENEWAL

■ Section C:

- In C.2, upload documents ONLY if they have changed from previous years

C. Information Update:

- The contractor's [Application](#) and [Site Information](#) screens in MIPS are current and correct, or have been updated for DOH approval. (Click on the underlined form name to access the applicable screens, and submit changes if needed)
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Updated Compensation Plan for Labor Costs Browse...

File Name: Uploaded Date: User:

Updated Supplemental Budget for Special Cost Items Browse...

File Name: Uploaded Date: User:

ACCESSING RENEWAL

- To access previous years renewals, click the Fiscal Year drop-down at the top of the renewal screen to select a previous year



The screenshot displays the FloridaHealth Renewal interface. At the top, there is a navigation bar with tabs for Application, Budget, Site, File Claim, Revise Claim, View Claim, Renewal (selected), Users, and Contracts. The main heading reads "ANNUAL INFORMATION UPDATE AND CERTIFICATION FOR INDEPENDENT CHILD CARE CENTERS (NOT SUBMITTED)". Below this, there are buttons for Save, Print, and Preview. The "Contractor Information" section includes the following details: I- 5703, Region: C, RPS: 2, Fiscal Year: 2023 (with a dropdown arrow), and Termination Date: . Additional information includes Add'l Doc. Required: 4/2/2019, ADR Reason: NEW CONTRACTOR, Legal Name: TESTING, and D/B/A: TESTING. A red arrow points to the Fiscal Year dropdown menu.

ACCESSING RENEWAL

- Section C:
 - In C.2, if changes are needed, click the Blank Forms/Documents link on the MIPS side menu to download a blank form



File a Claim
Revise a Submitted Claim
View a Submitted Claim
Maintain Users
Blank Forms / Documents
Nutrition Guidance
CCFP Active Sites
Disqualified Lists
Policy Memos
Contractor Renewal
Contracts
⊕ Contractor Information
Logout

ACCESSING RENEWAL

■ Section C:

- Once you have reviewed, updated, and submitted your application and site screens as needed, check the box next to C.1 and C.2 and click Save

C. Information Update:

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Updated Compensation Plan for Labor Costs Browse...

File Name: Uploaded Date: User:

Updated Supplemental Budget for Special Cost Items Browse...

File Name: Uploaded Date: User:

ACCESSING RENEWAL

- Section D:
 - Read the portion in red in this section. The person submitting renewal **MUST** hold one of the positions listed, depending on the organization type

D. Signature and Certification:

The person submitting this renewal **MUST** hold one of the following positions:

- [For-Profit](#) – Majority Owner
- [Not-For-Profit](#) – Executive Director, Board Chairperson, Chief Executive Officer, President
- [Public School Districts](#) – School Superintendent
- [Military](#) – Commanding Officer
- [Church](#) – Head Clergy Member

OR be the Delegated Authority for one of the above positions. Delegated Authority – a properly completed Delegation of Signing Authority form **MUST** be uploaded in the section for that form at the bottom of the contractor renewal screen.

By submitting this renewal, I certify that all information submitted and uploaded as part of the CCFP online renewal is true and correct. I understand that any organization or individual that provides false information is subject to applicable civil or criminal penalties, disqualification from the CCFP, and placement on the USDA National Disqualified List.

First and Last Name: **SANDY SMITH** Position Title: Date Submitted:

[Download Delegation of Signing Authority](#)

File Name: Uploaded Date: User:

ACCESSING RENEWAL

- Section D:
 - MIPS will autofill the full name (first and last name) of the person who is logged in and submitting renewal

D. Signature and Certification:

The person submitting this renewal MUST hold one of the following positions:

For-Profit – Majority Owner

Not-For-Profit – Executive Director, Board Chairperson, Chief Executive Officer, President

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First and Last Name: **SANDY SMITH** Position Title: Date Submitted:

Download Delegation of Signing Authority

Browse...

Save

File Name: Uploaded Date: User:

ACCESSING RENEWAL

- Section D:
 - Click the Position Title drop-down and select the title of the person who is logged in and submitting renewal

D. Signature and Certification:

The person submitting this renewal MUST hold one of the following positions:

For-Profit – Majority Owner

Not-For-Profit – Executive Director, Board Chairperson, Chief Executive Officer, President

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First and Last Name: **SANDY SMITH** Position Title: Date Submitted:



[Download Delegation of Signing Authority](#)

Browse...

