

CYMS TRAINING GUIDE

CTG-F07 - USDA PROCESSES

Updated Apr 04

USDA Income Categories

- 1 Go to Files → CY5 → CY5 Financial Maintenance → USDA Income Category Maintenance.
- 2 Highlight the rate you want to change and click **Change**.
- 3 Update the **Income Limits For Free Services** and **Income Limits For Reduced Services** fields.
- 4 Click **Done**.
- 5 Repeat steps 2–4 for each rate you want to change.

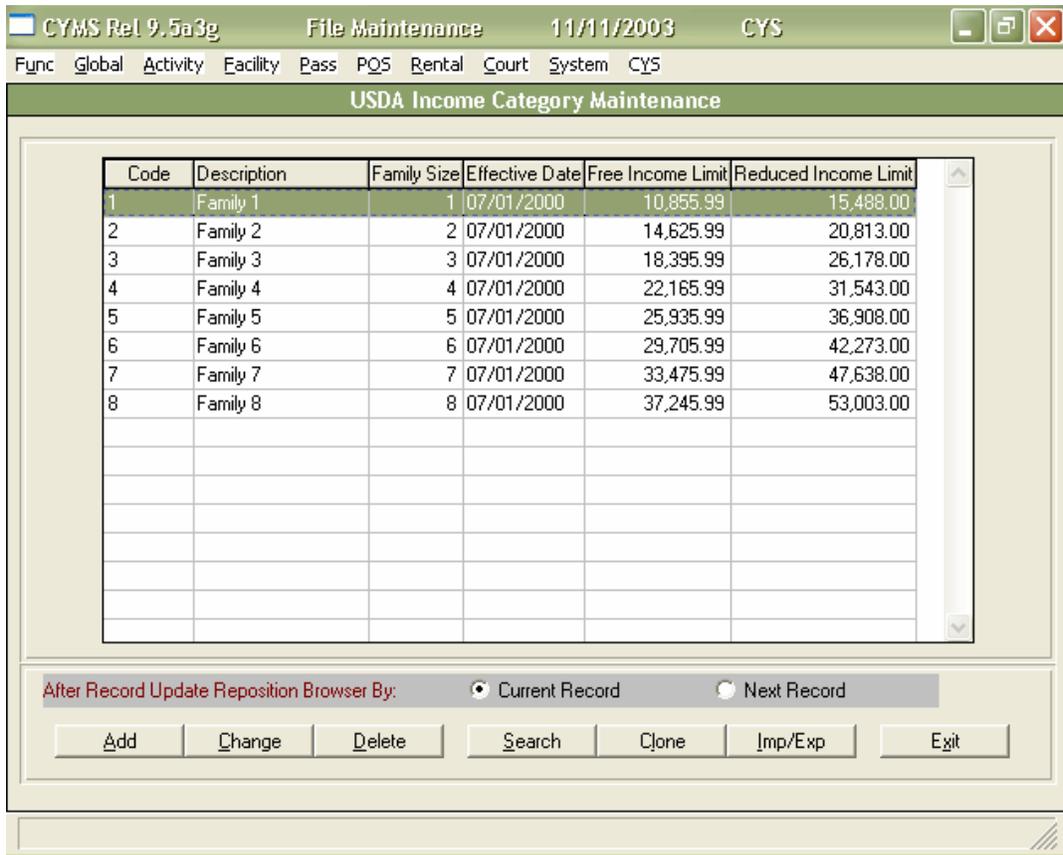


FIGURE 1

- 6 Click **Exit** to return to the Main Menu.

USDA Rates and Meal Times (Defaults)

- 1 Go to Files → CY5 → CY5 Financial Maintenance → USDA Misc Rate/Fee Maintenance
- 2 Update the **CDC Rates** and **Default Beginning Meal Times**.

- 3 If your FCC rates are not currently set up, please contact VSI support for more information. Each state is different; VSI will need to work with you on a per-site basis.

