Contents

Current CACFP Systems 0
Data Assessment Matrix 2
Breastfeeding Friendly 2
EWPH F2P 2
EWPH DCH 3
GUHH DB 4
Unserved DB 5
Metrix DB 5
EWPHCCS 5
EWPHCCS Reporting DB 6
CIPS Reporting DB 6
CIPS data 6
CIPS 7
Adobe Connect Training Website 7
SED DB 7
SD List 8
PNS 8
Reports Server Website 8
Data.NY.Gov Website (Metrix) 9
NY.Gov Website 9
DocSTAR e-File System 9
Statewide Financial System (SFS) 10
CIPS (Accounting Module) 10
Child Care Facility System (CCFS) 11
NYCDOHMH System 12
USDA Reports (USDA eAuthentication Portal) 12
USDA NDL 13
FFATA Subaward Reporting System (FSRS) 14

Current CACFP Systems[1]

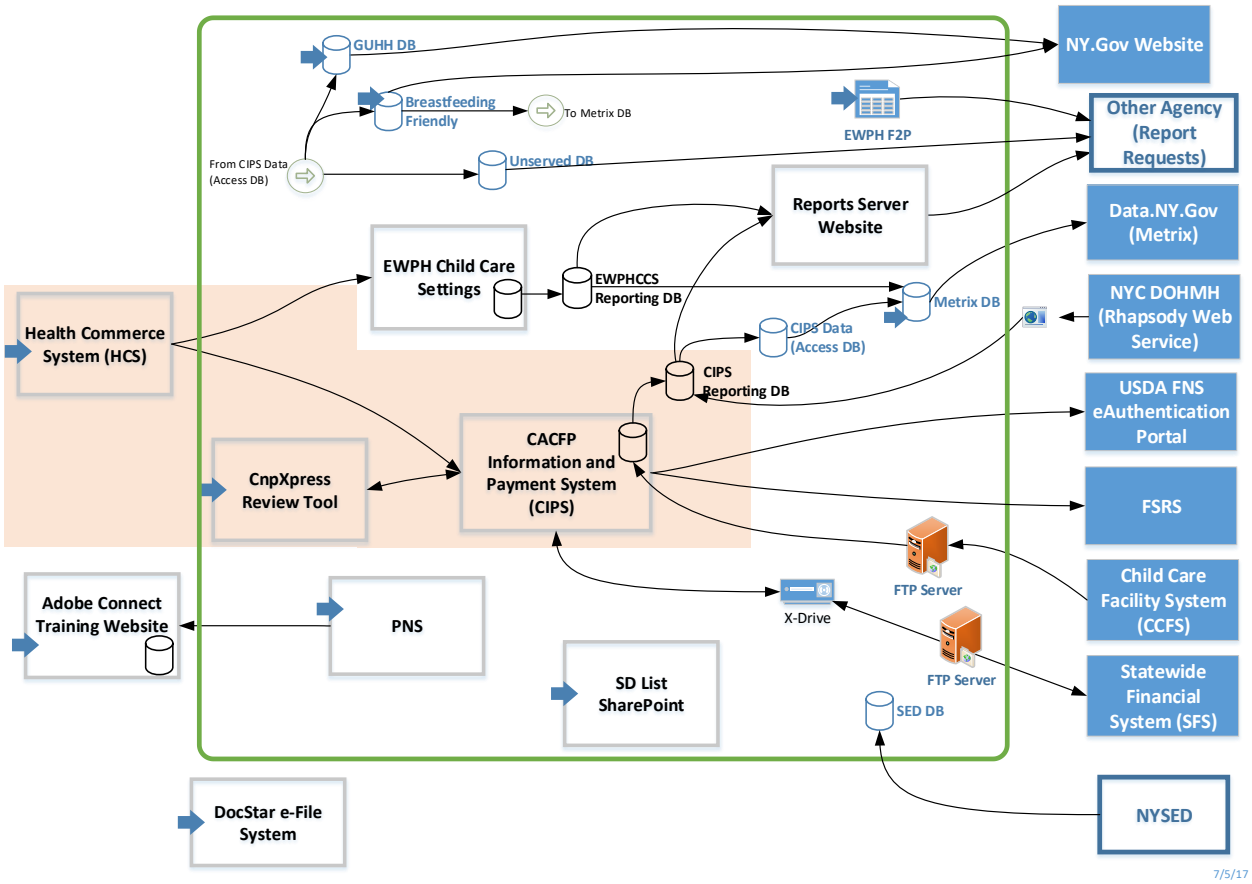
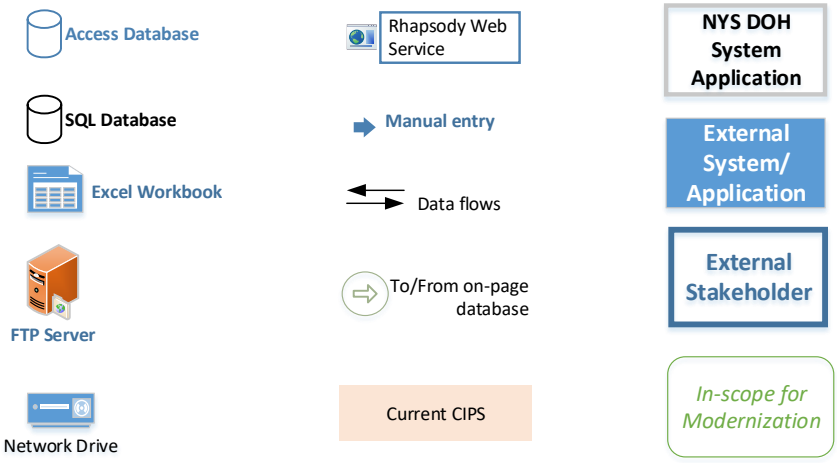


