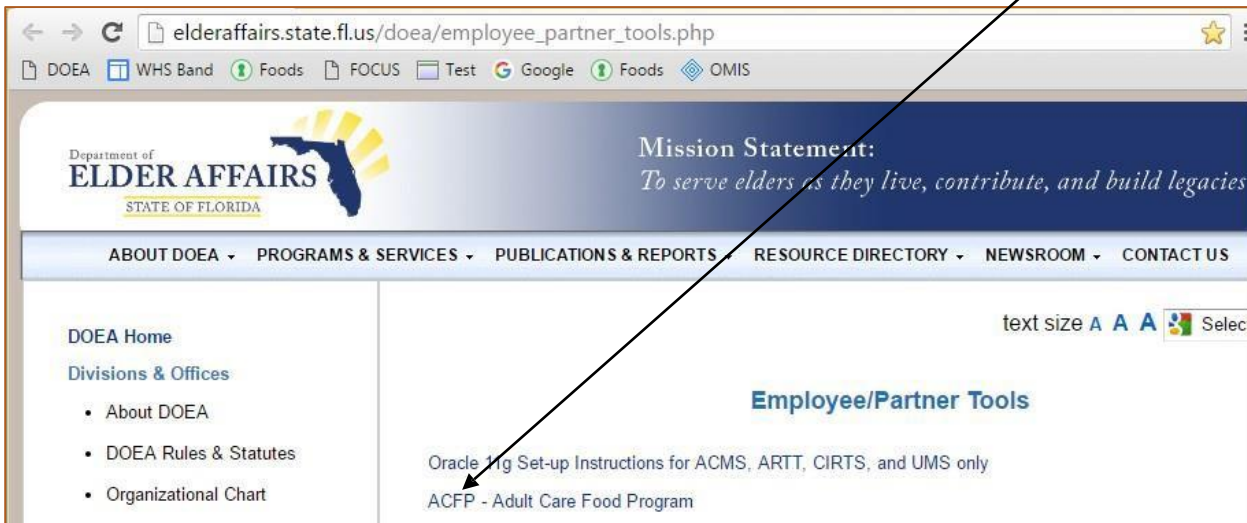


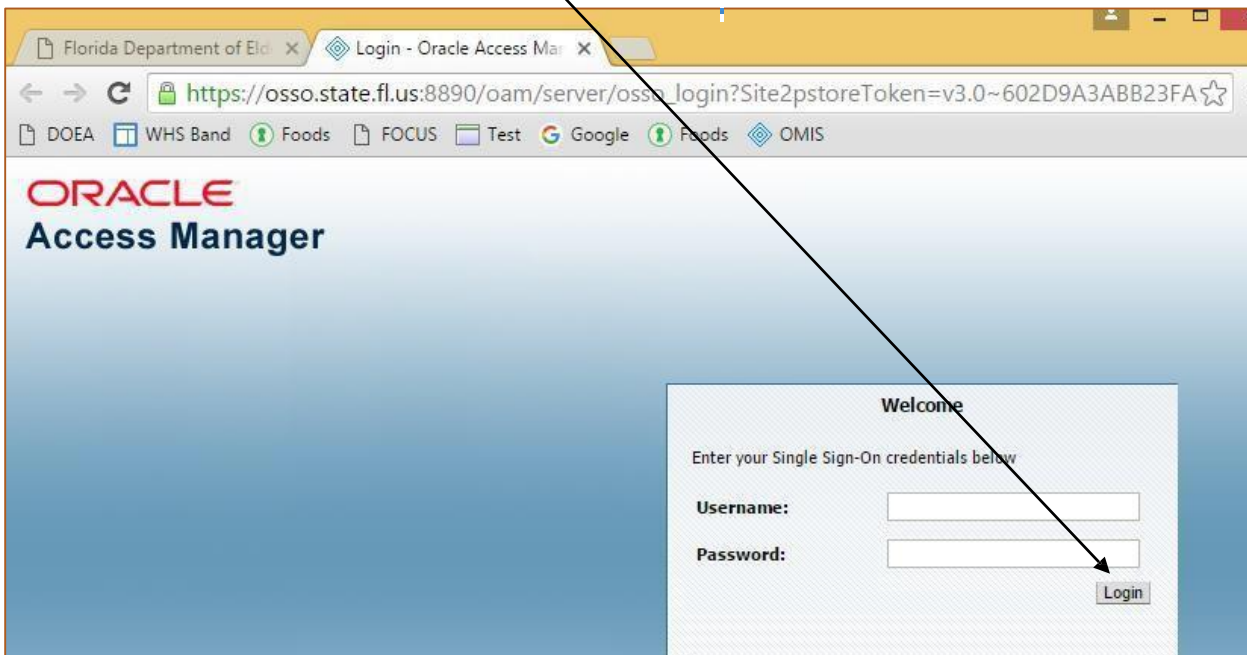
Application Instructions

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

Go to <https://elderaffairs.org/about-us/partner-tools/> 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 2024

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](#)