Provider Manual
Family Day Care Home Sponsoring Organizations

Click on the links in the Table of Contents to go to each section. Click on the 'Return to Table of Contents' link in the right corner of the footer on each page to return to the Table of Contents.

TABLE OF CONTENTS

This Provider Manual gives instructions to [Family Day Care Home sponsoring organizations](#) on how to maintain their [Provider List](#) through DPI's online system. The Provider List is part of the sponsoring organization's CACFP contract with DPI. Sponsors must keep each [Provider's File](#) within their Provider List current by submitting updates for DPI approval.

If you have any questions on the Provider List process, contact your [assigned consultant](#).

Words in [underlined blue font](#) are hyperlinks to sections within the manual, resources on DPI's webpages, forms, or email addresses.

TERMS AND INFORMATION

Family Day Care Home (FDCH) Sponsoring Organization
A FDCH sponsoring organization is an agency that has a contract with DPI to sponsor FDCH providers for CACFP participation. They are referred to as the "sponsor" throughout this manual.

FDCH Provider
A FDCH provider is either licensed or certified to provide child care by the Department of Child and Family Services (DCF). They may also be referred to as the "provider", "home provider", or "family day care home" throughout this manual.

Provider List
The Provider List, formerly known as "Schedule A", is the sponsor's list of providers with whom the agency has active *CACFP Sponsor-Home Provider Agreements* and are approved by DPI for CACFP participation under their sponsorship. It is part of the sponsor's CACFP contract with DPI. Providers must be approved on the sponsor's Provider List to claim them for reimbursement. Sponsors must keep information current in each Provider Application by submitting updates for DPI approval.

> DPI uses the Provider List information to complete monitoring ratio analyses for determining the sponsor's compliance with the monitoring ratio requirements. Infrequent removal of terminated providers from the sponsor's Provider List may inflate the required number of monitoring hours.

Printing: If printing any of the webpages, use landscape to capture the information on one page.

Obtaining an Excel or PDF copy of the Provider List: Contact your DPI consultant for an Excel or PDF copy of the sponsor's Provider List. Terminated providers may be included upon request by specifying how many months back.
➢ Go to the Browsing Provider Files section in this manual for viewing the Provider List within DPI's online system.

CACFP Home Provider Application Form
The *CACFP Home Provider Application Form* is a required DPI form sponsors must complete for each new provider during the enrollment process from which information must be entered into each Provider's File.
Sponsors may either use the electronic pdf-fillable version posted to DPI's webpage or DPI's 2-ply hard copies.
➢ Contact your DPI consultant for copies of the 2-ply hard copies, as needed.

Provider Application
The "Provider Application" is referred to as the "Provider File".

The Provider File is the online file for each provider where the sponsor enters information initially from the provider's completed *CACFP Home Provider Application Form* and regulation. Once a new provider is approved by DPI on the sponsor's Provider List, the sponsor must submit updates to the Provider's File to reflect any changes.
➢ Go to the Provider File Information section in this manual for information that must be entered into each Provider's File.

Guidance Memorandum (GM) A – Provider Eligibility
GM A provides further information on all the terms referenced in this manual.

PROVIDER FILE INFORMATION

Each provider must have a Provider File within the sponsor's Provider List. Each Provider's File must contain required information in each of the three following sections:
- o Provider Information
- o Regulation Information
- o Approved CACFP Participation Period

Provider Information Section

Provider Number

It is a unique number assigned by the sponsor to each provider which is used both within the sponsor's administrative software and DPI's online Provider Files.

Provider Information:	
Provider Number	1922

- o A provider number must never be re-used by assigning it to another provider.
- o When providers return to participate under a former sponsor, the sponsor should use the same, previously assigned provider number. See below for instructions on how to reactivate a provider number.

The following information is printed on the provider's regulation and must be entered into the Provider File:

Day Care Home Provider Information Modify Application

Provider Information:			
Provider Number	1922	DWD Provider Number	3000061022001

DWD Provider Number

It is referred to as a "Provider Number" and typically printed on the **bottom left corner** of the regulation.

This license is granted under the pertinent provisions of section 48.65 through 48.77 of Wisconsin statutes.

Provider Number: 3000061022 / 001

This Provider Number has 13 digits. The last 3 digits is the location number and typically changes when a provider moves.

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Provider Information Section Cont'd

First Name / Last Name
Must be as printed on the regulation.

If there is a middle initial, list it in the
First Name field with a space before it,
e.g., "Lilly K."

Date of Birth
The provider's 'Date of Birth' must be
entered in this field.

Street Address
Must be the street address where the
licensed or certified home is located, as
printed on the regulation.

Different Mailing Address:
If the provider has a different mailing
address from the home's location, it is optional to list it in the field below the street address field.

If listing a different mailing address, make sure to include the street address, city, and zip code.

➢ **The street address or mailing address must not be a P.O. Box.**

City and Zip
Must be where the home is located, as printed on the regulation. It
is optional to include the four-digit zip code extension.

County
Select the County where the home is located using the dropdown arrow.
    Press the dropdown arrow using the mouse and select the respective county to fill in this field. (You may type the first letter of the
    county to filter your search.)

Provider's Phone Number and Email Address
DPI does not collect this information within the Provider Files and will request ~~for~~ it from the sponsor if needed.

Day Care Home Provider Information
Modify Application

Provider Information:

Provider Number: 1922   DWD Provider Number: 3000061022001

First Name: Judy   Last Name: Garland

Date of Birth: 06 / 10 / 1922 [MM/DD/YYYY]

Street Address: 200 Wizard of Oz Way

City: Over the Rainbow   County: Buffalo   Zip: 51111   Zip Plus:

Regulation Information Section

Obtain this information from the provider's license or certificate.

