

Revised 12-18-02	<p style="text-align: center;">Child Nutrition Programs User Documentation Child and Adult Care Food Program</p>
Georgia	<p>SUBJECT: Table of Contents</p>

Chapter TWO - Table of Contents – Center / Site Application

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M. Center Applications

The center/site application also consists of several screens and has a menu screen that lists each screen and displays its status.

- Click on **Center Applications** and the following summary screen will be displayed.

Child and Adult Care Food Program

Institution			
Institution Name	Agreement Number	Federal ID (EIN)	Program Year
A Place to Learn	09-001	123456789	2002-2003

[Sponsor Application page](#) [Help](#)

Section M - Center/Site List								
Center/Site Name(s)	Center/Site Status	Center/Site FEIN	Review Required	OSR Approved Date	Denied Date	Termination Date	Action	Errors
No centers for this sponsor								

In the above example no centers have been entered.

- Click on **Renew/Add Center to CACFP** and the following screen will appear.

Center Enrollment

Institution			
Institution Name	Agreement Number	Federal ID (EIN)	Program Year
A Place to Learn	09-001	123456789	2002-2003

[Sponsor Application page](#) [Help](#)

Available centers to add
Click here to enroll A Site Two Learn in the Cacfp Program

This screen lists centers that do not have an application. Click on “[Click here to enroll A Site Two Learn in the Cacfp Program](#)” and the following screen will be displayed.

Add a New Center

You may also add centers that do not appear on the above list by clicking on the Add New Center button. This button will take you to the center portion of the Sponsor Profile. You will be able to enter a new center and its Federal ID number. Click on submit and the following screen will appear.

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SITE MENU SCREEN

Center/Site Information				
Institution Name	Center/Site Name	Center/Site FEIN	Agreement Number	Program Year
A Place to Learn	A Site Two Learn	61116	09-001	2002-2003
Help				
Application				
Menu Item	Status			
Begin Center/Site Application				
A. Center/Site Address and Contact Information	Not Started			
B. Licensing and Operating Months Information	Not Started			
C. Organization Type	Not Started			
E. Hours of Operation and Meals Served	Not Started			
G. Racial/Ethnic Data	Not Started			
H. Center/Site Application Internal Use Only	Not Started			
I. Center Application Summary				
J. Supporting Application Documents Required	Incomplete		2 Pending Documents	
Comments				
Update Comment				
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> < Back Journal </div>				

This screen displays the menu items necessary to complete the Center Application. When each menu item is completed the status will change to Complete.

SITE MENU SCREEN

Center/Site Information				
Institution Name	Center/Site Name	Center/Site FEIN	Agreement Number	Program Year
A Place to Learn	A Place to Learn Site One		09-001	2002-2003
Help				
Application				
Menu Item	Status			
Begin Center/Site Application				
A. Center/Site Address and Contact Information	Complete			
B. Licensing and Operating Months Information	Complete			
C. Organization Type	Complete			
D. At-Risk After School Snack Care Program	Complete			
E. Hours of Operation and Meals Served	Complete			
F. Emergency/Homeless Shelter Meals Served	Complete			
G. Racial/Ethnic Data	Complete			
H. Center/Site Application Internal Use Only	Complete			
I. Center Application Summary				
J. Supporting Application Documents Required	Complete			
Comments				
Update Comment				
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> < Back Journal </div>				

In order to display all of the menu items, the above example displays a center application that is completed.

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- Click on the first menu item to view the information screen. After completing each screen click on continue to go to the next screen or you can return to this screen and use the menu items to access each screen.

Links	• Site Application page	Returns to the Site Application Page
	• Help	Goes to Help screen

Buttons	• Redisplay	Displays the current screen. Does not save entered information.
	• <Back	Returns to the previous screen. Does not save entered information.
	• Save	Saves information entered and stays on this screen.
	• Cancel	Returns to Application Menu. Does not save entered information.
	• Continue >	Saves entered information and continues to the next screen of the application.
	• Continue with Errors	If errors exist a red error message will be displayed at the top of the screen. The error description message will display an item number and an explanation of the error. Clicking on the Continue with Errors button will not save the page, but will go to the next screen.