Diagram Legend



[1] A comprehensive description of the Current CACFP Systems diagram can be found in RFP Attachment D- CIPS Current State.

Data Assessment Matrix

Database/System	Description/Purpose	Supplier/Source *Stakeholders or Other Systems That Enter/Update This DB/System*	Inputs *Type of Data Input Into DB/System*	Processing *Processing or Calculations Performed in the DB/System*	Output *DB/Systems Updated from This DB/System*	Customer/Destination *Stakeholders/External Systems That Use This Data*
Breastfeeding Friendly Access	Used to track participation of day care center, and day care home providers in the CACFP Breastfeeding-Friendly (BFF) Designation Program. To generate BFF certificates and correspondence to the BFF designated day care center or home provider. This information is used for outreach and retention in the BFF Designation Program.	• CACFP report staff manually update this database daily. • CIPS data (Access DB) - automatically daily.	• Effective date and expiration date of BFF designation; sponsor-level breastfeeding training • Day Care Provider information	Determines which Day Care Providers are no longer participating in CACFP and which Day Care Providers have certificates that are expired or are expiring soon Contains pre-defined queries for monthly reports	Metrix DB	Emailed to other agencies as needed. A report is emailed to the Public Website Admin Group monthly for placement on the NY.gov website for read-only access by the NYS Public. BFF participation reports are created and posted monthly for the NYSDOH CACFP Breastfeeding Workgroup. An Excel file is emailed to the NYSDOH Commissioner for certificate preparation and signature.
EWPH F2P Excel	Used to track F2P implementation and show how CACFP is improving access to affordable, locally grown vegetables and fruits. Used to satisfy quarterly and annual reporting requirements of the Supplemental Nutrition Assistance Program SNAP-ED.	• EWPH Grantees (Farm to Preschool Program Coordinators) manually input F2P data in three different Excel spreadsheets. Data is entered daily during the F2P program year. New Excel sheets are created each program year for contracted grantees. Currently, there are five grantees and 27 farmers' market locations each year. Excel workbooks	• The date, issuance, and redemption of the F2P coupons. The coupons, funded by NYS, are provided to parents of children in eligible day care centers. The Excel spreadsheet provides supporting documentation for issuance and use of those funds via the coupons. • Sales data by F2P site, market date, total sales,	Grantee spreadsheets are manually compiled into this consolidated workbook, which summarizes statewide implementation data for each report.	SNAP-ED quarterly and Annual Reports	Office of Temporary and Disability Assistance (OTDA) USDA