Regulation Type
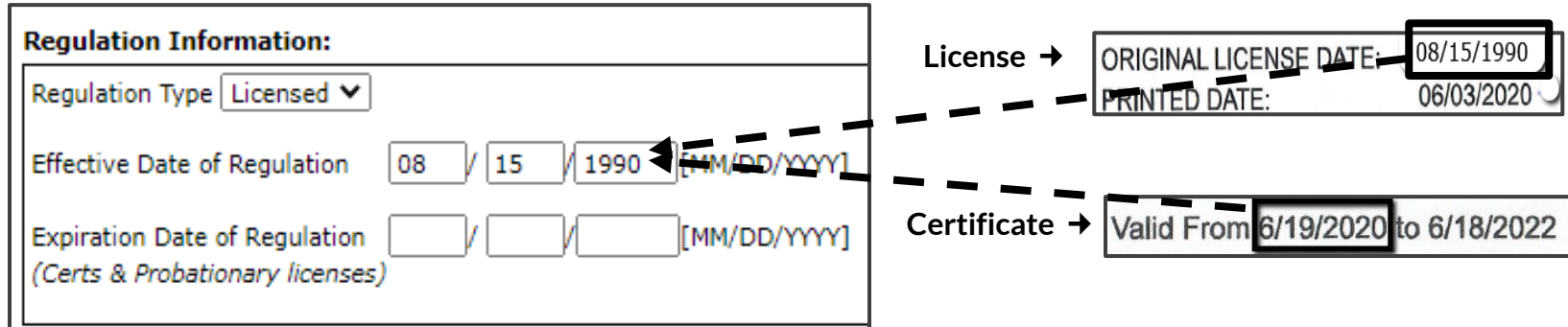Select "**Licensed**" or "**Certified**" using the dropdown arrow.

The selected regulation type cannot be changed in the Provider File.

See the Change in Provider's Regulation Type section for instructions when the provider's regulation type changes from a license to a certificate or vice versa.

Regulation Information:

Regulation Type [Licensed ▼]

Effective Date of Regulation [08] / [15] / [1990] [MM/DD/YYYY]

Expiration Date of Regulation [ ] / [ ] / [ ] [MM/DD/YYYY]
(Certs & Probationary licenses)

Effective Date of Regulation
This date is the Original License Date printed on a license and the start date of the validity period printed on a certificate.

Regulation Information:

Regulation Type [Licensed ▼]

Effective Date of Regulation [08] / [15] / [1990] [MM/DD/YYYY]

Expiration Date of Regulation [ ] / [ ] / [ ] [MM/DD/YYYY]
(Certs & Probationary licenses)

License ➔ ORIGINAL LICENSE DATE: 08/15/1990
PRINTED DATE: 06/03/2020

Certificate ➔ Valid From 6/19/2020 to 6/18/2022

When to Update the Effective Date of Regulation Field:
o DO NOT CHANGE the Effective Date of Regulation unless the provider is issued a completely new regulation.

Lapse in Regulation
Sometimes an existing provider's regulation may lapse between renewals, when the provider moves, or they temporarily close.

o **DO NOT CHANGE** the *Effective Date of Regulation* in the provider's file. Leave it as is **unless the provider is issued a completely new regulation.**

The sponsor must assure that the provider is not paid for any meals during a lapse in regulation within the sponsor's claim system.

Regulation Information Section Cont'd

Expiration Date of Regulation

Only probationary licenses and certificates have expiration dates. Expiration dates are not printed on regular licenses (also referred to as non-expiring). Below are examples:

When and How to Update the Expiration Date of Regulation Field

Licenses

o When a provider's probationary license is updated to a regular license *(the expiration date has been removed from the license)*, a "non-expiring" license, remove the date from the *Expiration Date of Regulation* and leave the field blank.

o If the license's probationary period has been extended *(a new expiration date has been printed on the license and it is still labeled as "Probationary")*, enter the new expiration date.

Certificates *(always have expiration dates)*

o When the expiration date has been extended on the provider's updated certificate, enter the new expiration date.

Regulation Information Section Cont'd

The sponsor does not enter the following regulation information into the Provider File for DPI approval.
- Capacity
- Days of operation
- Hours of operation
- Months of operation
- Ages served
- Any DCF exceptions to the above that affect meal eligibility (For example, lower capacity during evening hours)

Sponsors must accurately maintain this information for each provider in their administrative software system as it affects the provider's claiming eligibility. For example, providers must only be reimbursed for meal types served during the hours of operation approved on their regulation.

All the above information from the provider's regulation and meal types and meal service times must be initially approved by the sponsor on their _CACFP Home Provider Application Form_. Sponsors must monitor and approve subsequent changes based on updates to the provider's regulation information and the provider's request for meal type and meal service time changes.

Refer to _GM A – Provider Eligibility_ for more information on approval of meal types and meal service times.

DPI reviews the accuracy of the sponsor's maintenance of this information within their software systems during administrative reviews.

Approved CACFP Participation Period

Effective Date of Agreement
Subject to DPI's approval, the _Effective Date of Agreement_ is the official date on which a new provider may begin claiming meals for CACFP reimbursement. This date must be listed on the _CACFP Sponsor-Home Provider Agreement, CACFP Home Provider Application Form_, and Provider's File approved within the sponsor's Provider List.

➤ Sponsors must enter this date in the _Effective Date of Agreement_ field of a new Provider's File.

It must be **the latest of the three following dates, unless otherwise approved by DPI**:
  - o Effective date printed on the provider's regulation;
  - o Pre-visit date; or
  - o Orientation date

Approved CACFP Participation Period :			
Effective Date of Agreement	09	01	1990 [MM/DD/YYYY]
Sponsors Termination Date			[MM/DD/YYYY]

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Page 7 of 24
Return to Table of Contents

Approved CACFP Participation Period Cont'd

DPI Approved Effective Date of Agreement
DPI will approve the sponsor's *Effective Date of Agreement* if the sponsor's submission date of the new Provider's File is no later than the end of the next calendar month.

> Example: - Sponsor's *Effective Date of Agreement* is December 15th
> - Sponsor submits new provider application on January 10th
> - DPI approves December 15th as the *Effective Date of Agreement*

If the sponsor submits the new Provider's File **after the end of the next calendar month**, DPI must approve the *Effective Date of Agreement* **no earlier than the 1st day of the calendar month preceding the submission date**.

> Example: - Sponsor's *Effective Date of Agreement* is December 15th
> - Sponsor submits new provider application on February 5th
> - DPI approves January 1st as the *Effective Date of Agreement*

➢ If DPI cannot approve the *Effective Date of Agreement* the sponsor had submitted in the new Provider's File, **the sponsor will need to change this date to DPI's approved *Effective Date of Agreement* within the Provider's File** *(as well as on the CACFP Sponsor-Home Provider Agreement and CACFP Home Provider Application before sending the sponsor's approved copies to the provider.).*

DO NOT CHANGE THE EFFECTIVE DATE OF AGREEMENT once DPI approves them to begin participation as a new provider.
It must remain unchanged for the duration of the provider's participation under your sponsorship, regardless of updates to their regulation.

