

United States Department of Agriculture

Food and Nutrition Service



FNS Office of Information Technology

Team Nutrition CACFP Organizations User Manual

August 2020

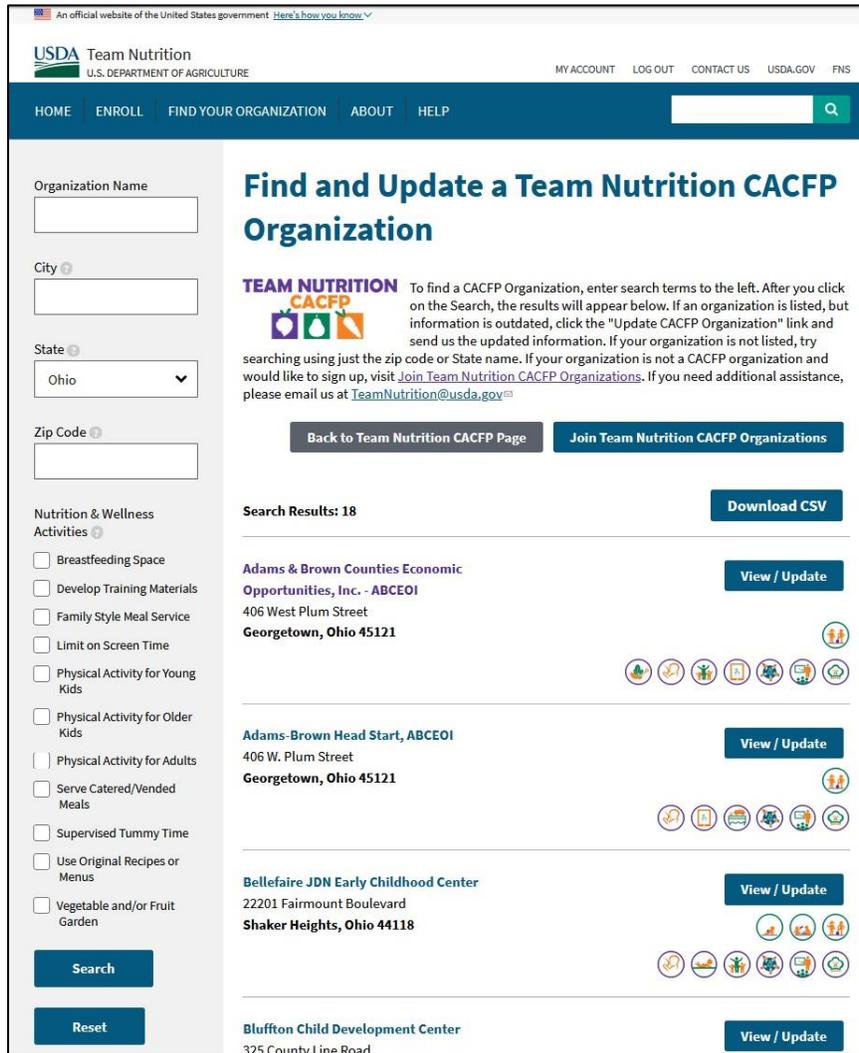
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1 Team Nutrition CACFP Organizations

1.1 Search for an Existing Record

There are several ways for you to access the Find and Update a Team Nutrition CACFP Organization page. You can **click** on the link 'Find Your Organization' on the main navigation or on the access button 'Find a Team Nutrition CACFP Organization'. You can also perform a search using the main search bar in the banner image.



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MY ACCOUNT LOG OUT CONTACT US USDA.GOV FNS

HOME ENROLL FIND YOUR ORGANIZATION ABOUT HELP

Organization Name

City [?]

State [?]
 Ohio

Zip Code [?]

