



December 1, 2020

## CACFP Sponsor Spotlight:

*Georgia Nutritional Services, Inc., serves Healthy Meals to GA's Children Year-Round*



Deborah Wilson serves as the Executive Director for Georgia Nutritional Services, Inc. (GNSI). She has more than 20 years of experience working with CACFP and SFSP.

In this month's Sponsor Spotlight, we feature **Georgia Nutritional Services, Inc.** (GNSI), an organization that participates as a sponsor for both child nutrition programs: the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP).

GNSI's Executive Director, **Deborah Wilson**, has more than 20 years of experience as an administrative sponsor with CACFP supporting her passion of promoting healthy eating habits and improving meal options for children in the local Georgia community.

In 2012, Deborah made the decision to serve meals to children year-round by participating in the SFSP. She says the benefit to participating in both programs is reaching more children in under-served areas at a time when school is out for the summer. "I realized that a lot of children are home alone for the most part so having meals accessible near and around their communities benefitted [them] more during those summer months."

While both the CACFP & SFSP are focused on feeding children, they operate differently. Deborah explains that although she had a lot to learn along the way, the transition from CACFP to SFSP was relatively easy. Understanding the process of purchasing food, preparing the meals, and participating in trainings all contribute to an easier transition. She also learned about SFSP working under the guidance and support of a mentor.

Deborah recommends that CACFP sponsors who are considering transitioning to SFSP start out managing a few meals sites and then after they gain that initial experience—

grow or expand from there. She also suggests self-prepping meals. “It will give them a more hands-on [experience] so they can [learn] what the program is really about,” she said. “Self-prepping the food, transporting the meals, and learning to stay within the budgetary guidelines when shopping for food are all important factors in the process,” she adds.

For more information on Georgia Nutritional Services, Inc., click [here](#) to visit their website.

If your organization is a non-profit, you may be eligible to offer meals year-round to children 18 years and younger as a Summer Food Service Program Sponsor. On January 20, DECAL Nutrition will host a webinar to answer your questions about transitioning from CACFP to the SFSP.

Watch your email for more information on how to register.



Since the COVID-19 pandemic, GNSI's team focused on the overall well-being of children and adults by hosting a weekly milk drive giving away over 1,400 gallons of milk, offering hundreds of free books through a literacy well-being book drive, and serving over 540,000 meals through SFSP.



### **Feeding Kids Year-Round: Transitioning from CACFP to SFSP Webinar**

DATE: January 20, 2021

TIME: 10:00 a.m.

Learn how your organization can easily transition from CACFP to the SFSP.

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## **Annual Renewal Requirements must be completed to participate in CACFP**

All institutions/sponsors were required to complete annual renewal requirements by **October 31, 2020**, to continue participating in the CACFP. Institutions/sponsors that didn't complete annual renewal requirements will not have an approved FY 2021 application, and therefore will not be authorized to operate in FY 2021.

If your organization would like to continue participating in the CACFP, please complete all annual renewal requirements.

For instructions on how to register, complete FY 2021 Annual Training and Assessment Questions and enroll in FY 2021 application, [click here](#).

If you have any questions, please contact your assigned Specialist:

Application Specialists or Business Operations Specialist	Institution Assignment	Email	Phone Number
Paula Lawrence	o (Zero) – G	<a href="mailto:Paula.Lawrence@dec.al.ga.gov">Paula.Lawrence@dec.al.ga.gov</a>	404-463-2111
Kenya Taylor	H – P	<a href="mailto:Kenya.Taylor@dec.al.ga.gov">Kenya.Taylor@dec.al.ga.gov</a>	404-463-4040
Temika Moore	Q – Z	<a href="mailto:Temika.Moore@dec.al.ga.gov">Temika.Moore@dec.al.ga.gov</a>	404-463-1494

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## CACFP Budget Submission Required for FY2021

As you are aware, all institutions/sponsors are required to complete annual renewal requirements to continue participating in the CACFP.

