

## Holz, Robin [IDOE]

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**From:** Holz, Robin [IDOE] <Robin.Holz@iowa.gov>  
**Sent:** Thursday, July 31, 2014 10:21 AM  
**To:** Holz, Robin [IDOE]  
**Subject:** Center Sponsor Worksheet  
**Attachments:** Ctr-Org App-Center Sponsor Worksheet.xls

**Importance:** High

CACFP Center Sponsors:

This is the last email in a series I started sending yesterday afternoon on FY 2015 CACFP Application Renewal. As you know the application renewal process is delayed this year because we are getting a new online system that is not yet ready. Please read the past emails for more information.

**All center sponsors must complete the Center Sponsor Worksheet in Excel as part of FY 2015 Application Renewal (attached). This document will be uploaded to the new IowaCNP system when the system goes live, probably in late August or early September. Please complete the Center Sponsor Worksheet by the end of August so it is ready to upload when the system is ready. Complete this document before you complete the budget, because it calculates some of the line items you will include in the budget (see CACFP Center Budget Instructions-last page, emailed yesterday).**

### Instructions to complete the Center Sponsor Worksheet:

Open the document.

You will see a Security Warning. Click, "Enable Content."

To save and name the document, click file, save as, your agreement number--center sponsor worksheet.

Save the document it to an easy to find location on your computer.

There are 7 worksheets in the document, identified with tabs across the bottom of your screen.

The 7 worksheet topics (in order) are: Monitoring Staff List, M Staff Salaries & Benefits, Admin Staff Salaries & Benefits, Approved Indirect Rate, Monitoring Plan, Monitoring Mileage, and Payment to Sponsored Centers.

When you open the document, it should be on the first worksheet "Monitoring Staff List."

Enter information in the yellow fields.

After you complete the first yellow field, click the tab key on your computer keyboard, and the cursor will go to the next yellow field. Complete all the yellow fields on the worksheet needed to provide the information for your organization.

On some pages you will see fields with a small red triangle in the corner. Hidden instructions or additional information can be found here. Hover your mouse over the cell (or click on the cell) and the instructions will appear.

When you have completed a worksheet, click the next tab along the bottom of the screen to advance to the next worksheet.

If you cannot see a tab, click on "... " along the bottom right or left of the screen and additional tabs will appear.

Complete all 7 worksheets and save the document again.

We will ask you to upload your completed Center Sponsor Worksheet when the new system goes live.

Please let me know if anything is not working or calculating correctly. This is a new document, so there may be a few bugs to work out.

A webinar on the FY2015 application renewal process and the new IowaCNP system will be offered when the system is ready. The last segment of the workshop will be devoted to center sponsors. Since we don't know the exact date the system will be ready, we cannot set a date yet for the training. The authorized rep will be notified as soon as the training date is available.

Feel free to contact me if you have questions.

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