Find and Update a Team Nutrition CACFP Organization

TEAM NUTRITION CACFP To find a CACFP Organization, enter search terms to the left. After you click on the Search, the results will appear below. If an organization is listed, but information is outdated, click the "Update CACFP Organization" link and send us the updated information. If your organization is not listed, try searching using just the zip code or State name. If your organization is not a CACFP organization and would like to sign up, visit [Join Team Nutrition CACFP Organizations](#). If you need additional assistance, please email us at TeamNutrition@usda.gov

Search Results: 18

Adams & Brown Counties Economic Opportunities, Inc. - ABCEOI
 406 West Plum Street
Georgetown, Ohio 45121

Adams-Brown Head Start, ABCEOI
 406 W. Plum Street
Georgetown, Ohio 45121

Bellefaire JDN Early Childhood Center
 22201 Fairmount Boulevard
Shaker Heights, Ohio 44118

Bluffton Child Development Center
 325 County Line Road

Nutrition & Wellness Activities [?]

Breastfeeding Space
 Develop Training Materials
 Family Style Meal Service
 Limit on Screen Time
 Physical Activity for Young Kids
 Physical Activity for Older Kids
 Physical Activity for Adults
 Serve Catered/Vended Meals
 Supervised Tummy Time
 Use Original Recipes or Menus
 Vegetable and/or Fruit Garden

Figure 1: Team Nutrition CACFP Organization Search Page

- Enter** search criteria for an existing organization in one or more of the following fields:
 - Organization Name
 - City
 - State
 - Zip Code
 - Nutrition & Wellness Activities

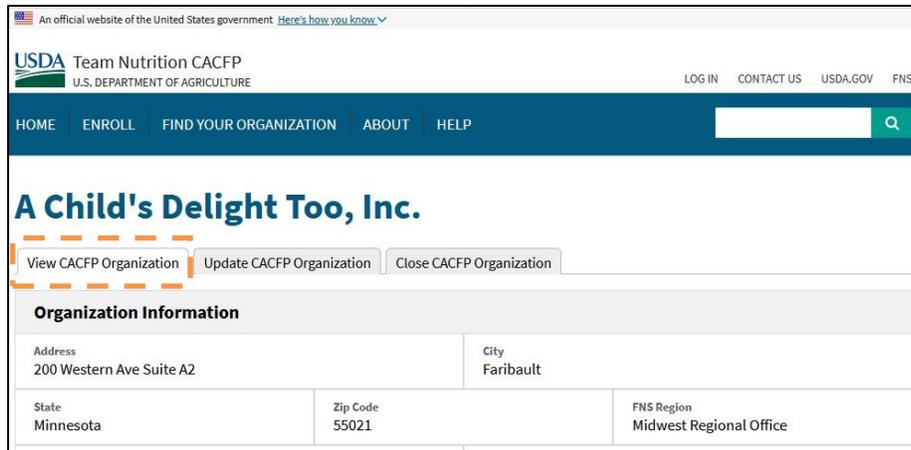
1. **Click** the 'Search' button:
 - Search results will be displayed paginated at 25 records per page.
 - The total number of search results will be displayed on top
2. **Click** the 'Load More' link on the bottom of the page to see more search results
3. **Click** 'Download CSV' button to download the search results in the comma-delimited format that can be imported into MS Excel
4. **Click** on 'Reset' to clear out the search criteria.

The following information is displayed for each Organization found:

- **Organization Name:** Click on the link to view Organization information;
- **Organization Address;**
- **Age Group icons:** each icon represents an age group of participants served;
- **Nutrition and Wellness Activities icons:** each icon represents a nutrition or wellness activity available at the site.

1.2 View a Team Nutrition CACFP Organization and Download a Team Nutrition CACFP Organization Certificate

1. **Search** for a Team Nutrition CACFP Organization to update as described above.
2. **Click** on the 'Team Nutrition CACFP Organizations' link or on the 'View/Update' button. The Team Nutrition CACFP Organizations enrollment form will be displayed.



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HOME ENROLL FIND YOUR ORGANIZATION ABOUT HELP

A Child's Delight Too, Inc.

[View CACFP Organization](#)
[Update CACFP Organization](#)
[Close CACFP Organization](#)

Organization Information		
Address	City	
200 Western Ave Suite A2	Faribault	
State	Zip Code	FNS Region
Minnesota	55021	Midwest Regional Office

Figure 2: View Team Nutrition CACFP Organization

3. **Click** on the 'Download Team Nutrition CACFP Organization Certificate' link at the bottom of the form.