➢ **Sponsors must not submit new providers within their reimbursement claim until DPI has approved them within the sponsor's Provider List.**

Sponsor's Termination Date

Updating the Sponsor's Termination Date Field:
o If this field has a date and the provider is still participating, delete the date and leave the field blank.
o Leave the field blank until the sponsor has terminated the provider. Go to the Terminating or Removing a Provider File section for more information.

When terminating a provider from their sponsorship, sponsors must enter their termination date into the Sponsor's Termination Date field and submit the file to DPI to remove the provider from their Provider List.

Approved CACFP Participation Period :

| Effective Date of Agreement | 09 | / | 01 | / | 1990 | [MM/DD/YYYY] |
| Sponsors Termination Date | | / | | / | | [MM/DD/YYYY] |

Once DPI approves the termination, the sponsor will no longer be able to view the provider's file within their Provider List.

The Termination Date entered in this field depends on whether the provider is terminated For Convenience or For Cause.

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Page 8 of 24
Return to Table of Contents

- The Termination Date for Providers Terminated For Convenience: The Termination Date is the last date of claimed meals for which CACFP reimbursement was paid to the provider whose *CACFP Sponsor-Home Provider Agreement* has terminated.

- The Termination Date for providers terminated For Cause: The Termination Date is the date of the issued Termination & Disqualification letter. Follow DPI's Serious Deficiency Procedures found under *GM M – Serious Deficiency Requirements*.

Refer to *GM A – Provider Eligibility*, the *Termination* section, for further information on the definitions of "For Convenience" and "For Cause".
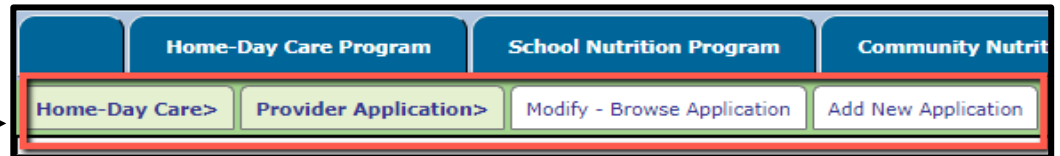
UPDATING THE PROVIDER LIST ONLINE

Navigation Tips
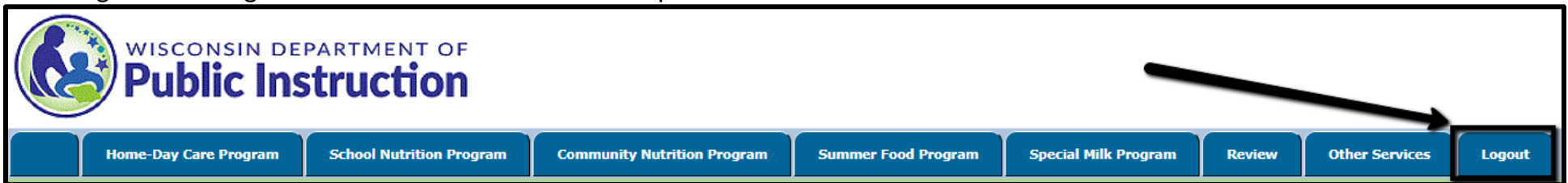
Google Chrome is recommended.

Tabs to Navigate
Use the tabs located below the blue tabs (*at the top of the screen)* to navigate to the different screens.

Exiting Online Services
Click 'Logout' in the right corner of the blue boxes at the top of the screen.
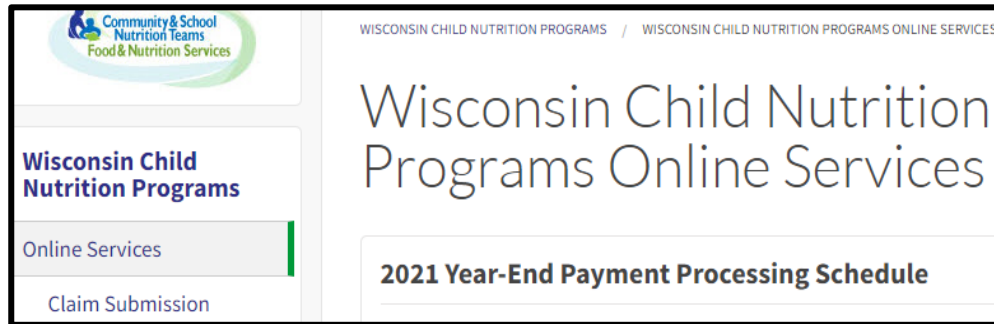

Time Limitations
A timer starts from the moment the website is entered. If there is no activity for 30 minutes, the user will get an error message and will have to return to the main 'Login' screen. **Any data on the page you were working will not be saved.** Any movement on a page, such as going from one screen to another or moving to another entry field on the same page, will reset the 30-minute timer.

DPI's Database
All submitted Provider File information reaches DPI's database instantly, where it is then stored in a temporary file until approved by the sponsor's DPI consultant.
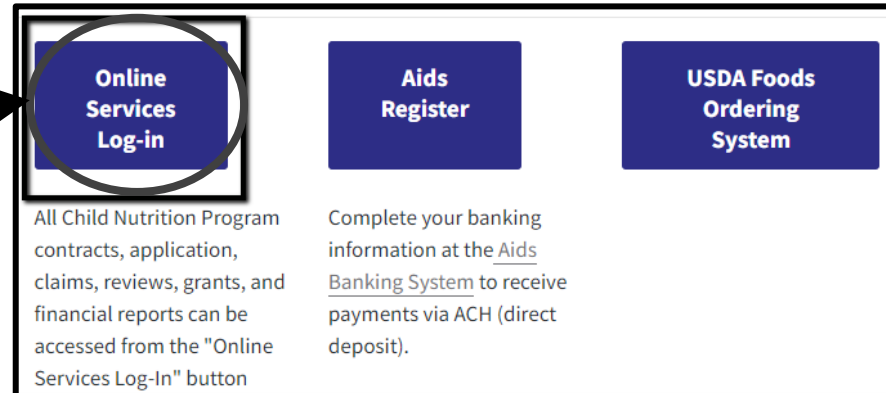

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Accessing the Provider List

1. Go to the Wisconsin Child Nutrition Programs Online Services website.

Bookmark this page for future easy access to Online Services and to receive important updates related to contracts

Scroll down to the bottom of the page.