The comments section allows the sponsor or the OSR administrator to enter comments that can be viewed by everyone who has access to this screen.

- Click on **Update Comments** and a comments entry screen will be displayed.
- Enter comments and click on Submit to save the comments.

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A. Center/Site Address and Contact Information

This screen contains the address information for the Center/Site.

- Enter the street address including the address, City, State, Zip Code and County.

Tip: If the mailing address is the same as the street address, click in the box provided and the system will copy the address information for you.

Child and Adult Care Food Program

Center/Site Information				
Institution Name	Center/Site Name	Center/Site FEIN	Agreement Number	Program Year
A Place to Learn	A Place to Learn Site One		09-001	2002-2003

[Site Application page](#) [Help](#)

Section A - Center/Site Address and Contact

(Item #A- 1) Street Address				
Address:	<input type="text" value="1234 Anystreet"/>			
	<input type="text" value="1234 Anystreet"/>			
City:	<input type="text" value="Jonesboro"/>			
State:	<input type="text" value="GA"/>	Zip Code:	<input type="text" value="85086"/>	
County:	<input type="text" value="Peach"/>			

Check here if the Mailing address is the same as the Street address.

(Item #A- 2) Mailing Address				
Address:	<input type="text" value="1234 Anystreet"/>			
	<input type="text" value="1234 Anystreet"/>			
City:	<input type="text" value="Jonesboro"/>			
State:	<input type="text" value="GA"/>	Zip Code:	<input type="text" value="85086"/>	
County:	<input type="text" value="None Selected"/>			

(Item #A- 3) Center/Site Contact				
<input type="checkbox"/> Check here if the Center Site contact is the same as the Sponsor Program Contact.				
Name: <small>(First, Middle, Last)</small>	<input type="text" value="Mr."/> <input type="text" value="Test"/>	<input type="checkbox"/>	<input type="text" value="Owner"/>	
Phone: <small>e.g.,(555) 555 - 5555</small>	<input type="text" value="(111) 222-3333"/>	Ext:	<input type="text"/>	Position: <input type="text" value="Owner"/>
Fax:	<input type="text"/>	E-mail:	<input type="text"/>	

Created By: Developer	Created Date: 7/23/2002	Modified By:	Modified Date:
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- After entering the above information click on **Continue >**.

Links	<ul style="list-style-type: none"> • Site Application page • Help 	Returns to the Site Application Page Goes to Help screen
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Buttons	<ul style="list-style-type: none"> • Redisplay Displays the current screen. Does not save entered information.
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	<ul style="list-style-type: none"> • <Back 	Returns to the previous screen. Does not save entered information.
	<ul style="list-style-type: none"> • Save 	Saves information entered and stays on this screen.
	<ul style="list-style-type: none"> • Cancel 	Returns to Application Menu. Does not save entered information.
	<ul style="list-style-type: none"> • Continue > 	Saves entered information and continues to the next screen of the application.
	<ul style="list-style-type: none"> • Continue with Errors 	If errors exist a red error message will be displayed at the top of the screen. The error description message will display an item number and an explanation of the error. Clicking on the Continue with Errors button will not save the page, but will go to the next screen.

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B. Licensing and Operation Months Information

This screen contains the licensing and operation month's information.

Child and Adult Care Food Program

Center/Site Information				
Institution Name	Center/Site Name	Center/Site FEIN	Agreement Number	Program Year
A Place to Learn	A Place to Learn Site One		09-001	2002-2003
Site Application page Help				
Section B - Licensing and Operating Months Information				
(Item #B- 1) Licensing Information				
License Type:		<input type="radio"/> DHR Continuing <input type="radio"/> DHR Temporary <input type="radio"/> DOD <input type="radio"/> Exempt <input checked="" type="radio"/> OSR		
Date of Expiration if operating under DHR Temporary or DOD license:		Feb 3 2001		
License Number:		<input type="text"/> For DHR licenses only		
Enrollment Number:		<input type="text"/> 145		
<small>(If Exempt, License Capacity will populate from the Enrollment Number)</small>				
License Capacity:		<input type="text"/> 150		
(Item #B- 2) Operating Months				
<input type="checkbox"/> Select All Months if you operate "CACFP" in all 12 months of the year, otherwise check off each month of your "CACFP" operation below.				
<input checked="" type="checkbox"/> Oct	<input checked="" type="checkbox"/> Nov	<input checked="" type="checkbox"/> Dec	<input checked="" type="checkbox"/> Jan	<input checked="" type="checkbox"/> Feb
<input checked="" type="checkbox"/> Mar	<input checked="" type="checkbox"/> Apr	<input checked="" type="checkbox"/> May	<input checked="" type="checkbox"/> Jun	<input checked="" type="checkbox"/> Jul
<input checked="" type="checkbox"/> Aug	<input checked="" type="checkbox"/> Sep			
Created By: Developer		Created Date: 7/23/2002		Modified By:
		Modified Date:		
<input type="button" value="Redisplay"/> <input type="button" value=" < Back"/> <input type="button" value=" Save"/> <input type="button" value=" Cancel"/> <input type="button" value=" Continue >"/>				