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		are submitted monthly to NYSDOH EWPHCCS Staff. • NYSDOH EWPHCCS Staff aggregates the workbooks into a master excel document of statewide data and uses the master workbook to manually create and submit statewide reports to the Office of Temporary Disability Assistance (OTDA)	transaction type and amount (cash, debit and credit card sales, SNAP, FMNP for Seniors and WIC, WIC checks, F2P coupons, Fresh Connect, etc.), number of EBT transactions, and parent/staff/community member participation. • Classroom gardening activities, including demographic data of the participants (age, ethnicity, race, gender, SNAP eligibility), direct and indirect participation, duplicated and unduplicated participation, session date, session topic, and recipe demonstrated/tasted.			
EWPH DCH Access (Historical) Paper (Current)	EWPH DCH are three historical Access databases currently used to store EWPH Day Care Home implementation data that was collected between 2012 and 2016. During that time, the EWPH DCH program was funded through the USDA's Childcare Wellness Grant, the	• The data in the Access databases was entered daily by RDs, contracted by EWPH Grantees who carried out EWPH DCH. • Currently, paper forms are completed by CACFP Staff during program implementation.	The following data is collected: • Contact information and demographic data of the provider (i.e., address/race /ethnicity) • Self-efficacy questions (thoughts and beliefs on	N/A	METRIX DB updated quarterly with this data (name and location of participating day care site and if they participate in the EWPHDCH intervention).	CACFP Report Staff manually update the METRIX DB quarterly NYS Public view the data on Data.NY.Gov

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	USDA's Team Nutrition Grant, and NYS funds. Since 2017, the EWPH DCH program data is collected and stored on paper forms. EWPHDCH Staff implement the EWPH DCH intervention and maintain records of program implementation data on paper forms. The Access databases cannot be utilized until modifications are made to support the implementation by CACFP Staff.		healthy eating and physical activity) • PHN Observation Checklist (completed by EWPHDCH Staff at introductory visit) • Pre-and post-self-assessment on nutrition and physical activity practices • Workshop attendance reports • Record of all activities completed, including in-home visits (to include attendance, demographic data of the participants, session topics, handouts and, activities) • Workshop evaluations • Menus • Policies and procedures			
GUHH DB Access	The GUHH DB is used to maintain zip code areas covered by each day care homes Sponsoring Organization. This data is presented on the NY.gov website so that DCH Providers can look up a	• CACFP Reports Staff manually update the zip codes when the sponsoring organization service area changes or when USPS zip codes change.	• Zip code data • Sponsoring Organization contact information	CACFP Reports Staff merges Sponsoring Organization contact information with the service area zip codes for each DCH Sponsoring Organization.	NY.Gov website	CACFP Staff Other NYS Organizations DCH Providers