Team Nutrition CACFP Organization Certificate
[Download CACFP Certificate](#)

Figure 3: Team Nutrition CACFP Organization Certificate

1.3 Add a Team Nutrition CACFP Organization

Before you sign-up your school, go to the link 'Find Your Organization' to check if your organization has been already enrolled. If the entity is not in the database, you should click on the 'Join Team Nutrition CACFP Organization' link (on the Home Page or on the Search Page) or on 'Enroll' on the main navigation.

1. **Click** on the button 'Join Team Nutrition CACFP Organization' on the Team Nutrition CACFP Organization Home Page. You can also click on the 'Enroll' link on the main navigation. The Team Nutrition CACFP Organization enrollment form will be displayed.
2. There are 7 sections on the form: Organization Information, Multi-State Institution, Organization Types, Number of sites under the Organization, Age Groups, Organization Point of Contact and Nutrition and Wellness Activities at Your Site. In the first section, Organization Information, **enter** the name of the organization, the street address and the city. **Select** the state by scrolling through the available options in the dropdown menu. **Enter** the zip code, which can be 5 digits or 9 digits, a 10-digit school phone number and a 9-digit DUNS Number. If the organization is a multi-state institution (second section), **click** the radio button Yes and select the state or U.S. territory of operation for this application. **Enter** the organization website following the example format.
3. In the third section, Organization Type, **select** the organization types by checking one or several boxes.
4. In the fourth section, Number of Sites under the Organization, **indicate** the number of sites under the organization per state or territory of operation in this application.
5. In the fifth section, Age Groups, **select** the age group(s) served by the site.
6. In the sixth section, Organization Point of Contact, **enter** the Primary Contact Name, position, email, phone number, and **enter** an Alternate Contact name with position, email, and phone number.
7. In the last section, Nutrition and Wellness Activities at Your Site(s), **answer** all applicable questions.

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HOME **ENROLL** FIND YOUR ORGANIZATION ABOUT HELP

Add a Team Nutrition CACFP Organization

OMB Control Number: 0584-0642
 Expiration Date: 2021-10-31

OMB BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0642. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Organization Information	
Organization Name	
Address	City
State - Select a value -	Zip Code (i.e. 12345-6789)
Phone Number (i.e. (555) 555-5555)	DUNS Number (i.e. 123456789 or 12-345-6789)
Is this a multi-state institution?	
<input checked="" type="radio"/> No	<input type="radio"/> Yes
Organization Webpage URL (http://www.example.com)	
Organization Types (Select the type of Organization)	
<input type="checkbox"/> Sponsoring Organization	<input type="checkbox"/> Independent At-Risk Afterschool Care Center
<input type="checkbox"/> Independent Child Care Center	<input type="checkbox"/> Emergency Shelter
<input type="checkbox"/> Independent Adult Day Care Center	
Number of Sites Under the Organization (Select all that apply per State/territory of operation)	
Child Care Center(s)	Day Care Home(s)
At-Risk Afterschool Care Center(s)	Adult Day Care Center(s)
Emergency Shelter(s)	
Age Groups (Select the age group(s) served by your site(s))	
<input type="checkbox"/> 0-11 months	<input type="checkbox"/> 1-2 years
<input type="checkbox"/> 3-5 years	<input type="checkbox"/> 6-12 years
<input type="checkbox"/> 13-18 years	<input type="checkbox"/> Over 18 years (Adults)
Organization Point of Contact	
Primary Contact Name	Position
Phone Number (i.e. (555) 555-5555)	Email (i.e. email@example.com)
Alternate Contact Name	Position
Phone Number (i.e. (555) 555-5555)	Email (i.e. email@example.com)
Nutrition and Wellness Activities at Your Site(s) (If you have multiple sites, check if the statement applies to at least one of your sites.)	

Please review the information you provided before submission.

Submit

Figure 4: Team Nutrition CACFP Organization Enrollment Form

8. **Click** Submit after reviewing all the information.
9. A confirmation message will be displayed at the top of the page.

