



ADDING ATTACHMENTS IN MARS - CACFP

Contents

Application Packet – Budget Detail	2
Application Packet – Checklist	6
Application Packet - Attachment List	10

There are several locations in MARS where users can attach documents. The instructions below walk the user through each.

Application Packet – Budget Detail

Child and Adult Care Food Program

Applications | Claims | Compliance | Reports | My Account | Search | Year | Help | Log Out

Applications > Application Packet - Centers > Program Year: 2017 - 2018

MODIFY | DELETE

Child & Adult Care Food Program Organization Budget Document Upload for 2017 - 2018

00088 Status: Active Packet Submitted Date:
NEW LIFE CENTER Packet Approved Date:
 DBA: Packet Original Approval Date:
 74 Line Street Packet Status: Not Submitted
 Ada, MS 38901-3701
 Type of Agency: Private Non Profit Organization
 Agreement Type: Organization of Affiliated Sites

Packet Assigned To: Tammie Barnes

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Not Submitted
Details Admin	Board of Directors/Principals	Original	Pending
View Modify Admin	Organization Budget Detail	Original	Pending Approval
View Modify Admin	Organization Management Plan	Original	Pending Approval
Details	Checklist (3)		
Details	Application Packet Notes		
View	Application Packet Notes for Organization		
Details	Attachment List (3)		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	0	0	0	0	0	0	0

< Back Submit for Approval Recommend Approval Return Deny Withdraw Packet

Show Packet History

To add documents via Organization Budget Detail, click *Modify* in the Action Column adjacent to Organization Budget Detail. This opens the Organization Budget screen.

Certification

I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the Department of Health any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Department of Health may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Document Attachments

7 CFR 226.6(b) (1) (IV) (C), (v), and (xvii) (A) (3) Costs in an institution's budget must be necessary, reasonable, allowable, and appropriately documented.

Institutions must account for the cost of operating a nonprofit food service.
Attach a detailed budget itemizing each cost item. Use Mississippi's budget for Sponsoring Organizations of Centers.

Institutions are required to disclose and identify any financial information that inhibits Mississippi Department of Education from making an informed assessment of the allow ability of a particular cost. Complete the "Budget Justification Narrative" section in Mississippi's budget for these particular costs.

Actions	Notes	Version	Uploaded By
Add an attachment			

Created By: hargrove.amandaa@gmail.com on: 9/26/2017 4:15:54 PM Modified By: hargrove.amandaa@gmail.com on: 9/26/2017 4:15:54 PM

[Save](#) [Cancel](#)

VIEW | [MODIFY](#) | [DELETE](#)

In the Document Attachments section (at the bottom of the screen) click the *Add an attachment* link
This opens the Document Upload screen

Child and Adult Care Food Program

Applications | Claims | Compliance | Reports | My Account | Search | Year | Help | Log Out

Applications > Application Packet - Centers > Program Year: 2017 - 2018

[MODIFY](#) | [DELETE](#)

**Child & Adult Care Food Program Organization Budget
Document Upload for 2017 - 2018**

00088 Status: Active
NEW LIFE CENTER
DBA:
74 Line Street
Ada, MS 38901-3701
Type of Agency: Private Non Profit Organization
Agreement Type: Organization of Affiliated Sites