- Indicate the License Type by clicking on the small circle to the left of your selection
- Use the drop down arrows to enter the Date of Expiration.
- Enter the License Number, Enrollment Number and License Capacity.
- Check on the months the Center/Site will be operating.

Tip: If operating for all 12 months of the year click on the box and the system will check all months.

- After entering the above information click on **Continue >**.

Links	<ul style="list-style-type: none"> • Site Application page 	Returns to the Site Application Page
	<ul style="list-style-type: none"> • Help 	Goes to Help screen

Buttons	<ul style="list-style-type: none"> • Redisplay 	Displays the current screen. Does not save entered information.
	<ul style="list-style-type: none"> • <Back 	Returns to the previous screen. Does not save entered information.
	<ul style="list-style-type: none"> • Save 	Saves information entered and stays on this screen.
	<ul style="list-style-type: none"> • Cancel 	Returns to Application Menu. Does not save entered information.
	<ul style="list-style-type: none"> • Continue > 	Saves entered information and continues to the next screen of the application.

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	<ul style="list-style-type: none"> Continue with Errors 	<p>If errors exist a red error message will be displayed at the top of the screen. The error description message will display an item number and an explanation of the error. Clicking on the Continue with Errors button will not save the page, but will go to the next screen.</p>
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C. Organization Type

This screen indicates the organization type and responds to several questions.

Child and Adult Care Food Program

Center/Site Information					
Institution Name	Center/Site Name	Center/Site FEIN	Agreement Number	Program Year	
A Place to Learn	A Place to Learn Site One		09-001	2002-2003	
Site Application page Help					
Section C - Organization Type					
(Item #C- 1)					
<input checked="" type="radio"/> Profit (Select method used to qualify and indicate total number of eligible participants)					
a. <input type="checkbox"/> Title XX (or Title XIX) <input type="text"/> and/or Pre-K Category 1 <input type="text"/>					
b. <input type="checkbox"/> Free and Reduced Price Meal Participants (Child Care Only)					
Free <input type="text"/> Reduced <input type="text"/> Paid <input type="text"/>					
<input type="radio"/> Non-Profit					
(Item #C- 2)					
Claiming infant meals?			<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Site Pricing?			<input type="radio"/> Yes	<input checked="" type="radio"/> No	
(*If yes, must provide OSR a Free and Reduced Price Policy Statement. See OSR Instruction for requirement.)					
Participate in OSR Pre-K Program?			<input type="radio"/> Yes	<input type="radio"/> No	
(Item #C- 3)					
Program Type	<input checked="" type="radio"/> Adult Care Center		<input type="radio"/> Child Care Center		
	<input type="radio"/> At Risk - After School Care Snack (ASCS) ONLY		<input type="radio"/> Outside School Hours Center (OSHC)		
	<input type="radio"/> Emergency/Homeless Shelter		<input type="radio"/> Head Start		
(Item #C- 4)					
<input type="checkbox"/> Check here if your Center is a Board of Education Center (BOE)					
(Item #C- 5)					
<input type="checkbox"/> Check here if you also qualify for the At Risk After School Care Snack Program					
Created By: Developer		Created Date: 7/23/2002		Modified By: Developer	
				Modified Date: 7/24/2002	

- Click on the circle to the left of the selection to indicate your answer.
- If Profit is selected click in the check box for a. or b. and enter the participant information for your selection.
- Respond to all questions by clicking the circle or by checking the check box.
- After entering the above information click on **Continue >**.

