

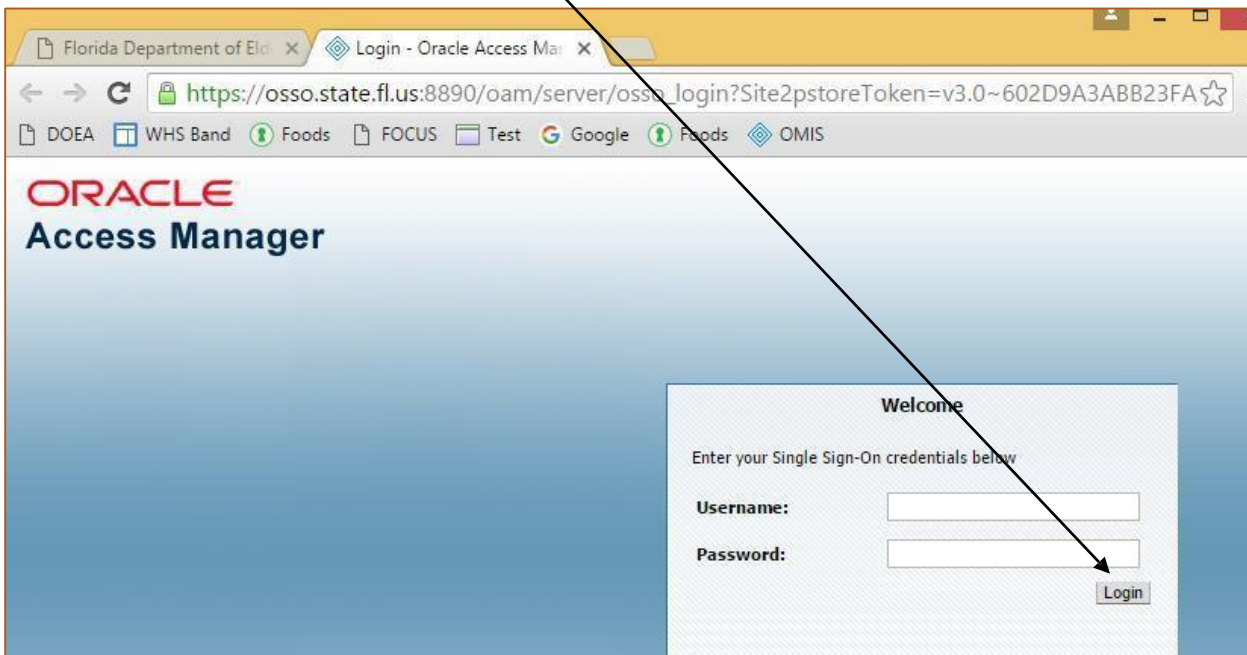
Application Instructions

If you do not have a username and password, contact your assigned contract manager.

Go to http://elderaffairs.state.fl.us/does/employee_partner_tools.php then click on ACFP.



Enter your username and password. Click Login.



Click on Application.

DOEA Applications

[* Browser Requirements](#)

Adult Care Food Program (ACFP)

[Application](#)

Click the Log in button. Log in again.



Department of
ELDER AFFAIRS
STATE OF FLORIDA

Adult Food Program

Log In

You are not logged in. Please click the Log In button in the upper right corner to proceed.

Your provider information should show. Click on Application Guide.

Adult Food Program

Institution Information
Edit Institution Information

Contract Number: 000

ACME CARE PROVIDER
P.O. BOX 4321
Happy Shores, FL 32999

Claims
Claim Entry

Submitted Claims

Month	Service	Status	Link
No data to display.			

Sites
Add Site

Schedule ID	Site Name	Address Line 1	City	Link
No data to display.				

Site Year Estimates
Add Site Year Estimate

Schedule A ID	Fiscal Year Begins	Link
No data to display.		

Fiscal Year Records
Add Fiscal Year Record

Fiscal Year Begins	Link
No data to display.	

Labor Records
Add Labor

Fiscal Year	Position Type	Link
No data to display.		

Income Records
Add Income

Fiscal Year	Income Source	Link
No data to display.		

Applications
Application Guide

Fiscal Year	Status	Notes
No data to display.		

Click on Step 1: Please fill out your Fiscal Year information. Each step has instructions at the top. At any point before you submit, you can save and return later to complete the application. If your institution had an application last year, the information will be copied to the current year. Please review and change, as appropriate. Complete all steps.

Application Guide

The current fiscal year is 1 Oct 2018

Step 1: Please review your Fiscal Year information.

Step 2: Please review your Institution(Provider) record and update it if there have been any changes since last year.

Step 3: Please review site records and update them if necessary.

Step 4: Make sure there is a Yearly Estimate for each site for the application's Fiscal Year.

Step 5: Please add Labor and Income records and Program Monitoring.

Step 6: Submit Application

Exit Application Guide