

Harvest CACFP Training Session

Agenda

The Harvest Training Session will demonstrate the initial phases of the Child Nutrition Management System implemented at the Agency of Education in April 2021. The CACFP Application for 2021-2022 will be available in Harvest June 2021.

At the conclusion of this training session, CACFP Applicants should be able to:

1. Access Harvest
2. Request Harvest Credentials
3. Complete the Annual Organization Profile
4. Navigate through Harvest Applications
5. Access Historical data
6. Create / Complete / Submit the CACFP Application
7. Review AOE Messages for Returned Applications
8. Revise previously approved applications.
9. Submit Helpdesk issues

How to Access the Harvest Landing Page

To access the system, please go to: <https://harvest.education.vermont.gov>

Users who had credentials under the previous Child Nutrition Management System will have their UserIDs converted to Harvest. These existing users must use the Forgot Password process to reset their passwords.

Users who did not have credentials for the previous Child Nutrition Management System must request new credentials via the New User process. Steps for obtaining a New UserID include:

1. Click on the New User link
2. Search for, and select the Organization for which you work
3. Select the role you are requesting (usually Data Entry)
4. Submit your request to AOE for review
5. You will receive an email with a temporary password within 48 hours if your request is approved by AOE.
6. Log on with your UserID and temporary password
7. Complete the process of changing your password
8. You should reach the Harvest Dashboard page



Complete the Organization Profile

The Organization Profile contains information that remains constant during the fiscal year. Once the Organization Profile information is entered and submitted, the organization can proceed to create, edit, and submit child nutrition applications such as the CACFP application. Completion of questions within the Organization Profile result in appropriate sections being displayed or hidden within the CACFP application.

Some fields within the Organization Profile, as well as Site-specific data, will be preloaded with converted data from the existing Child Nutrition Management System.

How to access the Organization Profile

1. Login to <https://harvest.education.vermont.gov>
2. Go to the Harvest Homepage (Dashboard)-specific data
3. Click on the “Applications” link on the top menu
4. Select the appropriate year, which currently defaults to 21-22
5. Under the “Organization Profile” section, click on “Create”
6. When returning to complete the Organization Profile, click “Open” instead of “Create.”

Completing the Organization Profile

Multiple pages, listed on tabs, must be completed within the Organization Profile. Required fields are underlined in brown and must be entered before the Organization Profile will be approved. It is important to review all pages to ensure the required fields are complete. Please save your work as you navigate through the various pages.

The save button will appear at the bottom of each page. Please scroll to the bottom of each page and ensure your information is saved.

Page 1

The first page of the Organization Profile contains the county, Duns/Sammi number and expiration date, and the primary point of contact for the organization.

1. Click on the “Organization Profile Page 1” menu link at the top of the page.
2. Enter all required information. Review the “Messages” tab on the right-hand side to see all validations that must be satisfied.

Click on the “Save” button located at the bottom of the screen.

Page 2

The second page of the Organization Profile consists of information about your organization’s Food Service Management Company (FSMC) contract.

1. Click on the “Organization Profile Page 2” menu link at the top of the page.

2. It is important to indicate whether or not your organization has an FSMC contract. If you have an FSMC contract, you will be prompted to provide additional information. Please complete all required fields.
Click on the “Save” button located at the bottom of the screen.

Page 3

Your organization may be eligible to participate in more than one child nutrition program. On the third page of the Organization Profile indicate which program(s) you wish to participate in, and in turn which application links will be visible within the AOE Harvest application.

1. Click on the “Organization Profile Page 3” menu link at the top of the page.
2. Select all programs applicable to your organization.
3. Additional question may become visible and required, depending on programs selected. It is important to complete all required information.
4. Click on the “save” button located at the bottom of the screen.

Submit

After completing and saving Pages 1-3 of the Organizational Profile, you are ready to submit the profile to AOE for approval. Successful submission of the Organization Profile will enable your organization to proceed with the specific applications for the programs selected on page three of the Organization Profile.

1. Click on the “Submit” menu link at the top of the page.
2. If you attest that the information entered on the Organization Profile is accurate and complete, check the box indicating this attestation.
3. Click on the “Accept and submit” button located at the bottom of the screen.

If there are errors or missing information on any of the pages included in the Organization Profile, a message will be displayed. To view specific details and locations of the errors, click on the “Messages” tab on the far-right side of the screen. If errors are present, correct each error on the page specified, save, and re-submit the Organization Profile.

If no errors are present, the Organization Profile will be submitted to the AOE and your organization may proceed to the next step of the application process.

The Organization Profile is not reviewed by AOE, and moves automatically to Accepted status. Accepted or Approved applications cannot be edited. If updates are needed, click “Revise” on the Applications page, to create a revision where updates can be entered.

Complete the CACFP Application Packet

The CACFP Application consists of multiple tabs that must be completed to compile the entire CACFP Application packet. It is important to review all tabs to ensure the required fields are complete. Please save your work as you navigate through the various tabs.

The save button will appear at the bottom of each tab. Please use the scroll feature to move to the bottom of each tab and ensure your information is saved.

Complete each tab at the Sponsor level, addressing all required fields. If mandatory fields or other validations are not addressed, messages will display to indicate what must be completed prior to saving the web page.

The Tabs at the Organization Level include:

- Organization Info
- Contact Info
- General Questions
- Ethnic and Racial Data
- Independent Center and Sponsoring Organization Budget
- Day Care Homes Budget
- Management Plans (see below)
- Site Applications (see below)
- Acknowledgement and Certification

Upon clicking the Budget Pages, if your organization does not need to complete a budget due to your organization type, a message will display indicating that this page does not need to be completed.

Management Plan Tab

Upon clicking the Management Plan tab, the applicant will see the Management Plan(s) that are appropriate based on their type of organization. Click Open for each plan (one at a time). Within each plan, complete pages Standard 1, Standard 2, and Standard 3. Unlike Sites (described in the next section), Management Plans do not need to be explicitly submitted.

Site Applications Tab

Each Sponsor will display their sponsored sites. In order to submit a CACFP application, at least one Site must be completed and submitted. If the Sponsor would like to add more Sites after the original application approval, this may be done through a revision.

For each site, the organization should complete the following tabs:

- Contact Information
- Center Information
- Site Information
- Operations
- Schedule

- Ethnic and Racial Data
- Waivers
- Certification

Click “Start”, and then confirm that you wish to start an application for each site (one at a time).

When finished with a site, click the “Return to Main Application” link to proceed with additional sites or organizational level pages in the CACFP application.

To the extent possible, site data from 2020-2021 applications is prepopulated into these Site pages.

In the event that your organization is missing sites that are needed, please submit a Harvest Support request explaining which site(s) should be added, changed, or removed.

Reviewing Messages

The Messages tab is located on the far right of the screen and the label for this tab is vertical. This page will display application-level errors that are preventing submission. Click on Messages at any time during the application process, to see what conditions are preventing submission.

Reviewing Application and Site History

The History tab is located on the far right of the screen and the label for this tab is vertical. To see the lifecycle of events for any application, please select the History tab.

Comments from AOE

When submitted applications are reviewed by AOE, reviewers may enter comments back to the organization. Any updates that are needed will be detailed within the Review web page. Please click on “Review” to see such comments. These comments are only available after submission.

Accessing Help through Harvest

In the top right of each Harvest web page, a question mark indicating the Help Menu is displayed.

Click on “Contact Support”, which will open a separate browser tab in which to enter the subject and text of a message to be sent to AOE. If you encounter an error message, please paste the text of that error message into the Message Text of the contact form to expedite the resolution of the issue you encountered.