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	Sponsoring Organization in their service area.	• Receives data from CIPS Data (Access DB) – manually imported by NYSDOH Reports Staff		Reports are generated by CACFP Reports Staff and emailed to GUHH staff for posting to website.		
Unserved DB Access	This database identifies licensed day care programs not participating in the CACFP.	• CIPS Data (Access DB) is manually downloaded and imported by NYSDOH CACFP Reports Staff upon request	• All New York State Office of Children and Family Services (OCFS) and New York City Department of Health and Mental Hygiene (NYCDOHMH) license data	The database matches the data with the licenses of CACFP participating day care programs. Unmatched licenses are considered "unserved" day care programs. Unserved reports are manually generated.	Mary Ellen Access DB (CRM for unserved) NY.Gov Website	NYSDOH DON ERSU (Evaluation and Reporting Services Unit) generates mapping reports that visualize CACFP participation across NYS. These reports are used by NYSDOH CACFP staff in program evaluation efforts. Other Agencies – ad hoc requests
METRIX DB Access	METRIX is the acronym for "Maximizing Essential Tools for Research Innovation and eXcellence." The METRIX DB is used to create a quarterly report to satisfy NYSDOH public data access requirements, NYS Executive Order #95.	• CIPS data (Access DB) • BFF DB • EWPHCCS reporting DB • Paper EWPHDCH data entered by CACFP Reports Staff	• Centers and Homes Contact Information • BFF participation • Years of EWPHCCS implementation • Years of EWPHDCH implementation	CACFP reports staff manually download and import tables quarterly and generate a report that is emailed to the NYSDOH Health Data NY Program for posting on the Data.ny.gov Website.	Report	Data.ny.gov Website
EWPHCCS SQL	Used to track and store participation data for the EWPH in child care centers program Initiative. This data is used to refresh the tables in the EWPHCCS reporting DB. Data must be collected	• EWPH Registered Dieticians (RDs), contracted by EWPH Grantees, update the website daily as EWPH initiatives are carried out in the field.	• Participation Data, Handouts provided, attendance, demographic information, Impact Statements, Classroom Activities, Session data	No processing, The database is used for collecting and storing the data.	EWPHCCS Reporting Database nightly via a scheduled job	CACFP Report Staff EWPHCCS Staff

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	on EWPHCCS to meet quarterly and annual SNAP-Ed reporting requirements.	• NYSDOH Division of Nutrition (DON) ITS staff update the EWPHCCS production DB with scripts.	• The scripts add system users and new centers for the program year, free and reduced price %s, ADA, and grantees.			
EWPHCCS Reporting DB SQL	Used to create reports to support EWPH implementation in child care settings.	• Data is updated nightly from the EWPHCCS production DB via a scheduled job with previous day data.	• Entire EWPHCCS production DB	CACFP Report Staff generate reports.	Systematically deployed when requested on reports server website.	EWPHCCS Staff CACFP Report Staff
CIPS Reporting DB SQL	This is a copy of the CIPS production DB used primarily by CACFP Report Staff to create and distribute ad-hoc reports, as well as subscribed reports, which are deployed to the CIPS reports website.	• An automatic database job refreshes the data nightly from the CIPS production DB.	• Entire CIPS Production DB	NYSDOH CACFP Report Staff generate reports (see CIPS reports table).	Report Server website	CACFP Report Staff
CIPS data Access	CACFP Report Staff use this database to export CIPS tables and queries from the CIPS reporting DB to update other Access DBs that contain other data and used to create reports. The CACFP requires the manual daily updating of several Access DBs. These databases are used to merge data from different sources to meet reporting requirements.	• CACFP Reporting Staff complete “the roll-up,” (which is the manual run of a saved export to bring the CIPS reporting tables into the CIPS data Access DB) each morning.	• Entire CIPS Reporting DB	The CIPS data Access DB is linked to an additional 20 Access DBs. These 20 Access DBs contain additional data and are used to meet multiple reporting requests.	METRIX DB Unserved DB BFF GUHH DB	CACFP Report Staff