Links	<ul style="list-style-type: none"> • Site Application page 	Returns to the Site Application Page
	<ul style="list-style-type: none"> • Help 	Goes to Help screen

Buttons	<ul style="list-style-type: none"> • Redisplay 	Displays the current screen. Does not save entered information.
	<ul style="list-style-type: none"> • <Back 	Returns to the previous screen. Does not save entered information.
	<ul style="list-style-type: none"> • Save 	Saves information entered and stays on this screen.
	<ul style="list-style-type: none"> • Cancel 	Returns to Application Menu. Does not save entered information.

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	<ul style="list-style-type: none"> • Continue > 	Saves entered information and continues to the next screen of the application.
	<ul style="list-style-type: none"> • Continue with Errors 	If errors exist a red error message will be displayed at the top of the screen. The error description message will display an item number and an explanation of the error. Clicking on the Continue with Errors button will not save the page, but will go to the next screen.

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D. At-Risk After School Snack Care Program

This screen indicates participation in the At Risk After School Snack Care program.

Child and Adult Care Food Program

Center/Site Information				
Institution Name	Center/Site Name	Center/Site FEIN	Agreement Number	Program Year
A Place to Learn	A Place to Learn Site One		09-001	2002-2003

[Site Application page](#) [Help](#)

Section D - At-Risk After School Snack Care Program				
(Item #D- 1)				
Public School used to qualify:	<input type="text"/>	Percentage of free and reduced participants for selected schools: <input type="text" value="56"/>		
Dates Public School is in session:	Begin: <input type="text"/>	End: <input type="text"/>	Date At Risk Approved: <input type="text"/>	
ASCS Hours of Operation:	Begin: <input type="text"/>	End: <input type="text"/>	Eligibility Expiration Date:	
(Item #D- 2)				
Check types of activity offered:	<input checked="" type="checkbox"/> Educational <input type="checkbox"/> Enrichment			

REMEMBER: CACFP After School Care Snacks cannot be claimed during the summer break	
(Item #D- 3)	
Is After School Program located in a Public School Building?	<input type="radio"/> Yes <input type="radio"/> No
If Yes, is the program operated by the school system?	<input type="radio"/> Yes <input type="radio"/> No
If No, please provide additional licensing documentation to OSR with application.	

List the Names and work hours for the staff that supervise the After School Program	
Name:	Work Hours: (e.g. 9 AM to 5 PM)
<input type="text"/>	<input type="text"/>
Briefly describe the agenda of the activities offered:	
<input type="text"/>	

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- Enter the name of the Public School use to qualify.
- Enter the percentage of free and reduced participants for the school.
- Use the drop down arrows to select the Begin and End dates for when school is in session.
- Use the drop down arrows to select the Date At Risk Approved.
- Use the drop down arrows to select the ASCS Hours of Operation.
- Check on the types of activity offered.
- Respond to the CACFP After School Care Snack questions by clicking on the circle by your choice.

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- List the Names and work hours for the staff that supervises the After School Program
- Briefly describe the agenda of the activities offered.

- After entering the above information click on **Continue >**.

Links	• Site Application page	Returns to the Site Application Page
	• Help	Goes to Help screen

Buttons	• Redisplay	Displays the current screen. Does not save entered information.
	• <Back	Returns to the previous screen. Does not save entered information.
	• Save	Saves information entered and stays on this screen.
	• Cancel	Returns to Application Menu. Does not save entered information.
	• Continue >	Saves entered information and continues to the next screen of the application.
	• Continue with Errors	If errors exist a red error message will be displayed at the top of the screen. The error description message will display an item number and an explanation of the error. Clicking on the Continue with Errors button will not save the page, but will go to the next screen.

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E. Hours of Operation and Meals Served

This screen displays the hours of operation and the times and days meals are served.