The screenshot shows the 'USDA Reimbursement' window in the CYMS software. The window title is 'CYMS Rel 9.5a3g File Maintenance 11/11/2003 CYS'. The menu bar includes 'Func', 'Global', 'Activity', 'Facility', 'Pass', 'POS', 'Rental', 'Court', 'System', and 'CYS'. The window is divided into several sections:

- CDC Rates:** A table with columns 'Free', 'Reduced', and 'Paid' for categories 'Breakfast', 'Snack', 'Lunch', and 'Dinner'. The 'Free' column for Breakfast is highlighted with a green border and contains the value '10.00000'.
- FCC Rates:** A table with columns 'Free', 'Reduced', and 'Paid' for categories 'Breakfast', 'Snack', 'Lunch', and 'Dinner'.
- CDC Admin:** A table with columns 'Up To X' Centers' and 'Flat Amt/Center' for tiers 'Tier 1' through 'Tier 4'.
- FCC Admin:** A table with columns 'Up To X' Provdrs' and 'Flat Amt/Provd'r' for tiers 'Tier 1' through 'Tier 4'.
- Default Beginning Meal Times For CDC and FCC Sites:** A row of input fields for 'Brkfst', 'AM Snck', 'Lunch', 'PM Snck', and 'Dinner' with values '08:00', '23:59', '11:00', '14:00', and '23:59' respectively.

At the bottom of the window are three buttons: 'Next', 'Done', and 'Cancel'. Below the window, a yellow banner contains the text: 'Enter the CDC BREAKFAST REIMBURSEMENT RATE for this category'.

FIGURE 2

- 4 Click **Done** to return to the Main Menu.

Meal Serving Times

- 1 Go to Files → Facility → Facility Location Maintenance.
- 2 Highlight the location of the CDC. Click **Change**.
- 3 Click **Next**.
- 4 Click **CYMS Defaults** to fill in the fields with the information you provided in the previous section.
- 5 If this location's meal serving times are different at this location, change them here, then click **Done**.



FIGURE 3

- 6 Click **Exit** to return to the Main Menu.

Note: Meal serving times and rates for providers are updated per provider.

- 7 Go to Files → CYS → CYS FCC Provider Module.
- 8 Highlight the provider whose meal times you want to update and click **Change**.
- 9 Click **Next** three times (or click on the button for the **Meal Rates/Times** screen). Click **CYMS Defaults** to get the default rates, and then adjust the times for that provider.



FIGURE 4

- 9 Click **Done**. Click **Exit** to return to the Main Menu.

Household USDA Income Category and Family Size

Note: You will not be able to post meals for children whose household does not have a USDA income category and family size entered.

Hint: You can use the Household Audit Report (Reports → CYMS → CYC CDC Reports → HH Audit Report) to list households that are missing USDA information. (For the **Audit Option**, select Missing Data. For the **Only Include Households with These Pass Types** section, select only the CY-CHILD and CY-SAS pass types.)

- 1 Go to Files → Activity → Household Maintenance.
- 2 In the **Lookup** field, enter the last name of the child. Click **Family Member**.
- 3 Select the child from the list.
- 4 Click **Next** two times (or click on the button for the **Financial Info** screen).
- 5 Update the **USDA Income** and **Family Size** fields in the center of the screen.

The screenshot shows a software window titled "CYMS Rel 9.5a3g File Maintenance" with a date of "11/11/2003" and user "CYS". The "Financial Info" tab is selected, showing various financial and program-related fields. At the bottom, a status bar indicates the next step: "Enter the Scholarship Amount Expiration Date".