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	There is no manual entry into this database.					
CIPS SQL	2008 SQL Server Database that supports the CIPS production environment. It stores all production data that is entered by Sponsoring Organizations and NYSDOH CACFP Staff.	• DON ITS Staff update this environment with data maintenance scripts to correct identified system flaws.	• Application, claim, administrative review, system admin data	An automatic job runs to update the CIPS Reporting DB daily with the data from the CIPS Production DB.	CIPS Reporting DB	CACFP Report Staff DON ITS Staff
Adobe Connect Training Website SQL	Used to track training registration and completion data. Used to maintain and distribute training courses and curriculum. Used to manually generate and send training invitations as new trainings are available.	• Sponsoring Organizations – manual as needed • CACFP Report Staff – manual as needed • CACFP Training Staff – manual as needed	• Registration information and training participation • User accounts, maintain Adobe Connect site settings • Upload training content and materials	Tracks registered learners and guests, tracks progress, responses/scores, and dates of training. Generates email notifications and completion certificates. Enables ad-hoc reporting on all data.	N/A	CACFP Training Staff
SED DB Access	Data is used to determine at-risk meal eligibility for day care centers and Tier I eligibility for day care home providers. Eligibility determination is made upon initial CACFP approval and subsequently every five years.	• NY State Education Department (NYSED)	• Free and reduced priced meal percentages and Basic Education Data System (BEDS) code data	Annually (in July), CACFP Report Staff manually import March data to merge with NYS school contact information.	Centers Selection Access DB (used to determine which centers are eligible for EWPH implementation). Updated Annually	Data from this Access DB is used by Sponsoring Organizations of day care homes to determine CACFP meal reimbursement eligibility for Tier I providers. The data is also used by CACFP Application Reviewers/Approvers to determine at-risk meal eligibility for day care centers.

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						Data is also used by EWPHCCS Staff to determine which centers are eligible for EWPH implementation.
SD List SharePoint	Regulations require that the information be maintained for each home sponsor, center sponsor, independent center, day care home provider, responsible principal, or individual designated seriously deficient. The purpose is to track an institution's progress in correcting each serious deficiency and to assess the effectiveness of the SD process	• Manual input by CACFP Staff, as needed.	• Names and mailing addresses • Basis for each serious deficiency determination • Status of the institutions as they move through the subsequent stages of corrective action • Dates of proposed termination, suspension, agreement termination, and/or disqualification, as applicable.	No processing is required.	USDA NDL listing (manually updated as needed)	CACFP Staff
PNS Web Application	CACFP potential new sponsoring organizations use the application to determine eligibility - enables user to enter contact information to receive a follow-up call from the CACFP.	• Non-CACFP participating potential new sponsors	• Contact information	N/A	Data obtained from PNS web app is manually entered in the CIPS as needed	CACFP Application Reviewers/Approvers CACFP Outreach Staff
Reports Server Website SQL/Intranet Website	Used for storing deployed reports after they are created, allowing CACFP Reporting Staff to organize, define, and subscribe reports for end	• CIPS Reporting DB • EWPHCCS Reporting DB • CACFP Report Staff	• Reports created using claim and application data are deployed to the reports server website.	The reports server website automatically emails reports based on pre-defined subscriptions.	N/A	Other Agencies All CACFP Staff can generate reports (see Reports Server Reports Table)

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	users. CACFP Staff, as end users, can view, export, print, and email more than 150 reports.		• Reports created using the EWPH implementation data (session topics, attendance, handouts) are deployed to the reports server website. • Subscription data is entered into the reports server website to automatically send selected reports to the identified recipients.			
Data.NY.Gov Website (Metrix) Website	Public-facing site used by the CACFP for posting participation data.	• CACFP Report Staff update data quarterly	• CACFP participation data, BFF certification data, EWPH participation data	N/A	N/A	
NY.Gov Website website	Public-facing NYSDOH site CACFP NYSDOH page. The CACFP provides policy and program information to the public, which is accessed by CACFP participating organizations, non-CACFP participating potential new sponsors, and the public.	• CACFP Report Staff manually update as needed • BFF • GUHH DB	• Program documents and training announcement • BFF certification status • DCH Sponsoring Organization contact information by county	N/A	N/A	Sponsoring Organizations, Day Care Providers, Non-CACFP Participating Potential New Sponsors
DocStar e-File System	Electronic document management - securely stores any native file type (.wav, .pdf, .jpg, .html etc.).	• All CACFP Staff, daily	• CACFP program documents and contracts • Sponsoring Organization correspondence	Self-titles and time and date stamps documents upon capture (AuthentiDate).		All CACFP Staff