Child and Adult Care Food Program

Center/Site Information				
Institution Name	Center/Site Name	Center/Site FEIN	Agreement Number	Program Year
A Place to Learn	A Place to Learn Site One		09-001	2002-2003

[Site Application page](#) [Help](#)

Section E - Hours of Operation and Meals Served	
(Item #E- 1) Hours of Operation	
This Center will open at: <input type="text" value="05:30 am"/> And will close at: <input type="text" value="06:30 pm"/> or Center is open 24 hours <input type="checkbox"/>	

(Item #E- 2) Meals Served										
Meal Served	Begin	End	M-F Only	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Breakfast	<input type="text" value="06:00 am"/>	<input type="text" value="07:30 am"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
AM Snack	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch	<input type="text" value="11:45 am"/>	<input type="text" value="01:00 pm"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
PM Snack	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supper	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Night Snack	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At Risk - ASCS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Override comments - OSR Use Only

(Item #E- 3) Food Service	
Indicate Type of Food Service: <input type="text" value="On-Site Preparation"/>	
If type of Food Service selected is "FSMC" or "SFA", enter Vendor\School Name: <input type="text"/>	
(Send a copy of OSR required contract)	

Created By: Developer	Created Date: 7/23/2002	Modified By: Developer	Modified Date: 7/24/2002
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- Use the drop down arrows to indicate the opening and closing times for the Center.
- Use the drop down arrows to indicate the Begin and End times
- Check the boxes to indicate the days of operation.

Tip: If operating Monday through Friday only click on the box titled M-F Only and the system will check all of the boxes for Monday through Friday.

- Use the drop down to indicate the Type of Food Service.
- If the type Food Service selected is "FSMC" or "SFA", enter Vendor\School Name
- After entering the above information click on **Continue >**.

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Links	• Site Application page	Returns to the Site Application Page
	• Help	Goes to Help screen

Buttons	• Redisplay	Displays the current screen. Does not save entered information.
	• <Back	Returns to the previous screen. Does not save entered information.
	• Save	Saves information entered and stays on this screen.
	• Cancel	Returns to Application Menu. Does not save entered information.
	• Continue >	Saves entered information and continues to the next screen of the application.
	• Continue with Errors	If errors exist a red error message will be displayed at the top of the screen. The error description message will display an item number and an explanation of the error. Clicking on the Continue with Errors button will not save the page, but will go to the next screen.

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F. Emergency/Homeless Shelter Meals Served

This screen indicates participation in the Emergency / Homeless Shelter program.

Child and Adult Care Food Program

Center/Site Information				
Institution Name	Center/Site Name	Center/Site FEIN	Agreement Number	Program Year
A Place to Learn	A Place to Learn Site One		09-001	2002-2003
Site Application page Help				
Section F - Emergency/Homeless Shelter Certification				
(Item #F-1)				
<input type="checkbox"/> I certify that the primary purpose of the shelter is to temporarily house and provide meals to children and their parents or guardians.				
Describe the shelter's procedure for ensuring that reimbursement is claimed only for meals served to residential children 12 years of age and younger, and/or migrant children 15 years of age and younger, and/or children with disabilities, regardless of their age.				
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>				
Created By: Developer	Created Date: 7/23/2002	Modified By: Developer	Modified Date: 7/24/2002	

Redisplay
< Back
Save
Cancel
Continue >

- Click on the check box to certify that the primary purpose of the shelter is to temporarily house and provide meals to children and their parents of guardians.
- Enter description of the shelter's procedure for ensuring that reimbursement is claimed only for meals served to residential children 12 years of age and younger, and/or migrant children 15 years of age and younger, and/or children with disabilities, regardless of age
- After entering the above information click on **Continue >**.

Links	<ul style="list-style-type: none"> • Site Application page 	Returns to the Site Application Page
	<ul style="list-style-type: none"> • Help 	Goes to Help screen

Buttons	<ul style="list-style-type: none"> • Redisplay 	Displays the current screen. Does not save entered information.
	<ul style="list-style-type: none"> • <Back 	Returns to the previous screen. Does not save entered information.
	<ul style="list-style-type: none"> • Save 	Saves information entered and stays on this screen.
	<ul style="list-style-type: none"> • Cancel 	Returns to Application Menu. Does not save entered information.
	<ul style="list-style-type: none"> • Continue > 	Saves entered information and continues to the next screen of the application.
	<ul style="list-style-type: none"> • Continue with Errors 	If errors exist a red error message will be displayed at the top of the screen. The error description message will display an item number and an explanation of the error. Clicking on the Continue with Errors button will not save the page, but will go to the next screen.