Budget Version: Original

Budget

Upload Detail

1. File To Upload: [Browse...](#)

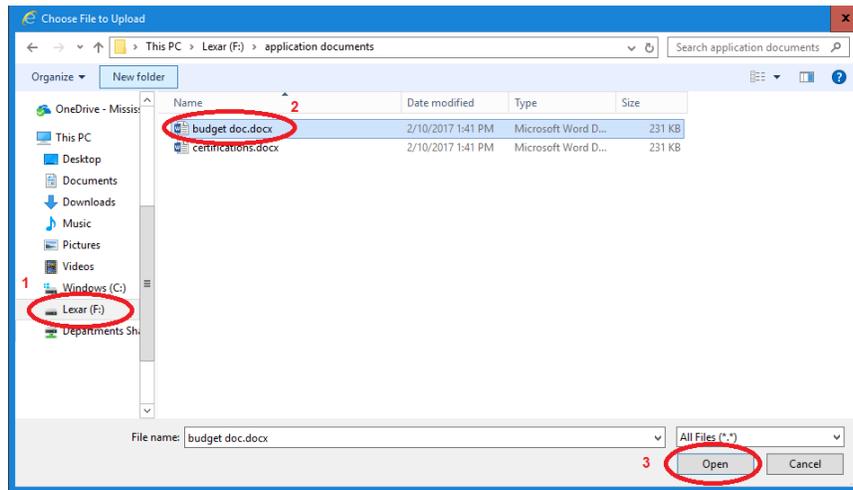
2. Comment:

[Save](#) [Cancel](#)

[MODIFY](#) | [DELETE](#)

Click *Browse*, this opens a screen to select the document to add.

ADDING ATTACHMENTS IN MARS - CACFP



1. Select the location of the file
2. Highlight the file to be added
3. Click *Open* to add the file to MARS. The user is returned to the *Document Upload* screen

Enter a brief description of the document in the Comments section, then click *Save*.

Child and Adult Care Food Program

Applications | Claims | Compliance | Reports | My Account | Search | Year | Help | Log Out

Applications > Application Packet - Centers > Program Year: 2017 - 2018

Child & Adult Care Food Program Organization Budget Document Upload for 2017 - 2018

00088 Status: Active
NEW LIFE CENTER
DBA:
74 Line Street
Ada, MS 38901-3701
Type of Agency: Private Non Profit Organization
Agreement Type: Organization of Affiliated Sites

The Budget File Upload has been processed.

< Edit **Finish**

Click *Finish* to complete the process.

Application Packet – Checklist

Child and Adult Care Food Program

Applications | Claims | Compliance | Reports | My Account | Search | Year | Help | Log Out

Applications > Application Packet - Centers > Program Year: 2017 - 2018

Application Packet
Organization of Affiliated Sites

00088 Status: Active
NEW LIFE CENTER
 DBA:
 74 Line Street
 Ada, MS 38901-3701
 Type of Agency: Private Non Profit Organization
 Agreement Type: Organization of Affiliated Sites

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Organization Application	Original	Not Submitted
Details	✘ Board of Directors/Principals	Original	Error
View Modify	✘ Organization Budget Detail	Original	Error
View Modify	✘ Organization Management Plan	Original	Pending Validation
Details	Checklist		
View	Application Packet Notes for Organization		
Details	Attachment List (2)		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	0	0	0	0	0	0	0

< Back Submit for Approval Withdraw Packet

Show Packet History

To add documents via the Checklist in the Organization Application Packet, click *Details* in the Action Column adjacent to Checklist. This opens the CACFP Checklist screen

Child and Adult Care Food Program

Applications | Claims | Compliance | Reports | My Account | Search | Year | Help | Log Out

Applications > Application Packet - Centers > Program Year: 2017 - 2018

CACFP Checklist

00088 Status: Active
NEW LIFE CENTER
 DBA:
 74 Line Street
 Ada, MS 38901-3701
 Type of Agency: Private Non Profit Organization
 Agreement Type: Organization of Affiliated Sites

Required Forms/Documents to send to MDE	Document Submitted to MDE	Date Submitted to MDE	Document on File w/MDE	Status	Status Date	Last Updated By
A-133 Audit	 <input checked="" type="checkbox"/>	09/29/2017	<input checked="" type="checkbox"/>	Approved	11/06/2017	myluckett
Audit Questionnaire	<input checked="" type="checkbox"/>	09/29/2017	<input checked="" type="checkbox"/>	Approved	11/06/2017	myluckett
Statement of Financial Position (or Balance Sheet)	<input checked="" type="checkbox"/>	09/29/2017	<input checked="" type="checkbox"/>	Approved	11/06/2017	myluckett
Institution Job Descriptions	<input checked="" type="checkbox"/>	09/29/2017	<input checked="" type="checkbox"/>	Approved	11/06/2017	myluckett
Nondiscrimination Policy Statement	<input checked="" type="checkbox"/>	09/29/2017	<input checked="" type="checkbox"/>	Approved	11/06/2017	myluckett
Fiscal Operational Policies	<input checked="" type="checkbox"/>	09/29/2017	<input checked="" type="checkbox"/>	Approved	11/06/2017	myluckett
SPWA Form	 <input checked="" type="checkbox"/>	09/29/2017	<input checked="" type="checkbox"/>	Approved	11/06/2017	myluckett

