# CYFD Web Services External User Request for EPICS CACFP or Summer Food Program

 $\pmb{CACFP\ Sponsor:}\ Upon\ completion,\ e-mail\ form\ to\ \underline{CYFD-EPICS-ECS-CACFP@\, state.nm.us}$ 

**SFP Sponsor:** Upon completion, email form to <a href="mailto:EPICS.ECSSummerFood@state.nm.us">EPICS.ECSSummerFood@state.nm.us</a>

*All fields must be completed for processing.											
Request Information (completed by Sponsor)											
Date Reques											
Type of Req	ICS Food Program access Remove EPICS Food Program access odify account info										
If modifications, explain:											
First Name:			Middle Init		nitial:		Last	Name:			
Gender: M		Iale Female		Date of Birth:							
Physical Address:											
City:			State:					Zip:			
Phone:					Е	mail Addre	ess:				
Sponsor's Name:							Sponso	r EPIC	S ID:		
Sponsor's Employee Submitting Request:											
Sponsor's Phone:						Sponsor's	Email:				
Application	n .	Add	Remove	Roles (Check all that apply. See descriptions below.)							
				CACFP External Home Provider							
					CAC	FP Externa	ıl Home	Provid	er		_
						FP Externa		Provid	er		
EPICS CAC	FP			FP	Hom		Name:		er		
EPICS CAC	FP			FP	Hom CAC	e Provider I e Provider I FP Facility	Name: EPICS II	D: or Direc	tor		
EPICS CAC	FP			FF	Hom Hom CAC	e Provider I e Provider I FP Facility FP Home S	Name: EPICS II Sponsor	D: or Director	tor		
EPICS CAC	FP			FP FP	Hom CAC CAC CAC	e Provider I  e Provider I  FP Facility  FP Home S  FP Home S	Name: EPICS II Sponsor Sponsor	D: or Director Director Monitor	tor or or QA		
	FP			FP FP	Hom CAC CAC CAC	e Provider In Inc. In Provider In Inc. In Provider In Inc. In	Name: EPICS II Sponsor Sponsor Sponsor ood Spo	D:  or Direct Directo Monito nsor Di	tor or or QA rector	Coordinator	
EPICS CAC				FFF	Hom CAC CAC CAC SFP	e Provider In Inc. In Provider In Inc. In Provider In Inc. In	Name: EPICS II Sponsor Sponsor Sponsor ood Spo	D: Director Monitor Insor Director	tor or or QA rector	Coordinator	
EPICS				FP FP	Hom CAC CAC CAC SFP	e Provider In Inc. In Provider In Inc.	Name: Sponsor Sponsor Sponsor ood Spo	D: Director Monitor nsor Director nsor Adores	tor or or QA rector		
EPICS				FP FP	CAC CAC CAC SFP : SFP : SFP :	e Provider In Provider In Provider In Provider In Provider In	Name: EPICS II Sponsor Sponsor Sponsor ood Spo ood Spo ood Spo te Super	D: Director Monitor nsor Director nsor Adores	tor or or QA rector		
EPICS Summer Foo	d			FFF FFF	Homo CAC CAC CAC SFP: SFP: SFP: SFP:	e Provider I be Provider I FP Facility FP Home S FP Home S External Fo External Fo External Fo External Si proval***	Name: EPICS II Sponsor Sponsor Sponsor ood Spo ood Spo te Super	D: Director Monitor Insor Director Insor Addressor The control of	tor or QA rector ogram lminist	rator	
EPICS Summer Foo	d D Prop	gram M	(complete	FFF FFF	Homo CAC CAC CAC SFP: SFP: SFP: SFP:	e Provider I  e Provider I  FP Facility  FP Home S  FP Home S  External Fo  External Fo  External Fo  External Si  proval**  FD Program  oval, e-mai	Name: EPICS II Sponsor Sponsor Sponsor ood Spo ood Spo te Super	D: Director Monitor Insor Director Insor Professor Addressor Insor Addressor	tor or QA rector ogram lminist	rator	

1

3/16/2018

***Information Technology Services Use Only***								
Date Received:								
Processed By:		Date Processed:						
Completed:	☐ 389 Directory setup ☐ EPICS CACFP or SFP setup ☐ Update EPICS External email group							
User Login ID:								
Date login instruc	tions was sent to Requestor:							

The Request Information section of this form is to be completed by the sponsor of the individual requesting access to EPICS CACFP or Summer Food. The individual requesting access must have an e-mail address as this is used to send login information to that person and outage notifications. Upon completion, please submit the form for review and approval by a CYFD Program Manager:

- **CACFP Sponsor:** E-mail form to <u>CYFD-EPICS-ECS-CACFP@state.nm.us</u>
- **SFP Sponsor:** Email form to <u>EPICS.ECSSummerFood@state.nm.us</u>

### **EPICS CACFP User Roles - Descriptions**

- **CACFP External Home Provider** Licensed or Registered Home Provider on the Food Program.
  - o May create/update Attendance Recordings (Meal Claims) and Meal Entries.
  - May view the Person Record of assigned clients.
- CACFP Facility Sponsor Director Food Program Sponsor for Facilities.
  - o May manage EPICS User Accounts of assigned employees.
  - Read only access to: Payment Collection detail record, Facility/Org detail record, Paid Claim Details.
  - o May view/create/update claims details.
- CACFP Home Sponsor Director Food Program Sponsor Director for Home Providers.
  - o May manage EPICS User Accounts of assigned employees.
  - o May assign Clients to assigned Home Providers.
  - May create/update Attendance Recordings (Meal Claims) and Meal Entries for assigned Home Providers.
  - o May create/update Home Provider Visit records.
  - May assign Clients to Home Providers.
  - May create/update Meal Claims for Sponsor.
  - Read only access to: Payment Collection detail record and Paid Claim Details.
- CACFP Home Sponsor Monitor QA Food Program Sponsor Monitor for Home Providers.
  - o May create/update Home Provider Visit records.
  - May create/update Attendance Recordings (Meal Claims) and Meal Entries for assigned Home Providers.
  - May assign Clients to Home Providers.
  - o May create/update Meal Claims for Sponsor.

2 3/16/2018

o Read only access to: Payment Collection detail record and Paid Claim Details.

# **EPICS Summer Food Program User Roles - Descriptions**

# • SFP External Food Sponsor Director

- May create/update Application, Program Operation, Meal Site, Kitchen, Budgets, Advances, Amendment, Meal Counts and Meal Claims; read only access to most other information.
- o May update Contact Name on Sponsor Profile.

# SFP External Food Sponsor Program Coordinator

- May create/update Application, Program Operation, Meal Site, Kitchen, Budgets, Advances, Amendment, Meal Counts and Meal Claims; read only access to most other information.
- o May update Contact Name on Sponsor Profile.

# • SFP External Food Sponsor Administrator

- May create/update Application, Program Operation, Meal Site, Kitchen, Budgets,
   Advances, Amendment and Meal Counts; read only access to most other information.
- o May update Contact Name on Sponsor Profile.

# • SFP External Site Supervisor

o May create/update Meal Counts only; read only access to most other information.

3 3/16/2018