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			• EWPH grant documents and program documents			
Statewide Financial System (SFS) Peoplesoft	NYS Comptroller's (OSC) payment processing system. The SFS edits and processes the vouchers in the electronic payment file from the CIPS. The OSC creates and sends the actual payments to sponsoring organizations and warrant files to the NYSDOH Fiscal Management Group (FMG).	• CACFP accounting staff create an electronic text file of all payable claims each business day and manually place it on an ftp server. • The FMG systematically pulls the file from the ftp server daily and runs edits on it. Vouchers that fail the edits are removed from the file, and the rest are systematically uploaded into the SFS.	• Agency code, date file is created, voucher number, detailed breakout of each voucher - including amount by funding chart of accounts, invoice number, sponsor vendor id, liability date, and requested payment date.	Payments are processed and sent to the sponsoring organizations based on the data in our electronic voucher files. The SFS creates a warrant file of those payments.	The CIPS is updated with payment information. An electronic warrant file is systematically created by the SFS and sent to the FMG. The FMG systematically culls only CACFP-related payments to create our warrant file. This electronic text file is systematically put on an ftp server. CACFP accounting staff should pull it down to the X:/ drive manually each business day and upload it to the CIPS. The CIPS systematically places the warrant number, payment date, and payment amount in the claims by matching the voucher number.	CACFP staff CACFP electronic sponsoring organizations.
CIPS (Accounting Module) Classic ASP 2008 SQL	An electronic text file of payable claims is systematically created in the CIPS by CACFP accounting staff.	• CACFP claim processors and CACFP electronic sponsoring organizations • NYSDOH FMG	• Monthly participation data, including number of centers/home providers being claimed, number of children in attendance, number of days operating, and number and type of meals served.	When creating the payment voucher file, the CIPS systematically scans claim payments, outstanding advances, and accounts receivables for the same sponsor numbers. The CIPS pulls all transactions for the same sponsor number into a	The SFS is updated each business day with the CACFP electronic text file of payable claims. This file contains the NYSDOH agency code, date file is created, voucher number, detailed breakout of each voucher - including amount by funding chart of	CACFP Staff Members CACFP electronic Sponsoring Organizations

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			• NYSDOH FMG - An electronic warrant file is systematically created by the SFS and sent to the FMG. The FMG systematically culls only CACFP-related payments to create our warrant file. This electronic text file is systematically put on an ftp server daily, Tuesday through Saturday. CACFP accounting staff pull it down to the X:/ drive manually each business day and upload it to the CIPS. The CIPS systematically places the warrant number, payment date, and payment amount in the claims by matching the voucher number.	single payment voucher or account receivable.	accounts, invoice number, sponsor vendor id, liability date, and requested payment date.	
Child Care Facility System (CCFS) Three .txt files	The Office of Children and Family Services (OCFS) creates three extract files from their Child Care Facility System (CCFS) that updates the CIPS Database. These files contain day care home and center licensing data. This data is used in the CIPS to update the application	• The OCFS maintains the CCFS system. CACFP Staff have read-only access the CCFS system.	• Child care licensing data.	Systematic file transfer from CCFS nightly. Three files are put on the FTP server, and the CIPS database has a nightly job that retrieves the three files. Each of the files is imported into a corresponding table in the CIPS database. Once the data has been successfully uploaded, the	Nightly Update to CIPS	CACFP Report Staff CACFP Application Reviewers and Approvers Sponsoring Organizations of Homes