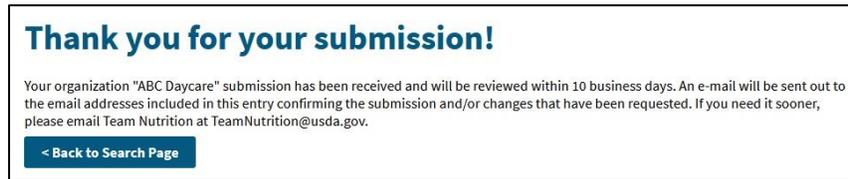


Figure 5: Confirmation Message

10. An e-mail will be sent out to the email addresses provided for the primary point of contact and the alternate point of contact. The email will confirm that the application has been submitted and will be reviewed within 10 business days.
11. After review, an email will be sent to confirm that the organization has been approved as a Team Nutrition CACFP Organization and will be published soon.

1.4 Update Team Nutrition CACFP Organization

1. **Search** for a Team Nutrition CACFP Organization to update as described above.
2. **Click** on the 'Team Nutrition CACFP Organization' link or on the 'View/Update' button. The Team Nutrition CACFP Organization form will be displayed.
3. **Select** the 'Update CACFP Organization' tab.
4. **Enter** new data or update existing fields, as applicable.
5. **Click** the 'Update' button.