2. Click on the '**Online Services Log-in**' button.

3. Enter Agency Code (without dashes) and Password.
   Click **'Submit'**.

➢ Do not bookmark this webpage; bookmark the hyperlink in step 1.
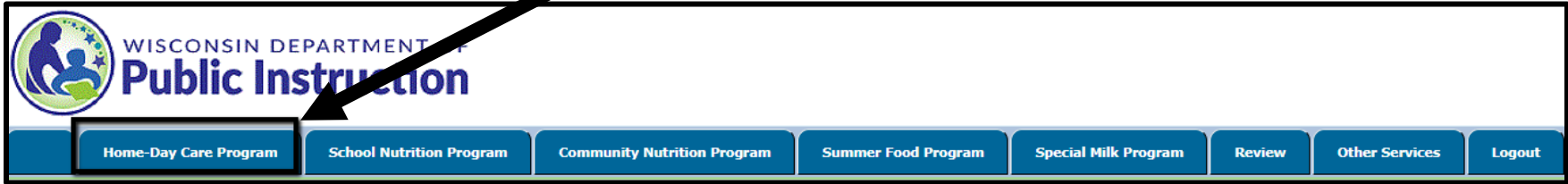
If you do not know your password or need to request a new one, contact:
- Primary Contact: Jacque Darrow at 608-267-9134; jacqueline.darrow@dpi.wi.gov
- Secondary Contact: Najat Shorette at 608-266-6856; Najat.shorette@dpi.wi.gov

Note: Passwords should be changed when the Authorized Representative or any staff authorized to enter online data has left the agency.

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Page 10 of 24
Return to Table of Contents

Accessing the Provider List Cont'd

4. From the Main Menu, click on **'Home-Day Care Program'.**

5. From the Home-Day Care tab click on **'Provider Application'.**
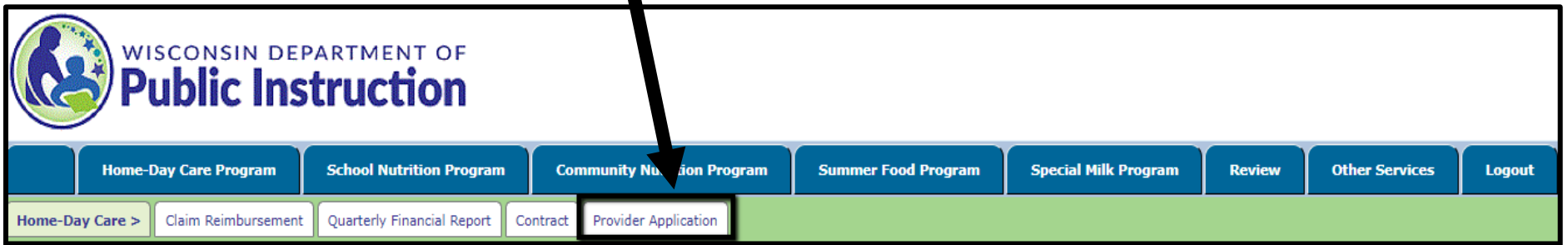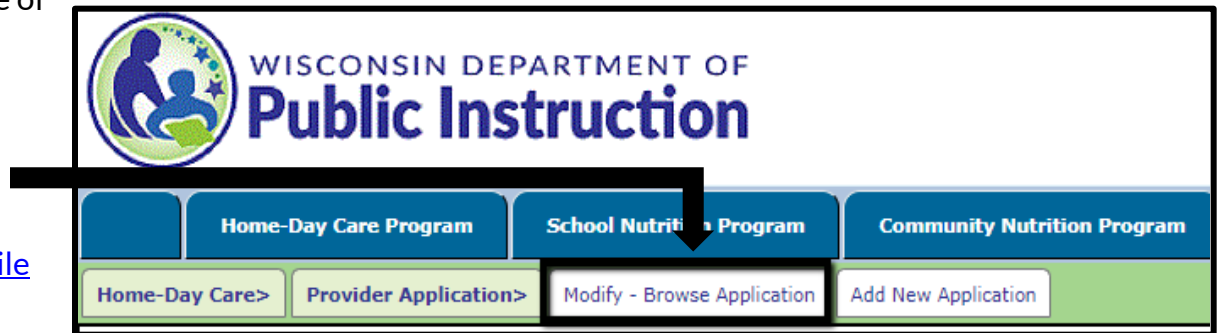

6. From the 'Provider Application' tab, select one of the two options:
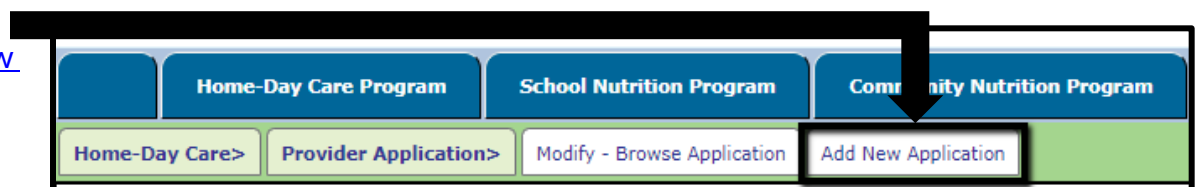
    A. Select **'Modify-Browse Application'** to:
        1) Updating an Existing Provider File
        2) Terminating or Removing a Provider File
        3) Browsing Provider Files

    OR

    B. Select **'Add New Application'** to enter a new Provider File. (Go to the Adding a New Provider section.)

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Page 11 of 24
Return to Table of Contents

Modify-Browse Application Tab

Updating an Existing Provider File

1. Select the 'Modify-Browse Application' Tab.

   The 'Modify – Browse Application' tab takes you to the *Search – Modify Existing Applications* page or the search criteria box.

   Using the Search Criteria Box
   All the following search criteria will list providers in both "Open" and "Filed" application status.

   - **"Show All Providers", "Show Licensed Providers" and "Show Certified Providers":**
     The search results list providers in provider number order when using these three criteria.

   - "**Show by Provider Number":**
     The search results list one provider.

     Use this criterion to find an existing provider most quickly.

