

[VIDEO] View & Update Center Information

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CST

To access the Manage Center Information page:

1. From the menu to the left, click **Center Management**.
2. Select **Manage Center Information**.
3. Click the **Select Center** drop-down menu at the top of the window and select the center to view.

The screenshot displays the 'Manage Center Information' page with three tabs: 'General', 'License/Schedule', and 'Oversight'. The 'General' tab is active. The page is divided into several sections:

- Center Info:** Fields for Center Number (123), Center Name (Jess Center), Corporation Name, External ID, Status (Active), Business Type (Private Non Profit), and Profit Status (Non-Profit).
- Primary Contact Info:** Fields for Director's Name (Bob Jones), Email Address, Primary Phone ((817) 123-4567), Alternate Phone ((817) 456-7891), and Fax.
- Center Basics:** Fields for State Agreement #, Alternate #, Federal Tax ID #, Center Title XIX #, Center Title XX #, Current Start Date (Select a day), Current End Date (12/01/2050), Allowed Start Date (Select a day), and Original Start Date (11/01/2018).
- Additional Information:** Section for 'Inspection Expirations' with a table:

Inspection Type	Required	Yes/No	Expiration Date
Fire Inspection	Required	Yes (checked)	11/30/2050
Health Inspection	Required	Yes (checked)	11/30/2050
Sanitation Inspection	Required	Yes (checked)	11/30/2050

At the bottom, there is a 'Center Site Info' section and a 'School Info' section. 'Save' and 'Remove Center' buttons are located in the top right corner.

4. The Manage Center Information page opens. This window is divided into three tabs:
 - o General
 - o License/Schedule
 - o Oversight
5. Review the information in each tab and ensure that it is correct for the claim month on which you are working.
6. Click **Save** to save any changes.

Note: When entering center license starting and ending age, make sure to follow the rules listed below:

- ***License/CACFP Starting Age:** If your license starting age is different than your program starting age, enter the oldest of the two here.
- ***License/CACFP Ending Age:** If your license ending age is different than your program ending age, enter the youngest of the two here.

Access Center Admin Credentials

1. From **Manage Center Information**, click on the **Oversight** tab.

2. The Center Admin Credentials can be found and edited in the **Center Login** section.