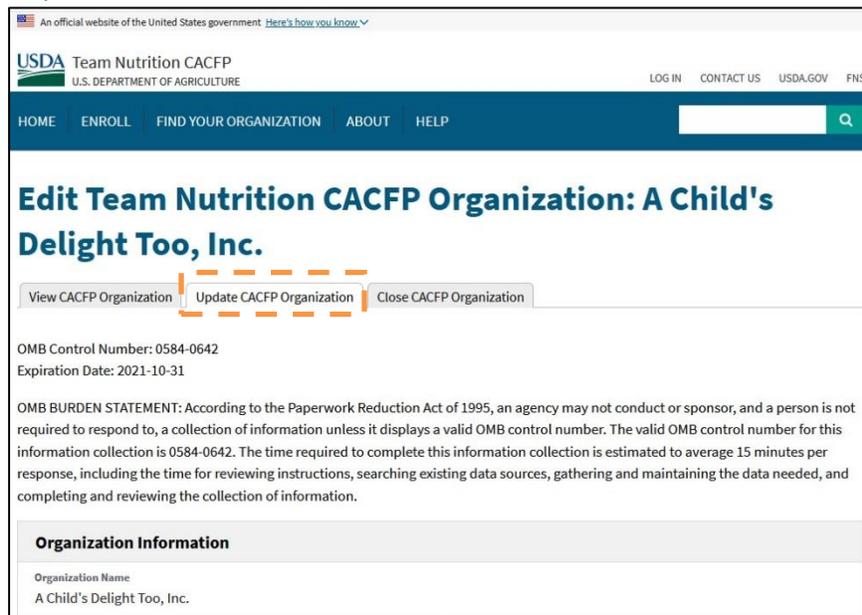


Figure 6: Team Nutrition CACFP Organization Update Tab

6. A confirmation message will be displayed at the top of the page.

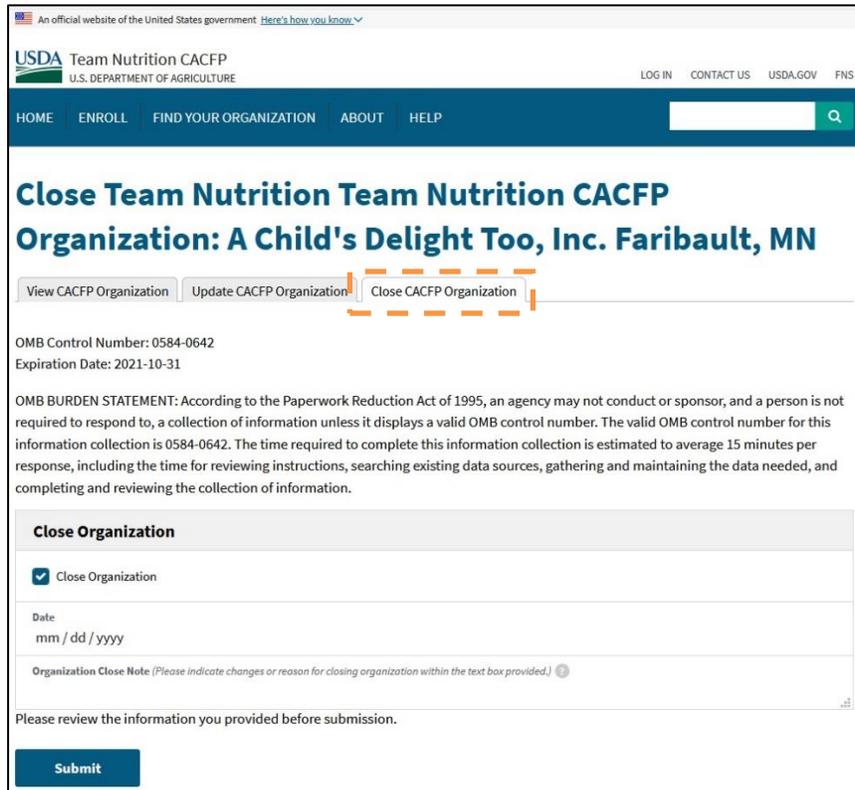
7. A submission confirmation message is displayed, and an e-mail will be sent out to the email addresses provided for the Primary and Alternate Contacts. The email will confirm that the application has been updated and will be reviewed within 10 business days.
8. After review, an email will be sent to confirm that the Team Nutrition CACFP Organization has been updated and will be published soon.



Figure 7: Confirmation Message

1.5 Close Team Nutrition CACFP Organization

1. **Search** for a Team Nutrition CACFP Organization to update as described above.
2. **Click** on the 'Team Nutrition CACFP Organization' link or on the 'View/Update' button. Team Nutrition CACFP Organization enrollment form will be displayed.
3. **Select** the 'Close School' tab.



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HOME ENROLL FIND YOUR ORGANIZATION ABOUT HELP

Close Team Nutrition Team Nutrition CACFP Organization: A Child's Delight Too, Inc. Faribault, MN

[View CACFP Organization](#)
[Update CACFP Organization](#)
[Close CACFP Organization](#)

OMB Control Number: 0584-0642
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Close Organization

Close Organization

Date
mm / dd / yyyy

Organization Close Note (Please indicate changes or reason for closing organization within the text box provided.)

Please review the information you provided before submission.

[Submit](#)

Figure 8: Team Nutrition CACFP Organization Close Tab

4. **Check** Close. A window with date and note will be displayed.
5. **Select** a date and **add** a note to explain the closure.
6. **Click** on Submit.
7. A confirmation message will be displayed at the top of the page.



Figure 9: Confirmation Message

8. A submission confirmation message is displayed, and an e-mail will be sent out to the email addresses provided for the Primary and the alternate point of contact. The email will confirm that the application has been submitted and will be reviewed within 10 business days.
9. After review, an email will be sent to confirm that the Team Nutrition CACFP Organization has been closed.

1.6 Public User Notifications

The system will automatically display the on-screen confirmation messages and send the following email notifications:

1.6.1 On-screen Confirmation Messages

After enrolling a new Team Nutrition School and Team Nutrition CACFP Organization, updating and/or closing an existing record, a confirmation message will be displayed at the top of the page.



Figure 10: On-screen Confirmation Message

1.6.2 Team Nutrition CACFP Organization Submission Confirmation Email

After a new Team Nutrition CACFP Organization has been submitted for review, an e-mail will be sent out to the email addresses provided for the primary point of contact and the alternate point of contact. The email will confirm that the application has been submitted and will be reviewed within 10 business days.

1.6.3 Team Nutrition CACFP Organization Enrollment Confirmation Email

After a new enrollment has been published, an e-mail will be sent out to the email addresses provided for the primary point of contact and the alternate point of contact. The email will confirm that the application has been submitted and published.

1.6.4 Team Nutrition CACFP Organization Update Confirmation Email

After a new draft of an existing Team Nutrition CACFP Organization's enrollment has been published, an e-mail will be sent out to the email addresses provided for the primary point of contact and the alternate point of contact. The email will confirm that the application has been updated and will be reviewed within 10 business days.