**If you have not completed a budget revision for FY2021, please complete and upload all required documents by **November 30, 2020**.**

At a minimum, annual budgets are required when:

- An Independent Center with an approved budget in FY2020 that intends to use FY2021 reimbursement funds for new operating and/or administrative costs that require prior approval, specific prior written approval, or formal procurement.
- An Independent Center with an approved budget in FY2020 with approved costs and the same costs in FY2021, but new supporting documentation must be submitted for review and approval (e.g., lease agreements for center space, equipment rental, etc.).
- All Administrative, Center and Day Care Home sponsoring organizations.

If you need further guidance on submittal requirements for costs, please refer to the [Budget Guidance Manual](#) or contact [Shonda Franklin](#).

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## How to Handle FDCH Carry Over

According to the CACFP Policy Memo, [Carry Over of Unused CACFP Administrative Reimbursement](#), dated October 1, 2020, Family Daycare Home (FDCH) Sponsors may only carry over 10% of administrative payments received into the succeeding fiscal year. Funds exceeding 10% must be returned to Bright from the Start or used in another USDA Child Nutrition Program. If the 10% carryover funds are not expended in the succeeding fiscal year, you are required to return the unused funds to Bright from the Start. FDCH sponsoring institutions also have the option of returning all excess funds without carrying funds into the subsequent period.

### **Additional Requirement:**

To support the calculation, a FDCH sponsor must submit a general ledger or the bank statement showing the total ending balance with the FDCH Carryover Letter to the Budget Compliance Supervisor, [Shonda Franklin](#), by **November 30** of each year.

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## USDA 2021 Farm to School Grant Applications Now Available

The 2021 Farm to School Grant Program Request for Applications (RFA) is now available! The grant application opened October 16, 2020, and will remain open until 11:59 pm ET on **January 8, 2021**. The USDA Food and Nutrition Services (FNS) seeks to award up to \$10

million this fiscal year. Eligible entities include:

- Schools
- State and local agencies
- Indian tribal organizations
- Small- to medium-sized agricultural producers or groups of small- to medium-sized agricultural producers
- Non-profit organizations

Further resources about this grant opportunity can be found [here](#). To access the application, go to [grants.gov](#).

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## Get Informed: Upcoming Training Opportunities

### **December 2, 2020 – Disaster Preparedness Webinar**

Are you prepared in the event of a natural disaster or emergency? Join this webinar to learn:

- emergency preparedness and disaster management in Child Nutrition Programs,
- knowledge, skills, and resources for planning and preparing in the event of a natural disaster and/or emergency and
- processes established to assist with continuing or restoring meal service and guidance with determining required FNS approval.

### **December 11, 2020 - Serious Deficiency (SD) Process Webinar**

Nutrition Services is hosting its annual specialty training session to assist you in understanding your roles and responsibilities when implementing the Serious Deficiency (SD) process. This webinar will:

- define 'serious deficiency' and determine its purpose,
- identify the six (6) distinct steps in the SD process,
- provide guidance on how to determine a successful Corrective Action Plan (CAP),
- and provide clarity on Program termination and disqualification.

***As a reminder, this webinar is only mandatory for those sponsors of unaffiliated sites and/or family day care homes.***

### **December 14, 2020 - Memo Monday!**

Regulations are constantly changing and interpreting all the policies and memorandums can be a challenge. Therefore, Nutrition Services will discuss the following policy memos during our December *Memo Monday*.

- [Requirements for Obtaining a Food Service Permit](#) dated 4.17.19
- [Food Service Permit Inquiry Form](#) (revised November 2020)



### **January 20, 2021 - Feeding Kids Year-Round: Transitioning from CACFP to SFSP**

Have you ever considered offering nutritious meals to children year-round by becoming a SFSP Sponsor? Join this webinar to learn about:

- CACFP vs SFSP (similarities and differences)
- Application process
- Training requirements
- Waivers

The following organizations are eligible to sponsor SFSP:

- public or private nonprofit schools
- units of local, municipal, county, tribal, or state government
- private nonprofit organizations
- public or private nonprofit camps
- public or private nonprofit universities or colleges

Watch your email for more information and a link to register.

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## **We Want to Hear from You!**

### *Send Us Your Food Service Permit Questions*

Do you know the **Requirements for Obtaining a Food Service Permit** ?

Non-licensed facilities that serve CACFP and/or SFSP meals manipulated or handled by Program staff must determine if a Food Service Permit is required by a local Health Authority. DECAL's **Food Service Permit Inquiry Form** is available to assist non-licensed facilities in Georgia's food service permitting process.