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	status of day care home providers. Application versions are created for day care home providers in real time. These changes affect their ability to submit claims for reimbursement.			data is merged into one table, called License.		
NYCDOHMH System SQL	The NYC Department of Health and Mental Hygiene (NYCDOHMH) sends one file extract nightly from their licensing system to the CIPS Reporting DB.	• NYCDOHMH maintains NYC child care licensing data. CACFP Staff does not have access to the NYCDOHMH licensing system.	• NYC child care licensing data	Systematic file transfer from NYCDOHMH nightly. One file is sent to the CIPS Reporting DB. No additional processing occurs once this data is in the CIPS Reporting DB.	Nightly Update to CIPS Reporting DB	CACFP Report Staff
USDA Reports (USDA eAuthentication Portal)	The USDA FNS requires monthly reports, known as the FNS-44, of the number of meals and snacks for which the NYS CACFP reimbursed Sponsoring Organizations. The meals and snacks are categorized by meal type and reimbursement rate (free, reduced, paid for centers and Tier 1, Tier 2 High, Tier 2 Low, Mixed for Homes). The number of Homes Sponsoring Organizations and individual day care home providers are also reported monthly. The details of Center Sponsoring Organizations are reported on	• CACFP claims processors/accounting staff and electronic sponsoring organizations manually enter claims daily. • Day care homes sponsoring organizations and one day care center sponsoring organization uploads a file into the CIPS rather than manually entering their claim.	• Claim records include the # of days of operation, total attendance, enrollment information, and snack and meal counts for each approved facility on a monthly basis. • Day care home facilities claim snacks and meals by day care provider's tier determination: Tier 1, Tier 2, or Mixed.	CIPS performs regulatory edit checks on the claim data for each facility claimed. Meal reimbursement for centers is blended based on the enrollment data. Meal reimbursement for day care home facilities are based on the two-tier rates.	CACFP fiscal staff manually enter the FNS-44 data into the secure USDA website Food Programs Reporting System (FPRS) each month for the required 30- and 90-day reporting requirements.	USDA CACFP Accounting Staff and Managers

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	a quarterly and semi-annually basis. Two reports are created systematically each month by CACFP accounting staff in the CIPS; one is an estimate and required to be submitted within 30 days of the last day of the reporting month, and the other is an actual to be submitted within 90 days of the last day of the reporting month. At fiscal year end, a final report for each month is submitted to the USDA. The 90 day and final reports are converted from meals to dollars by the USDA and comparted to NYS CACFP's fiscal reports, the FNS-777, which is completed by the NYSDOH FMG.					
USDA NDL (USDA eAuthentication Portal)	A web-based database containing a real-time listing of institutions and individuals that have been terminated or disqualified from participating in the CACFP. Independent centers, Sponsoring Organizations, and NYS CACFP Staff can obtain accounts from the USDA to access this information. Authorized NYS CACFP Staff	• Authorized CACFP Staff manually input as needed through the USDA's eAuthentication Portal. • Authorized Home Sponsoring Organizations manually input, as needed, through the USDA's eAuthentication Portal.	• Name, mailing address, and date of birth of terminated individuals; name and address of terminated institution; and date of termination • Name, mailing address, and date of birth of disqualified day care home providers	None	None	CACFP Staff Sponsoring Organizations Partnering Agencies

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	enter data on this site to meet federal regulations to report those institutions and individuals disqualified in New York State.					
FFATA Subaward Reporting System (FSRS)	The CACFP must submit a monthly report (Federal Fiscal Accountability and Transparency Act - FFATA) of all sponsoring organizations that have received $25,000 or more to date within 30 days of the last day of the reporting month. CACFP accounting staff systematically create an Excel worksheet in the CIPS.	CACFP claims processors/accounting staff and electronic sponsoring organizations manually enter claims daily. Day care homes sponsoring organizations and one day care center sponsoring organization upload a file into the CIPS rather than manually entering their claim. Once a month, CACFP accounting staff manipulates the data from the CIPS into the required layout and format (the Excel worksheet has to be changed to a Comma Delimited [.csv] format) before manually uploading and submitting it to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS).	Sponsor name and agreement number, DUNS #, address, and amount of federal money received from the CACFP.			General Public