Field	Value
Cur A/R Bal	0.00
Prv A/R Bal	0.00
Cur P/M Bal	0.00
PM Vst Bal	0.00
Cur POS Bal	0.00
Tot Amt Due	0.00
Spon Consent Date	//
Lst USDA Update	//
Profile Date	//
FCP Due Date	//
FCP Received Date	//
Deros/PCS Date	//
Family Size	3
USDA Income	54,232.00
Family Income	62,000.00
USDA Catg	3 Paid
Income Catg	CAT5
S'Ship Expire	//
S'Ship Amt	0.00
S'Ship Used	0.00
S'Ship Avail	0.00
Bad Check Cnt	0
Lst Bad Pmt	//
Pmt Restrict	
Account PIN	

FIGURE 5

- 6 Click **Done**. Click **Exit** to return to the Main Menu.

USDA Meal Reimbursement Posting For CDC

- 1 Go to Daily → CYS → CYS USDA Meal Reimb Posting.
- 2 Right-click in the **Activity No** field. Select the first activity you want to post.
- 3 Enter the **Post Date**.

Note: Always use a date within the month you are posting for. (For example, if you are posting on November 3 for the month of October, use 10/31 as the posting date).

- 4 Enter the **search dates**. This is the date range you are posting meals for.
- 5 If you track them, enter the number of adult meals.
- 6 Choose **Full Time** or **Hourly**.

Note: For all of the regular programs, choose the **Full Time** option. For hourly children, there should be one activity set up for each building that offers hourly care. Select the hourly activity and choose the hourly option. This will post meals for *all* hourly children at that building, even if they are in different rooms.

- 7 Confirm that the meal serving times are correct.

