

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Rick Scott
Governor

John H. Armstrong, MD, FACS
State Surgeon General & Secretary

Vision: To be the Healthiest State in the Nation

CHILD CARE FOOD PROGRAM MEMORANDUM

DATE: July 14, 2014
TO: Child Care Food Program Contractors
FROM: Maria Williamson, Chief *mw*
Bureau of Child Care Food Programs
SUBJECT: 2014 Mandatory Annual Training and Application Renewal Deadlines

This memo is your notice of 2014 Child Care Food Program (CCFP) mandatory Annual Training and the deadline for submitting renewal application and documents. This year's annual training and renewal process is different depending on type of contractor. Please refer to the sections that apply to your contractor type below.

Independent Centers (I's) and Sponsors of Affiliated Centers (S's)

Application Renewal Deadline -- August 8, 2014

I's and S's will be using the new online renewal through the MIPS data system by directly inputting application changes into the computer and scanning and uploading documents instead of sending in paper. By July 18, 2014, training modules with instructions for online renewal will be on our website under the Training Opportunities link. Since this is a new process, we will be posting updates that you will see when logging into MIPS.

- 1) Adobe Flash Player must be installed on your computer to take the training so if you do not, please download it for free by doing the following:
 - a) Go to <http://get.adobe.com/flashplayer/>
 - b) Click "Install Now"
 - c) Click "Run" when the File Download window opens.
- 2) High speed internet is required to access the training modules; dial-up connection will not work. Access to high speed internet may be available at your local public libraries, some coffee shops and restaurants.
- 3) Make sure to adjust your computer's speaker volume so that you can hear the voice that goes with the presentation.
- 4) To access the module, go to www.floridahealth.gov/ccfp and click on the Training Opportunities link (found on the left hand side of the home page). Scroll down to Training for Existing Contractors and you will find the Renewal Training modules.
- 5) The Renewal Modules are specific to contractor type (I or S) so you will click on the module that applies to you.

See other side for more information

Florida Department of Health

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- 6) Part of the application submission process is scanning and uploading signed documents. If you do not have a scanner, copy shops and office supply stores charge a nominal fee per page to scan them to a jump drive. Call ahead for more information.

The training modules are self-paced but you must watch each module in one sitting, as it does not save your place if you close the window. More than one person can take the training, so feel free to share the link with others in your organization. And, you may go back and take it as many times as you like!

Afterschool Meals Programs (A's), Day Care Home Sponsors (D's), Homeless Children Nutrition Programs (H's), and Sponsors of Unaffiliated Centers (U's)

A's and H's - Application Renewal Submission Deadline -- August 8, 2014

D's and U's - Application Renewal Submission Deadline -- August 15, 2014

A's, D's, H's and U's will mail paper renewal documents as you did last year. Below are instructions to complete your renewal requirements. More detailed instructions can be found in MIPS with your renewal forms.

1. Log into MIPS (the website in which you file your claim each month)
2. Click on the "Renewal Forms" link on your MIPS menu – this is where you'll find the forms you need to complete renewal.
3. Open up the Annual Information Update and Certification – this will be your guide for completing renewal. You can save this form to your computer so you can type right into it.
4. Start by answering all the questions and certifications in Parts A and B.
5. In Part C, you will need to find the most current documents submitted to us to ensure they are still correct, or you will need to complete and submit new forms with your packet as instructed (blanks found in the "Renewal Forms" link in MIPS).
6. Part D (and Part E for D's and U's) requires you to complete and submit applicable materials.
 - a. Complete and sign the CCFP Annual Training Certification (found in the "Renewal Forms" link) after you've viewed the required modules and read through the Training Handbook you received with this letter.
 - b. Print out your Application Form (and Site Forms if instructed) found on your MIPS menu and make updates in red ink, sign and date.
 - c. Finish Part D by completing and printing out all (applicable) additional items.
7. The Signature section is Part E for A's and H's and Part F for D's and U's. The form must be signed by one of the officials specified under the signature line.

Note: Mini-modules are available under Training Opportunities, if you need assistance completing your Management Plan, Budget or Board of Directors forms. These modules are not required to be viewed.

Catering Meal Service - For those that will have catered meal service for fiscal year 2014-2015, you must complete the Catering Training modules that apply to you. The Part 1 Overview is required as it explains which modules to complete. You can download catering documents from our website by clicking on "Catering" on the left hand side of the home page, or you may request a paper copy by calling our office at 850.245.4323 and asking for a nutritionist.

Program Specialist Technical Assistance, if desired - If you need additional guidance on the renewal process or other technical assistance, you may schedule an appointment with your Program Specialist in his or her office. Their contact information is in the Training Handbook; if you do not know your Program Specialist, call the Regional Supervisor for this information.

Thank you for your participation in the Child Care Food Program. If you have any questions regarding this process, please call your Program Specialist or Ellen Farrell at 850.245.4323.