     A provider may have two Provider Files *(with the same provider number)*, one for a license and the other a certificate. Since the Department of Children and Families (DCF) no longer allows providers to operate under both regulation types at the same time, the two Provider Files should only appear on the *Provider Application Based on Search-List of Application* page when the sponsor is transitioning a Provider File from one regulation to the other (from license to certificate OR certificate to license). Go to the Changes to Regulation Type section for further information.

   - **"Show by First Name" and "Show by Last Name":** The search results list providers in alphabetical order by first name if searching by first name and respectively by last name.
     o   Searches are not case sensitive;
     o   Enter at least one letter before clicking 'SEARCH'.

   - **"Show Modified/New Application"**: Go to the explanation for this search criteria in the Adding a New Provider File section.

2. Select any one of the criteria to find specific existing Provider Files, then click 'SEARCH'.

   Upon clicking 'SEARCH' on the *Search – Modify Existing Applications* page, you will go to the *Provider Application(s) Based on Search – List of Application* page.

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Page 12 of 24
Return to Table of Contents

Updating an Existing Provider File Cont'd

This page **is the sponsor's Provider List**; it lists the Provider Files from your selected search criteria.

If your search does not result in any matches or you want to broaden or narrow your search, return to the *Search – Modify Existing Applications* page to search by different criteria.

➢ Either click on "Go Back to Search" at the bottom of screen:
   OR the back arrow icon on the browser navigation bar.

3. **On *Provider Application(s) Based on Search – List of Application* page**, open Provider Files to view or update and submit provider information for DPI approval as well as see the Contract Effective Date and Application Status of your queried providers.
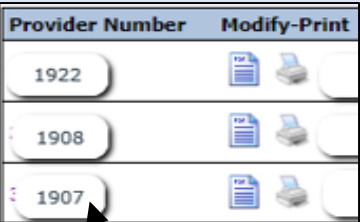
   (See the next page for the meanings of "Open" and "Filed" application status.)

Day Care Home Provider Information
Provider Application(s) Based on Search

List of Application Based on:

| Provider Number	Modify-Print	First Name	Last Name	Regulation Type	Contract Effective Date	Application Status
1922	📄 🖨	Judy	Garland	Certified	10/01/1998	Filed
1908	📄 🖨	Jimmy	Stewart	Licensed	10/01/1998	Filed
1907	📄 🖨	Katharine	Hepburn	Licensed	03/01/2003	Open

Opening Provider Files:
The chart below explains the link options for opening a Provider File.

Open the Provider File by clicking on 1 of 3 links:	To view OR update a Provider File for DPI approval:	Clicking on the **Printer icon**
(1) Provider Number link OR either icon: **(2) Modify** **(3) Print**	Open file by clicking on either: **Provider Number link OR File icon** under 'Modify-Print' At bottom of screen, click 'SAVE' to save and submit for DPI Approval. Selecting 'Back' returns you to the *Provider List* and does not save any changes nor submits the Provider File to DPI for approval.	under 'Modify-Print' only allows you **to view the Provider File**. At the bottom of the screen, you can only click on: **[Back To List]** to return back to the Provider List.
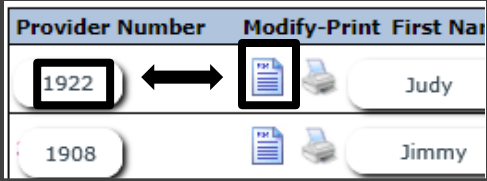
Updating an Existing Provider File Cont'd

The Contract Effective Date is DPI's Approved Effective Date of Agreement and must be the same date entered in the Effective Date of Agreement field by the sponsor.

Application Status indicates whether DPI has approved a submitted Provider File (either updated existing provider or new provider).

- **"Open"** means the submitted Provider File has not yet been approved by DPI.
- **"Filed"** means the Provider File has been approved by DPI.

Once the Provider File is open, the provider's information will appear on the *Modify Application* page.

4. Make the needed updates to the provider's information on the *Modify Application* page.

   ➢ Go to the Provider Information section for the required information that must be kept current in the Provider Files.

5. Update the 'Preparer Name and Phone No.' information, as needed:

6. Click 'SAVE'.

   Clicking 'SAVE' will "save" the updated information and submit the Provider's File to DPI for approval.

   You will then return to the *Provider Application Based on Search – List of Application* page.

   ➢ If you click 'BACK' instead of 'SAVE', updated information will not be saved and the Provider's File will not be submitted for DPI approval.

Continue submitting Provider File updates by following steps 2-6 above.

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Page 14 of 24
Return to Table of Contents

Updating an Existing Provider File Cont'd

The 'Application Status' will change to **"Open"** on the *Provider Application Based on Search-List of Applications* page.

Updates to Provider Files of currently participating providers are considered effective upon the sponsor's submission and are not contingent on the sponsor's submission date for DPI approval as are Provider Files for new providers. Refer to the Effective Date of Agreement terms in the Provider File – Approved CACFP Participation Period section for DPI approval contingencies.
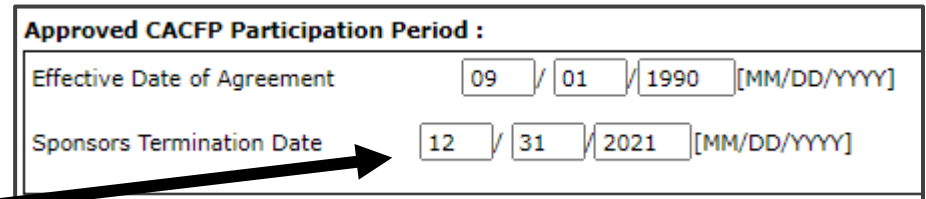
7. Email your consultant the updated regulations for submitted providers in PDF format.
   ➢ **Name each provider's regulation in the following format: 'Firstname Lastname provider number.pdf'**

Once DPI approves the submitted Provider File, the 'Application Status' will change to **"Filed"**.

Terminating or Removing a Provider File

To remove a terminated provider from the sponsor's Provider List:

1. Select the 'Modify-Browse Application' Tab.

2. Using the instructions in the Using the Search Criteria section of this manual, select the "Show by Provider Number" from the search criteria. Enter the provider number.

3. In the Approved CACFP Participation Period section of the *Modify Application* page:
   ➢ Enter the last date of claimed meals for which CACFP reimbursement was paid to the provider in the Sponsor's Termination Date field.