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G. Racial/ Ethnic Data

This screen contains the Racial / Ethnic data.

Child and Adult Care Food Program

Center/Site Information						
Institution Name	Center/Site Name	Center/Site FEIN	Agreement Number	Program Year		
A Place to Learn	A Place to Learn Site One		09-001	2002-2003		
Site Application page Help						
Section G - Racial/Ethnic Data						
(Item #G- 1) Racial/Ethnic Data						
Select the name of a school in the zone in which the site is located. (All programs):					<input style="width: 100%;" type="text"/>	
American Indian/Alaskan Native	Asian or Pacific Islander	Black (not of Hispanic origin)	Hispanic	White (not of Hispanic origin)	Multi-Racial	Total
<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
Input the Number of enrolled participants in each racial/ethnic group for this center						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
0%	0%	0%	0%	0%	0%	0%
Created By: Developer		Created Date: 7/23/2002		Modified By: Developer		Modified Date: 7/24/2002

- Use the drop down arrow to select the name of the school in the zone in which the site is located.
- Enter the Racial/Ethnic percentages
- Enter the Number of enrolled participants in each racial/ethnic group for this center.
- After entering the above information click on **Continue >**.

Links	• Site Application page	Returns to the Site Application Page
	• Help	Goes to Help screen

Buttons	• Redisplay	Displays the current screen. Does not save entered information.
	• <Back	Returns to the previous screen. Does not save entered information.
	• Save	Saves information entered and stays on this screen.
	• Cancel	Returns to Application Menu. Does not save entered information.
	• Continue >	Saves entered information and continues to the next screen of the application.
	• Continue with Errors	If errors exist a red error message will be displayed at the top of the screen. The error description message will display an item number and an explanation of the error. Clicking on the Continue with Errors button will not save the page, but will go to the next screen.

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H. Center/ Site Application Internal Use Only

This screen provides access to certain administrative functions.

Child and Adult Care Food Program

Center/Site Information				
Institution Name	Center/Site Name	Center/Site FEIN	Agreement Number	Program Year
A Place to Learn	A Place to Learn Site One		09-001	2002-2003
Site Application page Help				
Section H - Internal Use Only				
(Item #H- 1)				
OSR Approval Date	<input type="text"/> <input type="text"/> <input type="text"/>			
(Item #H- 2)				
Termination Date	<input type="text"/> <input type="text"/> <input type="text"/>			
Termination Reason	<input style="width: 100%;" type="text"/>			
Denied Status Date	<input type="text"/> <input type="text"/> <input type="text"/>			
(Item #H- 3)				
Application Status:	Active	New Application <input type="checkbox"/>		
(Item #H- 4)				
Review Required	Reviewed	Review Date	Reviewed By	
Yes	<input type="checkbox"/>			
Created By: Developer	Created Date: 7/23/2002	Modified By: Developer	Modified Date: 7/24/2002	

- Use the drop down arrow to enter an OSR Approval Date.
- If applicable, use the drop down arrow to enter a Termination Date.
- If applicable, enter a Termination Reason.
- If applicable, use the drop down arrow to enter a Denied Date.
- Use the check box to indicate if this is a New Sponsor
- Use the check box to indicate if the Center / Site has been reviewed.
- After entering the above information click on **Continue >**.

Links	<ul style="list-style-type: none"> • Site Application page 	Returns to the Site Application Page
	<ul style="list-style-type: none"> • Help 	Goes to Help screen

Buttons	<ul style="list-style-type: none"> • Redisplay 	Displays the current screen. Does not save entered information.
	<ul style="list-style-type: none"> • <Back 	Returns to the previous screen. Does not save entered information.
	<ul style="list-style-type: none"> • Save 	Saves information entered and stays on this screen.
	<ul style="list-style-type: none"> • Cancel 	Returns to Application Menu. Does not save entered information.
	<ul style="list-style-type: none"> • Continue > 	Saves entered information and continues to the next screen of the application.