1.6.5 Team Nutrition CACFP Organization Closing Confirmation Email

After confirming the closing of a school, an e-mail will be sent out to the email addresses provided for the primary point of contact and the alternate point of contact. The email will confirm that the Team Nutrition CACFP Organization has been closed.

1.7 Training Videos

Two videos are displayed on the Help Page: How to Join Team Nutrition CACFP Organizations and How to Search for a Team Nutrition School, Download a Certificate of Enrollment, Update Information, and Close the Enrollment.

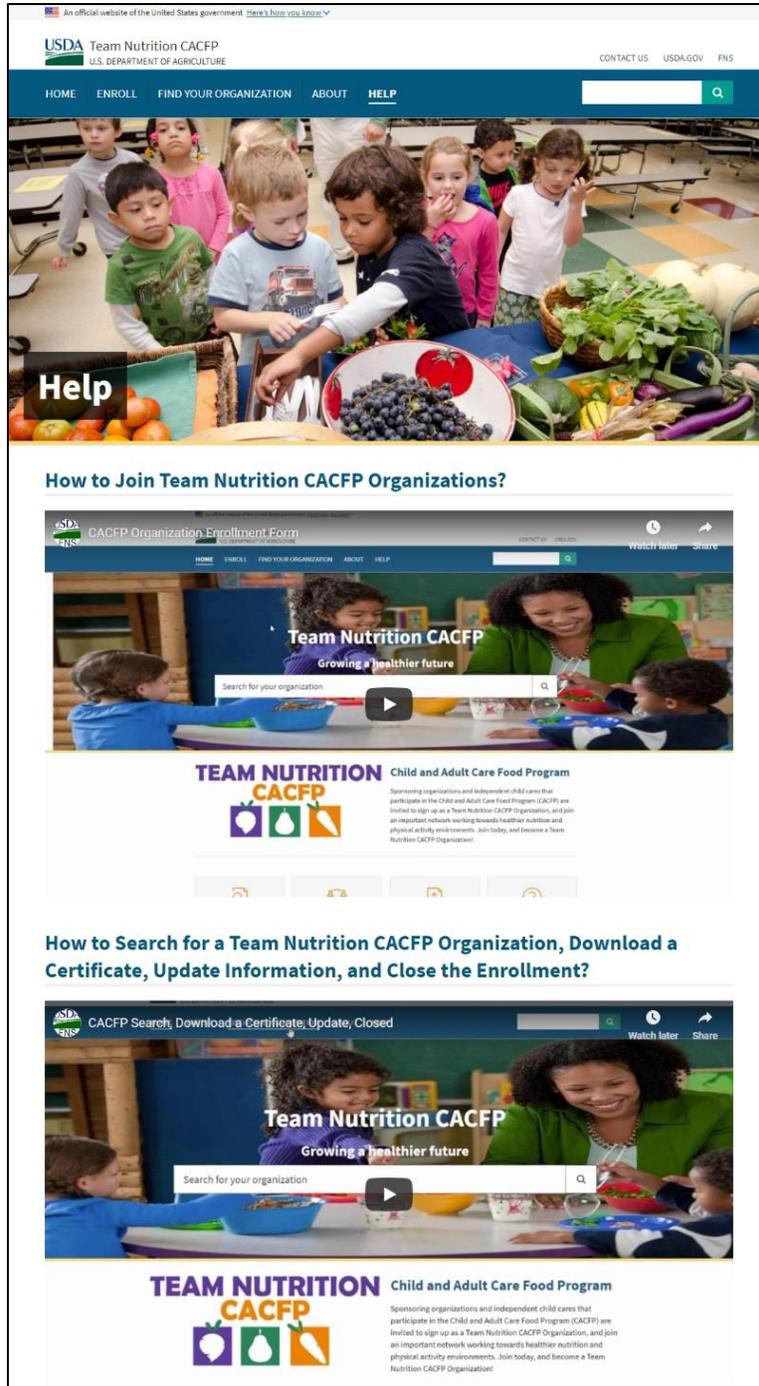


Figure 11: Help Page for the Team Nutrition CACFP Organization