Action	Checklist Item	Comment	Attachment Date/Time
There are no attachments			

Click the *Paper Clip* icon. This opens the Checklist File Upload Details screen.

Note: If the checklist item has a paper clip icon next to it, you can upload an attachment. Files in the following formats can be uploaded: .doc, .xls, .pdf, and .jpg.

Child and Adult Care Food Program

Applications | Claims | Compliance | Reports | My Account | Search | Programs | Year | Help | Log Out

Applications > Application Packet - Centers > VIEW | MODIFY | DELETE

Checklist File Upload Detail

Checklist

Program: Child & Adult Care Food Program
 Checklist Item: SPWA Form

Upload Detail

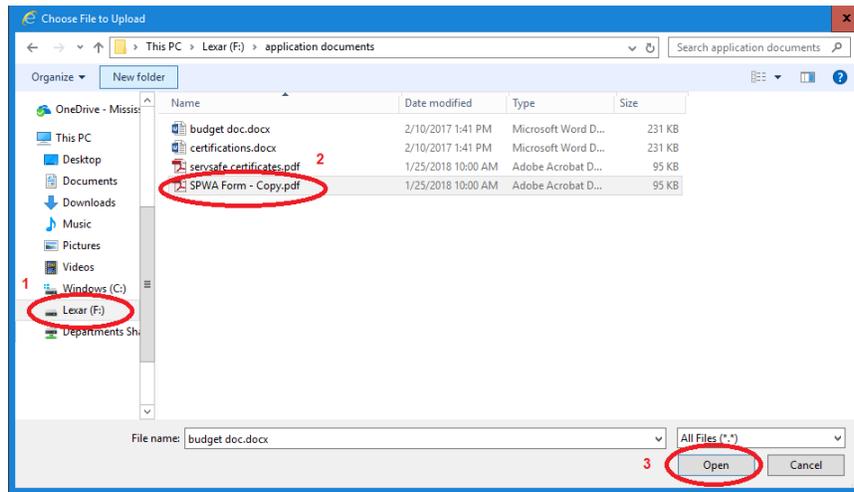
1. File To Upload:

2. Comment:

VIEW | MODIFY | DELETE

Click the *Browse* button to locate and select the file to be added.

ADDING ATTACHMENTS IN MARS - CACFP



1. Select the location of the file
2. Highlight the file to be added
3. Click open to add the file to MARS. The user is returned to the Checklist File Upload Detail screen

A screenshot of the 'Checklist File Upload Detail' screen in the MARS system. The page title is 'Child and Adult Care Food Program'. The breadcrumb trail is 'Applications > Application Packet - Centers >'. The page has 'VIEW | MODIFY | DELETE' links. The 'Checklist' section shows 'Program: Child & Adult Care Food Program' and 'Checklist Item: SPWA Form'. The 'Upload Detail' section has two fields:

1. File To Upload: F:\application documents\SPWA Form - Copy.pdf (with a 'Browse...' button)
2. Comment: required SPWA form

The 'Save' button at the bottom is circled in red. There are also 'VIEW | MODIFY | DELETE' links at the bottom right.

Enter a brief description of the document in the Comments section, then click *Save*.

A screenshot of the 'Checklist File Upload Detail' screen showing a success message: 'The Checklist File Upload Detail has been processed.' Below the message are two buttons: '< Edit' and 'Finish'. The 'Finish' button is circled in red.