Approved CACFP Participation Period :			
Effective Date of Agreement	09 / 01 / 1990	[MM/DD/YYYY]	
Sponsors Termination Date	12 / 31 / 2021	[MM/DD/YYYY]	

4. Click 'SAVE'.

5. Email your consultant about the providers submitted for termination or removal.

Once DPI approves the termination, the sponsor will no longer be able to view the provider's file within their Provider List.

The Sponsor's Termination Date section explains the difference between For Convenience and For Cause termination dates.

Terminating a Provider listed on the DCF's Closed Facilities Report

DPI downloads DCF's Closed Facility Report each month showing facilities with closed regulations and then notifies the sponsor of any of their providers listed on the report.

NOTE: This report is a "snapshot in time" and may not include all facilities depending on whether DCF has entered the closure date into their system upon DPI's download of the report. Sponsors are to not solely rely on this report for information on their provider's facility closures.

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Page 15 of 24
Return to Table of Contents

When notified by DPI or DCF of a provider whose regulation closed, **the sponsor must do the following**:

1. Immediately terminate the provider within their own system effective DCF's closure date;
   ➢ Refer to *GM M – Serious Deficiency Requirements* for providers revoked for imminent threat to health and safety reasons.

2. Update the Provider File by entering the closure date into **both the 'Expiration Date of Regulation' and 'Sponsors' Termination Date' fields**.

Change in Provider's Regulation Type
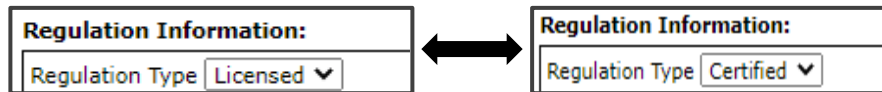
The regulation type (licensed or certified) selected within the provider file cannot be changed.

If the provider changes their type of regulation from certified to licensed or licensed to certified, the terminated regulation must be removed from the sponsor's Provider List and a Provider File for the new or re-instated regulation type must be submitted for DPI approval.

1. Remove the terminated regulation.
   A. Select the 'Modify-Browse Application' Tab;
   B. Select the "Show by Provider Number" from the search criteria *(illustrated on the Using the Search Criteria section of this manual.)* Enter the provider number.
   C. On the *Modify Application* page:
      (1) Make note of the following information to enter in the Provider File for the new or re-instated regulation type:
         • Date of Birth
         • Effective Date of Agreement

      (2) Enter the last date of claimed meals for which CACFP reimbursement was paid to the provider under this regulation.

2. Add a new Provider File if it is a new regulation type or update the reactivated regulation type if it is a previously existing, re-instated regulation.
   ➢ In either case, the Provider File must have the same provider number, the provider's date of birth, and the Effective Date of Agreement listed in the Provider File for the terminated regulation.

   • To submit a new Provider File for a new regulation, follow the steps in the Adding a New Provider section.

   • To submit an updated Provider File for a previously existing, re-instated regulation, follow the steps in the Returning Providers and Re-instated Regulation Types section.

Dual Regulations
The Department of Children and Families (DCF) no longer issues both a license and a certificate to providers. However, if DCF makes an exception to this rule and the provider is going to claim meals under both regulation types, they must have two Provider Files in the sponsor's Provider List, one for each regulation type.

Returning Providers and Re-instated Regulation Types

When the sponsor terminates a Provider File from their Provider List, they can no longer view that Provider File or update its information.

Reactivating a Terminated Provider

- Provider's lapse is **less than a 12-month period**:
  Depending on the sponsor's assessment of the provider's capability in maintaining Program compliance, the sponsor may either re-enroll them by following the new provider enrollment process *(of completing an orientation and a previsit as well as a new CACFP Home Provider Application Form and CACFP Sponsor-Home Provider Agreement)* OR resume the provider's former *CACFP Sponsor-Home Provider Agreement*.
- Provider's lapse is **12-months or more**:
  The sponsor must re-enroll the provider by following the new provider enrollment process.

To re-activate a provider within the sponsor's Provider List for DPI approval to resume participation, the sponsor must:
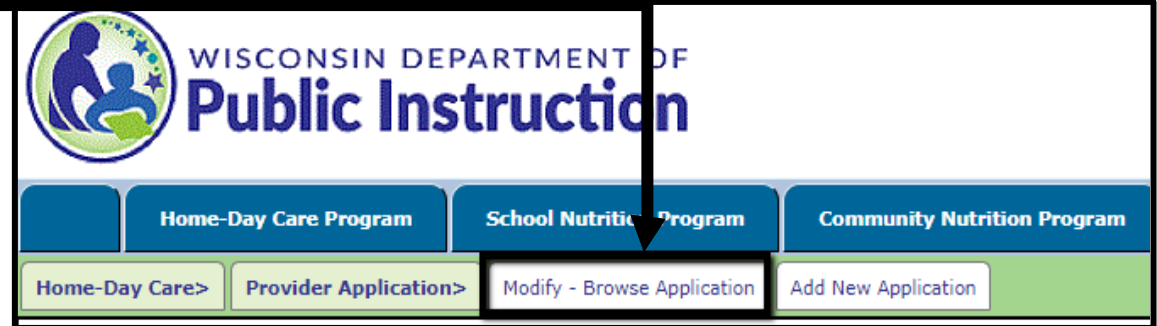1. Assign the same Provider Number in the sponsor's system as was used for their previous participation;
2. Contact their DPI consultant to request the provider number be reactivated;
3. Once DPI removes the termination date, it will then be an existing Provider File. Access, modify, and submit the now existing Provider File for DPI approval.
   - If re-enrolling a provider whose lapse is less than 12 months **under their former *CACFP Sponsor-Home Provider Agreement***, the sponsor must update the Provider File by modifying the Regulation Information as needed and the Sponsor's Approved CACFP Participation Period by not changing the 'Effective Date of Agreement' and removing the date from the 'Sponsors Termination Date' field to leave it blank.
   - If re-enrolling a provider whose lapse was 12 months or more OR less than 12 months if deemed as needing an orientation, previsit, and new *CACFP Sponsor-Home Provider Agreement*, then the sponsor must update the Provider File by modifying the Regulation Information as needed and the Sponsor's Approved CACFP Participation Period by changing the 'Effective Date of Agreement' to the new one approved on their new *CACFP Sponsor-Home Provider Agreement* and removing the date from the 'Sponsors Termination Date' field to leave it blank.