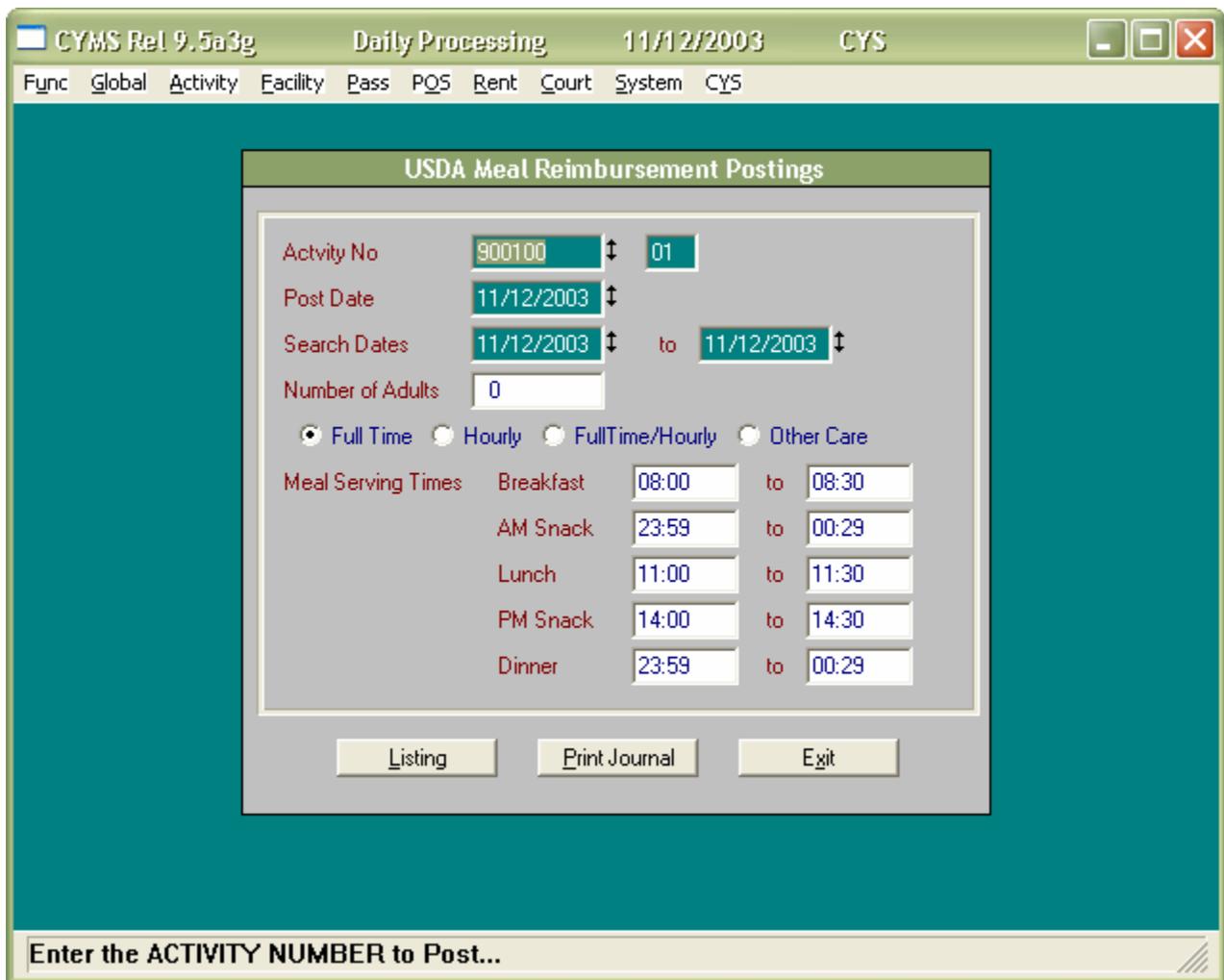


FIGURE 6

- 8** Click **Listing**.
- 9** The Meal Reimbursement screen will appear. All of the meals that were served during the time you specified on the previous screen will be displayed.
- 10** To adjust the number of meals served or the meal rate, double click on the name on the list to be adjusted. Be sure the child whose meals you are adjusting is the name displayed on the bottom left of the screen. Make the appropriate changes to the number of meals or the meal rate. Click **Update Meal List**.

CYMS Rel 9.5a3g Daily Processing 11/12/2003 CYS

Func Global Activity Facility Pass PQS Rent Court System CYS

Meal Reimbursement Update for 1783- A116 FD (Inf)

Name	Meal Rate	Bkft R	Bkft N	AM R	AM N	Lunch R	Lunch N	PM R	PM N	Diner R	Diner N
Caddell, Kasey	Paid	0	0	0	0	0	0	0	0	0	0
Franklin, John IV	Paid	0	0	0	0	0	0	0	0	0	0
Grabinski, Nathaniel	Paid	0	0	0	0	0	0	0	0	0	0
Keeler, Demesha	Paid	0	0	0	0	0	0	0	0	0	0
Mabe, Benjamin	Paid	0	0	0	0	0	0	0	0	0	0
McWhite, Mya	Paid	0	0	0	0	0	0	0	0	0	0
Robinson, Al'Ezra	Paid	0	0	0	0	0	0	0	0	0	0
Rodriguez, Kayla	Paid	0	0	0	0	0	0	0	0	0	0
Adults		0	0	0	0	0	0	0	0	0	0
Total NonAdult Meals		0	0	0	0	0	0	0	0	0	0

Caddell, Kasey Breakfast AM Snack Lunch PM Snack Dinner Free Reduced Paid

Reimburseable Meals

Nonreimburseable Meals

FIGURE 7

- 11 Once all changes have been made, click **Post Meal Record**.
- 12 Repeat steps 2–11 for each activity and hourly location.
- 13 Click **Exit** to return to the Main Menu.

Note: If after posting the meal record, you realize you need to make an additional adjustment, you need to make all of the changes again. When you click **Post Meal Record**, the following message will appear: "A USDA Meal Posting already exists for this class on this date. Do you want to overwrite this record?" You *must* click **Yes** to this question. If you say no, it will *add* to your previous posting.

USDA Meal Reimbursement Posting For FCC

Follow the steps from the previous section, with one exception: For all FCC postings, choose the **Full Time/Hourly** option only.