Save

File Name: Uploaded Date: User:

ACCESSING RENEWAL

■ Section D:

- If a delegated authority is submitting the renewal, download, complete, sign and upload the Delegation of Signing Authority
- In this section, you may see a Delegation of Signing Authority form that was uploaded last year. If the form is still valid, you may not need to upload another form.

D. Signature and Certification:

The person submitting this renewal MUST hold one of the following positions:

[For-Profit](#) – Majority Owner

[Not-For-Profit](#) – Executive Director, Board Chairperson, Chief Executive Officer, President

[Public School Districts](#) – School Superintendent

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First and Last Name: **SANDY SMITH** Position Title: Date Submitted:

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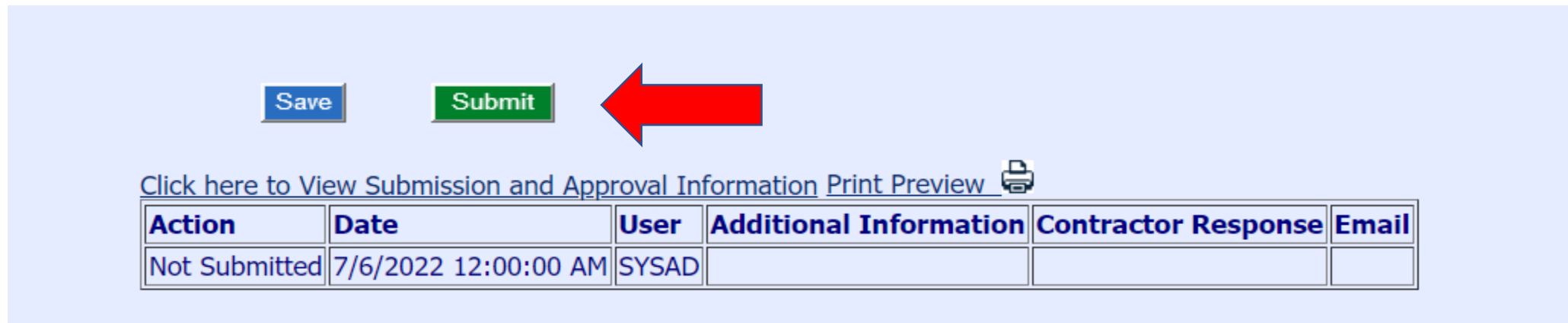
Browse...


Save


File Name: Uploaded Date: User:

ACCESSING RENEWAL

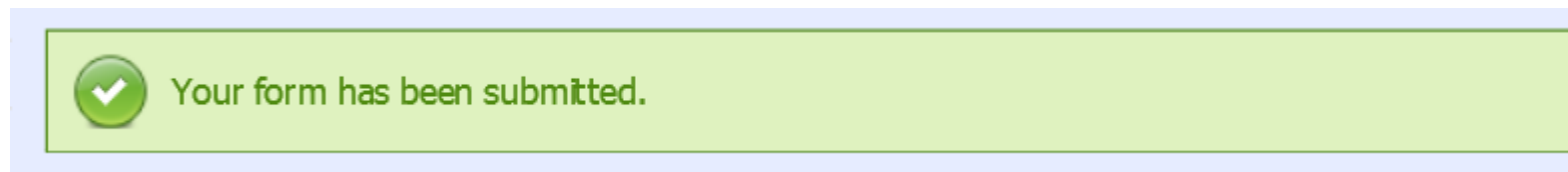
- Once you have completed all sections and reviewed the screen, click the green Submit button (this button will not appear until a Save button has been clicked)
- After successfully submitting the screen, you will see a green message alerting you that the *form has been submitted*




Save Submit 

[Click here to View Submission and Approval Information](#) [Print Preview](#) 

Action	Date	User	Additional Information	Contractor Response	Email
Not Submitted	7/6/2022 12:00:00 AM	SYSAD			



 Your form has been submitted.

ACCESSING RENEWAL

- If the Renewal screen has been returned 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.
- Remember to make any of the required corrections, then click the Resubmit button at the bottom of the screen.

Application Budget Site File Claim Revise Claim View Claim **Renewal** Users Review Contracts

Florida Health.gov

**ANNUAL INFORMATION UPDATE AND CERTIFICATION
FOR INDEPENDENT CHILD CARE CENTERS
(RETURN TO CONTRACTOR)**

Contractor Action Needed:

- Please update the license.
- Question?

Reply To Approver:

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

ACCESSING RENEWAL

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