Reactivating a Provider File for a Re-instated Regulation Type
If a currently participating provider's lapsed regulation is re-instated, the sponsor must contact their DPI consultant to request the provider's re-instated regulation be reactivated. Once DPI removes the termination date from the Provider File, the sponsor will be able to access, update, and submit it for DPI approval. They must update the Regulation Information as applicable and the Sponsor's Approved CACFP Participation Period by not changing the 'Effective Date of Agreement' and removing the date from the 'Sponsors Termination Date' field to leave it blank.

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Page 17 of 24
Return to Table of Contents

Browsing Provider Files

1. Select the 'Modify-Browse Application' tab.

2. On the *Search – Modify Existing Applications* page, select any one of the search criteria in the search criteria box depending on which providers you want to view. (Refer to the Using Search Criteria section for search tips.)

3. View the Provider Files listed on the Provider List resulting from your search.

   (Refer to the Contract Effective Date/Application Status section for the information provided in the columns on the *Provider Application(s) Based on Search – List of Application* page.)

4. Open Provider Files to view the Provider Information for specific providers. (Refer to the link options under Opening Provider Files.)

Adding a New Provider

From the 'Provider Application' tab:

| Home-Day Care> | Provider Application> | Modify - Browse Application | Add New Application | |

1. Select the **'Add New Application'** tab to add a new provider.

2. On the *New Application* page, enter information into all fields.

   The required information for each section of the *New Application* page (new Provider File) is explained in this manual:

   - Provider Information Section

   Take note of optional fields in the screenshot to the right:
   ○ Second address field for mailing address *(if different from provider's home)*
   ○ 'Zip Plus' (4-digit extension)

   - Regulation Information Section

   - Approved CACFP Participation Period Section

**Day Care Home Provider Information
New Application**

New Provider Information:

Provider Number [_____] DWD Provider Number [_____]

First Name [_____] Last Name [_____]

Date of Birth [__] / [__] / [__] [MM/DD/YYYY]

Street Address [_____]

[_____] ← Optional field: Second field for mailing address (cannot be P.O. Box)

City [_____] County [Jackson ▾] Zip [____] Zip Plus [____] ← Optional

Regulation Information:

Regulation Type [▾]

Effective Date of Regulation [__] / [__] / [__] [MM/DD/YYYY]

Expiration Date of Regulation [__] / [__] / [__] [MM/DD/YYYY]
(Certs & Probationary licenses)

Approved CACFP Participation Period :
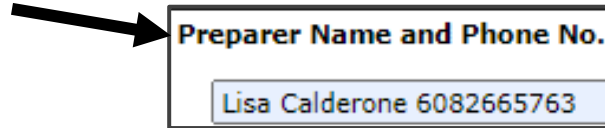
Effective Date of Agreement [__] / [__] / [__] [MM/DD/YYYY]

Sponsors Termination Date [__] / [__] / [__] [MM/DD/YYYY] ← Leave field blank until terminating the provider

○ **Effective Date of Agreement**
   Review what the *Effective Date of Agreement* is to **confirm you are entering the correct date in this field.**

○ **Sponsor's Termination Date**
   Leave the *Sponsor's Termination Date* field blank.

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Page 19 of 24
Return to Table of Contents

Adding a New Provider Continued

3. Enter the 'Preparer Name and Phone Number.' information. *(For whom the DPI consultant may contact if they have questions.)* There is no required format.

Preparer Name and Phone No.

Lisa Calderone 6082665763

4. Click 'SAVE' to submit the Provider File to DPI for review and approval.

I HEREBY CERTIFY that the information on this application is true and correct. **Reimbursement will be claimed only for meals served to children who are enrolled and receiving child care services.** I understand that information on this application is being given in connection with the receipt of federal funds and deliberate misrepresentation ma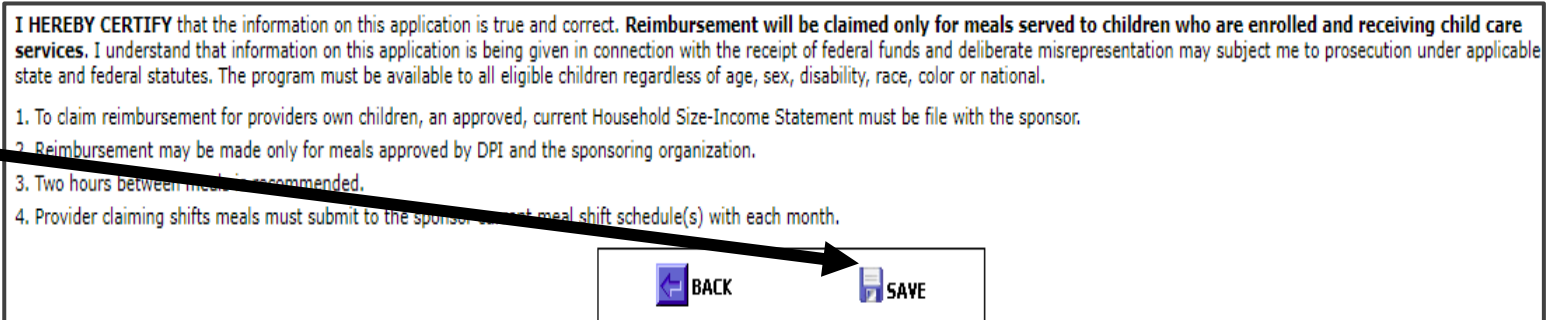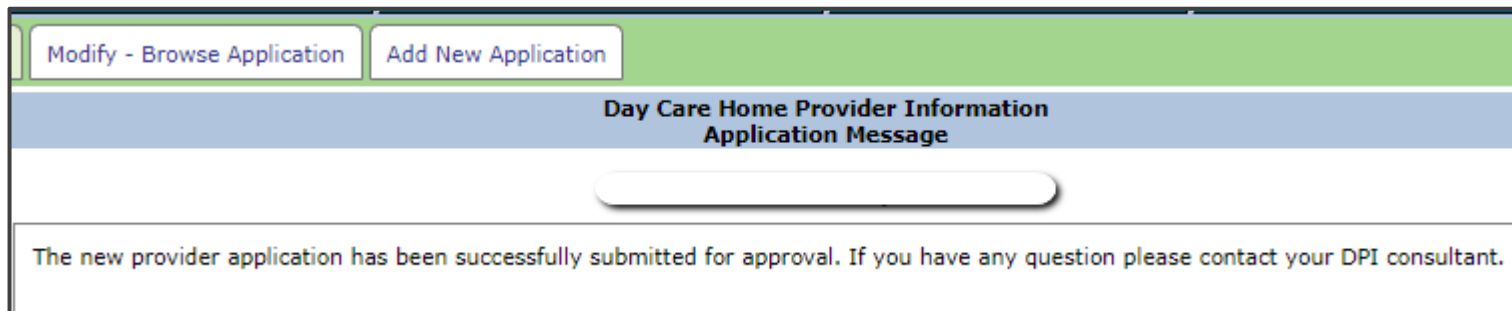y subject me to prosecution under applicable state and federal statutes. The program must be available to all eligible children regardless of age, sex, disability, race, color or national.

