

ECECD Web Services

External User Request for EPICS CACFP or Summer Food Program

CACFP Sponsor: Upon completion, e-mail form to ECECD-EPICS-ECS-CACFP@state.nm.us

SFP Sponsor: Upon completion, email form to ECECD-ECS-FNB-SummerFood@state.nm.us

***All fields must be completed for processing.**

Request Information

(completed by Sponsor)

Date Request Submitted:							
Type of Request:	<input type="checkbox"/> EPICS Food Program access <input type="checkbox"/> Remove EPICS Food Program access <input type="checkbox"/> Modify account info						
If modifications, explain:							
First Name:	Middle Initial:	Last Name:					
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth:				
Physical Address:							
City:	State:	Zip:					
Phone:	Email Address:						
Sponsor's Name:		Sponsor EPICS ID:					
Sponsor's Employee Submitting Request:							
Sponsor's Phone:		Sponsor's Email:					
Application	Add	Remove	Roles (Check all that apply. See descriptions below.)				
EPICS CACFP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> CACFP External Home Provider <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">FP Home Provider Name:</td> <td></td> </tr> <tr> <td>FP Home Provider EPICS ID:</td> <td></td> </tr> </table>	FP Home Provider Name:		FP Home Provider EPICS ID:	
			FP Home Provider Name:				
FP Home Provider EPICS ID:							
<input type="checkbox"/> CACFP Facility Sponsor Director <input type="checkbox"/> CACFP Home Sponsor Director <input type="checkbox"/> CACFP Home Sponsor Monitor QA							
EPICS Summer Food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> SFP External Food Sponsor Director <input type="checkbox"/> SFP External Food Sponsor Program Coordinator <input type="checkbox"/> SFP External Food Sponsor Administrator <input type="checkbox"/> SFP External Site Supervisor				
			Approval				
			(completed by ECECD Program Manager)				
			ECECD Program Manager: Upon approval, e-mail to SystemAccess@state.nm.us				
Approved By:			Date Approved:				

Information Technology Services Use Only			
Date Received:			
Processed By:		Date Processed:	
Completed:	<input type="checkbox"/> 389 Directory setup <input type="checkbox"/> EPICS CACFP or SFSP setup <input type="checkbox"/> Update EPICS External email group		
User Login ID:			
Date login instructions 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 ECECD Program Manager:

- **CACFP Sponsor:** E-mail form to ECECD-EPICS-ECS-CACFP@state.nm.us
- **SFP Sponsor:** Email form to ECECD-ECS-FNB-SummerFood@state.nm.us

EPICS CACFP User Roles - Descriptions

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

- 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.
 - 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.
 - 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.
 - May update Contact Name on Sponsor Profile.
- **SFP External Site Supervisor**
 - May create/update Meal Counts only; read only access to most other information.