Click *Finish* to return to the Checklist Summary

Child and Adult Care Food Program



Applications | Claims | Compliance | Reports | My Account | Search | Year | Help | Log Out

Applications > Application Packet - Centers > Program Year: 2017 - 2018

CACFP Checklist

00088 Status: Active
NEW LIFE CENTER
 DBA:
 74 Line Street
 Ada, MS 38901-3701
 Type of Agency: Private Non Profit Organization
 Agreement Type: Organization of Affiliated Sites

Required Forms/Documents to send to MDE	Document Submitted to MDE	Date Submitted to MDE	Document on File w/MDE	Status	Status Date	Last Updated By
A-133 Audit	<input checked="" type="checkbox"/>	09/29/2017	<input checked="" type="checkbox"/>	Approved	11/06/2017	myluckett
Audit Questionnaire	<input checked="" type="checkbox"/>	09/29/2017	<input checked="" type="checkbox"/>	Approved	11/06/2017	myluckett
Statement of Financial Position (or Balance Sheet)	<input checked="" type="checkbox"/>	09/29/2017	<input checked="" type="checkbox"/>	Approved	11/06/2017	myluckett
Institution Job Descriptions	<input checked="" type="checkbox"/>	09/29/2017	<input checked="" type="checkbox"/>	Approved	11/06/2017	myluckett
Nondiscrimination Policy Statement	<input checked="" type="checkbox"/>	09/29/2017	<input checked="" type="checkbox"/>	Approved	11/06/2017	myluckett
Fiscal Operational Policies	<input checked="" type="checkbox"/>	09/29/2017	<input checked="" type="checkbox"/>	Approved	11/06/2017	myluckett
SPWA Form	<input checked="" type="checkbox"/>	09/29/2017	<input checked="" type="checkbox"/>	Approved	11/06/2017	myluckett

Action	Checklist Item	Comment	Attachment Date/Time
View Modify	SPWA Form	required SPWA form	2/5/2018 10:39:22 AM

Uploaded files display at the bottom of the screen. Click Save to return to the Checklist Summary screen.

Child and Adult Care Food Program



Applications | Claims | Compliance | Reports | My Account | Search | Programs | Year | Help | Log Out

Applications > Application Packet - Centers > Checklist > Program Year: 2017 - 2018

CACFP Checklist Summary

00088 Status: Active
NEW LIFE CENTER
 DBA:
 74 Line Street
 Ada, MS 38901-3701
 Type of Agency: Private Non Profit Organization
 Agreement Type: Organization of Affiliated Sites

Organization	Total Items	Submitted Items	Approved Items
NEW LIFE CENTER	3	3	1

Application Packet - Attachment List

To add documents via the Attachment List of the Packet, click *Details* in the Action Column adjacent to Attachment List

Child and Adult Care Food Program

Applications | Claims | Compliance | Reports | My Account | Search | Year | Help | Log Out

Applications > Application Packet - Centers > Program Year: 2017 - 2018

Child & Adult Care Food Program Organization Budget Document Upload for 2017 - 2018

00088 Status: Active Packet Submitted Date:
NEW LIFE CENTER Packet Approved Date:
 DBA: Packet Original Approval Date:
 74 Line Street Packet Status: Not Submitted
 Ada, MS 38901-3701
 Type of Agency: Private Non Profit Organization
 Agreement Type: Organization of Affiliated Sites

Action	Form Name	Latest Version	Status
View Modify	✓ Organization Application	Original	Not Submitted
Details	➔ Board of Directors/Principals	Original	Error
View Modify	➔ Organization Budget Detail	Original	Error
Add	➔ Organization Management Plan		
Details	Checklist		
View	Application Packet Notes for Organization		
Details	Attachment List		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	0	0	0	0	0	0	0

< Back Submit for Approval Withdraw Packet

Show Packet History

This opens the Attachments screen

Child and Adult Care Food Program

Applications | Claims | Compliance | Reports | My Account | Search | Year | Help | Log Out

Applications > Application Packet - Centers > Program Year: 2017 - 2018

Child & Adult Care Food Program Organization Budget Document Upload for 2017 - 2018

00088 Status: Active
NEW LIFE CENTER
 DBA:
 74 Line Street
 Ada, MS 38901-3701
 Type of Agency: Private Non Profit Organization
 Agreement Type: Organization of Affiliated Sites

Attachments

Action	File Name	Type	Date	Comment
No data to display.				

