Missouri Department of Health and Senior Services (DHSS)

Child and Adult Care Food Program (CACFP)

Correcting On-line Forms – Quick Reference Guide

LINQ

Correcting On-line Forms Overview

If an on-line form was returned by the state in "Needs Correction" status, you must make the requested changes and resubmit it for approval. If this form is part of your application packet, you will need to correct it and resubmit your entire application packet before you can be approved for the program year.

*Note: If the application has already been approved and the sponsor makes updates and the state returns to sponsor in "Needs Correction" status please follow steps 1 to 7.

1) Log in and select a program year. If you are an administrator to more than one sponsor, the Select Sponsor screen will display. Select the desired sponsor to continue.

2) The Sponsor Summary screen displays. Select the **Applications** tab.

3) Locate the form in "Needs Correction" status. Select the **Edit** action button to access and modify the form.

Sponsor Summary						BB Test (3740)
Checklist	Applications	Activities	Claims	Payments	Users	
Assigned Specialist: County						Bates County
Number		**Name**	**Revision**	**Status**	**Date Approved**	**Action**
Sponsor Information Sheet			0	Pending Submission		👁 ✏ 🗑
Sponsor Budget			0	Pending Approval		👁 ✏ 🗑
Sponsor Management Plan			0			➕
Center Information Sheet(s)						
3740-1	➕	CCC BB Test	0	Needs Correction		👁 ✏ 🗑

4) The form opens. Make all necessary changes.

5) When finished, click **Save**.

   a. Forms that were submitted with an application packet will enter "Pending Submission" status, and the entire application packet must be resubmitted once all corrections are made.

   b. Individual forms sent to the state as revisions that were returned for corrections will enter "Pending Approval" status.

6) The state will review the form.

   a. If your form is approved, the status will change to "Approved," and no further action is required.

   b. If your form is denied, the status will change to "Needs Correction." You must return to the form and make the necessary changes as instructed by the state.

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7) If the forms in "Needs Correction" status were part of the application packet, you will need to return to the **Checklist** tab and reselect the **Submit all forms to the State for Approval** button once all corrections have been made. The application packet will be returned to the state.

Sponsor Summary   **BB Test (3740)**

Checklist	Applications	Activities	Claims	Payments	Users

Assigned Specialist: County   **Bates County**

Item	Required	On-Line Forms Description	Count/Date	Status
1.	☑	Sponsor Information Sheet		Pending Submission
2.	☑	Sponsor Budget		Pending Approval
3.	☑	Sponsor Management Plan		Pending Submission
4.	☑	Center Information Sheet(s)	1 of 1	Pending Submission

Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1		Contract					📤
2	☑	Financial Documenation/Bank Statement		1/13/2023	1/13/2023		📤
3		Vendor No Tax Due Documentation					📤
4		National Disqualified List Verification					📤
5	☑	Secretary of State Documents		1/13/2023	1/13/2023		📤
6		IRS Good Standing Verification					📤
7		Sponsor/Site Agreement					📤
8		Policy Statement (Pricing Centers only)					📤
9		Letter for Shift Care (if applicable)					📤
10		Copy of current License					📤
11		Notarized Affidavit					📤
12		Fire and Safety Inspection (not applicable if on school grounds)					📤
13		Board of Directors Listing					📤
14		DC-100 or letter from licensing representative (if applicable)					📤
15	☑	Documentation of 501(c)(3) status - IRS letter		1/13/2023	1/13/2023		📤
16		Statement of Affiliation					📤
17		Food Service Contract/Agreement (include 2 weeks of menus)	📕				📤
18	☑	Vendor Input ACH-EFT/Direct Deposit Form		1/13/2023	1/13/2023		📤
19		Overlap Form					📤
20		Sanitation Inspection (not applicable if on school grounds)					📤
21	☑	E-Verify Memorandum of Understanding		1/13/2023	1/13/2023		📤
22	☑	Annual Subrecipient Information Form (ASIF)		1/13/2023	1/13/2023		📤
23		Unique Entity Identifier (UEI)					📤

✏️ Enter Dates for Off-Line Forms

📤 Submit all forms to the State for Approval

> *Note: Once your application packet is approved, you can return and revise forms throughout the program year. The individual form can be revised and resubmitted to the state for approval without affecting the status of the application packet (i.e., the application packet remains approved even when individual forms are revised).*