1. To claim reimbursement for providers own children, an approved, current Household Size-Income Statement must be file with the sponsor.
2. Reimbursement may be made only for meals approved by DPI and the sponsoring organization.
3. Two hours between meals is recommended.
4. Provider claiming shifts meals must submit to the sponsor meal shift schedule(s) with each month.

← BACK   💾 SAVE

> ➢ If you click 'BACK' instead of 'SAVE', the new provider's information will not be saved and the Provider's File will not be submitted for DPI approval.

If you have successfully saved / submitted the new Provider File for DPI's review and approval, the following Application Message will appear:

| Modify - Browse Application | Add New Application |

Day Care Home Provider Information
Application Message

The new provider application has been successfully submitted for approval. If you have any question please contact your DPI consultant.

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Page 20 of 24
Return to Table of Contents

Adding a New Provider Continued

5. Email your DPI consultant a copy of the new provider's regulation.

   A. Before emailing the copy:

      • Write the provider number on the regulation before scanning it.

      • Save the regulation with file name in the following format: **'Firstname Lastname provider number.pdf'**.

   B. Include the following documents with a copy of the provider's regulation, if applicable:

      • The DCF Letter of Transmittal or print-out from the DCF website confirming that the provider's regulation is issued in their name **only if the name of the facility is listed on the regulation instead of the provider's name.**

        (Refer to *GM A – Provider Eligibility*, the *Provider's Regulation* section, for further situations that may require additional documentation or follow up with the provider before they may begin participation.)

      • A fully completed *Home Provider-Sponsor Transfer Request form* if the provider is transferring from another sponsor to participate under your agency's sponsorship.

        Refer to *GM A – Provider Eligibility*, the *Provider Transfers* section, and the instructions on the *Home Provider-Sponsor Transfer Request form* for more information.

   C. Keep the following documents in the sponsor's file for the provider:

      • DCF's written exceptions to the provider's license / certificate

      • The provider's completed *CACFP Home Provider Application Form*

      • The provider's completed *CACFP Sponsor-Home Provider Agreement*

➢ **DPI must approve new providers before the sponsor claims them for reimbursement.**

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Page 21 of 24
Return to Table of Contents

Checking DPI's Approval Status of New Provider Files

Sponsors can check within their Provider List if a new Provider File has been approved by their DPI consultant.

After submitting a new Provider File for DPI approval, it is considered an "existing" Provider File in the online system.
➢ You must access the Provider File through the 'Modify – Browse Application' tab.

The 'Modify – Browse Application' tab takes you to the *Search – Modify Existing Applications* page or the search criteria box.
(See the Using the Search Criteria section)

The sponsor can query the new Provider File using any of the search criteria.

Corrections can be made to the new Provider File by opening the Provider File, making the corrections, and then clicking 'Save' at the bottom of the file.

Show Modified / New Application Search Criteria
Selecting the "Show Modified / New Application" search criteria will only list Provider Files not yet approved by DPI on the *Provider Application Based on Search – List of Applications* page.

Select any one of the following search criteria to display list of provider applications.

- ○ Show All Providers
- ○ Show Licensed Providers
- ○ Show Certified Providers
- ○ Show By Provider Number
- ○ Show By First Name
- ○ Show By Last Name
- ○ **Show Modified/New Application**

🔍 SEARCH

When selecting the "Show Modified / New Application" search criteria, the *Provider Application Based on Search–List of Applications* Page will show the following:

- The **'Contract Effective Date'** column will list the new Provider File as **"New"**.

- The **'Application Status'** column will list the Provider File as **"Open"**.

Day Care Home Provider Information
Provider Application(s) Based on Search

List of Application Based on: Show Modified/New Application

Provider Number	Modify-Print	First Name	Last Name	Regulation Type	Contract Effective Date	Application Status
1234567	📄 🖨	Lisa	Calderone	Licensed	NEW	Open

Words in underlined blue font are hyperlinks to sections within the manual, resources on DPI's webpages, forms, or email addresses.

DPI Approval of New Provider File

Once DPI approves the submitted Provider File:

- The sponsor will no longer see the Provider File within the Provider List when using the "Show Modified / New Application" search criteria.

  ➢ **You must select any one of the other search criteria** to view the status information for DPI's approval of the new Provider File.

  CANNOT use the "Show Modified / New Application" criteria to view the Provider File once approved by DPI.

Select any one of the following search criteria to display list of provider applications.
- Show All Providers
- Show Licensed Providers
- Show Certified Providers
- Show By Provider Number
- Show By First Name
- Show By Last Name
- Show Modified/New Application

SEARCH

When selecting any one of the other search criteria On the *Provider Application Based on Search–List of Applications* Page (sponsor's Provider List), the Provider Application Based on Search page:

- The **'Contract Effective Date'** column will now list the DPI approved Effective Date of Agreement for the Provider File.

  This must be the same date as is in the Effective Date of Agreement field entered by the sponsor.

  If DPI cannot approve the sponsor's Effective Date of Agreement, the sponsor will need to change it to DPI's Effective Date of Agreement.

Day Care Home Provider Information
Provider Application(s) Based on Search

List of Application Based on: Show By Provider Number

Provider Number	Modify-Print	First Name	Last Name	Regulation Type	Contract Effective Date	Application Status
1234567	📄 🖨	Lisa	Calderone	Licensed	01/01/2022	Filed

Approved CACFP Participation Period :

Effective Date of Agreement	1 / 1 / 2022 [MM/DD/YYYY]
Sponsors Termination Date	/ / [MM/DD/YYYY]

- The **'Application Status'** column will change from "Open" to **"Filed"** for the Provider File.

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Page 23 of 24
Return to Table of Contents

USDA Non-Discrimination Statement for the Child Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.