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	<ul style="list-style-type: none"> Continue with Errors 	<p>If errors exist a red error message will be displayed at the top of the screen. The error description message will display an item number and an explanation of the error. Clicking on the Continue with Errors button will not save the page, but will go to the next screen.</p>
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I. Center Application Summary

This screen displays the information that has been entered on other screens. This is a display only screen.

Child and Adult Care Food Program

Center/Site Information				
Institution Name	Center/Site Name	Center/Site FEIN	Agreement Number	Program Year
A Place to Learn	A Place to Learn Site One		09-001	2002-2003

[Site Application page](#) [Help](#)

Section I - Center/Site Application Summary				
Center/Site Contact				
Name: <small>(First, Middle, Last)</small>	Mr. Test Owner			
Phone:	(111) 222-3333	Ext:	Position:	Owner
Fax:		E-mail:		

Program Type		
Program Type	<input type="radio"/> Adult Care Center	<input type="radio"/> Child Care Center
	<input type="radio"/> At Risk - After School Care Snack (ASCS) ONLY	<input type="radio"/> Outside School Hours Center (OSHC)
	<input checked="" type="radio"/> Emergency/Homeless Shelter	<input type="radio"/> Head Start

Mailing Address			
Address:	1234 Anystreet		
	1234 Anystreet		
City:	Jonesboro		
State:	GA	Zip Code:	85086
County:	Peach		

Licensing Information					
License Type:	<input type="radio"/> DHR Continuing	<input type="radio"/> DHR Temporary	<input type="radio"/> DOD	<input type="radio"/> Exempt	<input checked="" type="radio"/> OSR
Date of Expiration if operating under DHR Temporary or DOD license:	2/3/01				
License Number:					
Enrollment Number:	145				
License Capacity:	150				

Operating Months											
<input checked="" type="checkbox"/> Oct	<input checked="" type="checkbox"/> Nov	<input checked="" type="checkbox"/> Dec	<input checked="" type="checkbox"/> Jan	<input checked="" type="checkbox"/> Feb	<input checked="" type="checkbox"/> Mar	<input checked="" type="checkbox"/> Apr	<input checked="" type="checkbox"/> May	<input checked="" type="checkbox"/> Jun	<input checked="" type="checkbox"/> Jul	<input checked="" type="checkbox"/> Aug	<input checked="" type="checkbox"/> Sep

Organization Type	
<input checked="" type="radio"/> Profit	a. <input type="radio"/> Title XX (or Title XIX) and/or Pre-K Category 1
	b. <input checked="" type="radio"/> Free and Reduced Price Meal Participants (Child Care Only) Free 50 Reduced 50 Paid 45
<input type="radio"/> Non-Profit	

Food Service	
Type of Food Service:	On-Site Preparation
Vendor/School Name:	

Created By: Developer	Created Date: 7/23/2002	Modified By: Developer	Modified Date: 7/24/2002
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[< Back](#)

Click on continue to view the next screen.

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J. Supporting Application Documents Required

This screen lists and tracks the documents that must be submitted to OSR.

Supporting Application Documents

Center/Site Information				
Institution Name	Center/Site Name	Center/Site FEIN	Agreement Number	Program Year
A Place to Learn	A Place to Learn Site One		09-001	2002-2003

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Note: Copies of required Forms and Documents are sufficient

Section J - Required Application Forms and Documents						
Required Forms/Documents to send to OSR	Documents submitted to OSR	Document on file with OSR	Date submitted to OSR	(OSR) Document Status	(OSR) Document Status Date	(OSR) Update Userid
Schedule A – Roster (per site)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	07/24/2002	A	07/24/2002	Developer
Media Release (per local area of each site)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	07/24/2002	A	07/24/2002	Developer
ASCS Schedule A - Roster	<input type="checkbox"/>	<input type="checkbox"/>				

The Required Forms/Documents to send to OSR column contains hyperlinks.

- Click on any of the listed items to go directly to the form or document.
- Click on the check box to indicate the forms have been submitted to OSR and enter the date submitted.
- After entering the information click on **Submit**.

The following confirmation screen will be displayed.

Application Approval Checklist

Center/Site Information				
Institution Name	Center/Site Name	Center/Site FEIN	Agreement Number	Program Year
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Checklist Updated

- Click on **Finish** to return to the Site Menu.