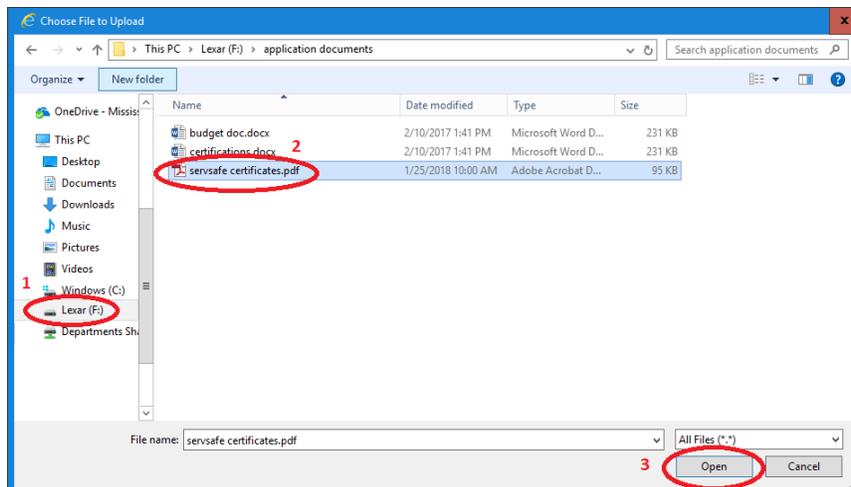
Total Attachments: 0

< Back **Add Attachment**

Click *Add Attachment*, to open the Attachment Detail screen



Click the *Browse* button to locate and select the file to be added.



1. Select the location of the file
2. Highlight the file to be added
3. Click open to add the file to MARS. The user is returned to the Attachment Detail screen

Child and Adult Care Food Program

Applications | Claims | Compliance | Reports | My Account | Search | Year | Help | Log Out

Applications > Application Packet - Centers > Program Year: 2017 - 2018

Attachment Detail MODIFY | DELETE

00088 Status: Active
NEW LIFE CENTER
 DBA:
 74 Line Street
 Ada, MS 38901-3701
 Type of Agency: Private Non Profit Organization
 Agreement Type: Organization of Affiliated Sites

Attachment Detail

1. File To Attach: F:\application documents\servsafe certificates.pdf Browse...

2. Comment: required ServSafe documentation

Save Cancel

VIEW | MODIFY | DELETE

Enter a brief description of the document in the Comments section, then click *Save*.

Child and Adult Care Food Program

Applications | Claims | Compliance | Reports | My Account | Search | Year | Help | Log Out

Applications > Application Packet - Centers > Program Year: 2017 - 2018

Attachment Detail MODIFY | DELETE

00088 Status: Active
NEW LIFE CENTER
 DBA:
 74 Line Street
 Ada, MS 38901-3701
 Type of Agency: Private Non Profit Organization
 Agreement Type: Organization of Affiliated Sites

The Attachment Detail has been processed.

< Edit Finish

The user is returned to the Attachments Detail page. Click *Finish* to return to the Attachments page.

Child and Adult Care Food Program 

Applications | Claims | Compliance | Reports | My Account | Search | Year | Help | Log Out

Applications > Application Packet - Centers > Program Year: 2017 - 2018

MODIFY | DELETE

Attachments

00088 Status: Active
NEW LIFE CENTER
 DBA:
 74 Line Street
 Ada, MS 38901-3701
 Type of Agency: Private Non Profit Organization
 Agreement Type: Organization of Affiliated Sites

Attachments

Action	File Name	Type	Date	Comment
View Modify	servsafe certificates.pdf	application/pdf	02/02/2018	required ServSafe documentation

Total Attachments: 1

Click the *Back* button to return to the Application Packet Screen or click *Add Attachment* to select another file to attach.