To optimize your experience with the food service permitting process, we are collecting any questions you may have regarding a Food Service Permit. Your questions will be answered by the Georgia Department of Public Health (DPH) and DECAL during our December Memo Monday webinar.

Please click [here](#) to submit your questions. Please respond by **December 7, 2020**.

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## **CACFP Meal Training Sessions Coming Soon!**

In 2018, DECAL's Nutrition Division was awarded a Team Nutrition grant to support training sessions for the October 2017 updated CACFP meal patterns. As part of the grant, DECAL administered a survey to assess the training needs of CACFP organizations and the best platforms to utilize for training. Based on the responses, the Nutrition Division will offer five (5) self-paced virtual training sessions. These sessions will provide CACFP organizations with knowledge to better understand specific components of the CACFP meal patterns and enhance the meal appeal in their Programs. The virtual training sessions are each one (1) hour long and will include the following available topics:

- CACFP Snacks in a Jiffy!
- All Aboard The Whole Grain Express!
- Embracing Culture and Expanding Your CACFP Menu
- Menu Building Basics: Utilizing CN Labels and USDA Recipes to Build a Cycle Menu
- Build It Once; Serve It Time and Time Again: Using Cycle Menus and Standardized Recipes

Registration information will be announced soon, so please be on the lookout for a separate email notification with instructions. For additional questions, please contact the Nutrition Health Educator [Diana Myers](#).

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## **Update on Nationwide Waivers During COVID-19**

In light of the exceptional circumstances of the current public health emergency, the Food and Nutrition Service (FNS) has extended Nationwide Waivers to support access to nutritious meals while minimizing potential exposure to the novel coronavirus.

Waiver request forms that were previously approved for both CACFP and SFSP do not need to be re-submitted. If you were previously approved for a SFSP only waiver, but would like to continue utilizing the waiver in your CACFP operations, please submit a request to utilize the waiver for the CACFP. Similarly, if you were previously approved for a CACFP only waiver but wish to utilize the waiver in your operation of the traditional SFSP, a SFSP waiver request is required.

Waiver requests can be submitted to [Leslie Truman](#). For any waiver-related questions, please contact [Kate Alexander](#).

## **NATIONWIDE WAIVERS**

### **DECAL Participation of Nationwide Waivers due to COVID-19**

*For full details on the CACFP & SFSP waivers below, please click on the links to read the actual waiver memo or [click here](#) for more information on DECAL's website.*

#### **CACFP Only**

##### **At-Risk Area Eligibility Requirements**

Under this waiver, schools and afterschool care centers, regardless of their location, are allowed to serve at-risk afterschool meals and snacks to students after the regular school day.

**\*\*Waiver in effect until June 30, 2021\*\***

#### **CACFP & SFSP**

##### **Parent Pick-Up:**

Under this waiver, Program operators in a State with an approved waiver allowing non-congregate meal distribution during COVID-19 related operations may distribute meals to a parent or guardian to take home to their eligible children. **\*\*Waiver extended to June 30, 2021\*\***

##### **Meal Pattern Flexibilities:**

The requirement to serve meals that meet the meal pattern requirements is waived during the public health emergency. **\*\*Waiver extended until June 30, 2021\*\***

##### **Meal Times Waiver:**

The requirement that meals must follow meal service time requirements is waived during the public health emergency. **\*\*Waiver extended until June 30, 2021\*\***

##### **Non-Congregate Feeding:**

The requirement that meals be served in a congregate setting and must be consumed by participants on site is waived during the public health emergency. **\*\*Waiver extended to June 30, 2021\*\***

##### **Onsite Monitoring Requirements**

FNS waives, for all CACFP sponsoring organizations, that CACFP monitoring requirements included at 226.16(d)(4)(iii) be conducted onsite. To ensure Program integrity during this time, sponsoring organizations should, to the maximum extent practicable, continue monitoring activities of Program operations offsite (e.g., through a desk audit). **\*\*Waiver in effect until September 30, 2021\*\***

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## **Updated CACFP Sponsor Monitoring Guidance during COVID-19**

### **New Guidance and Fact Sheets regarding Off-Site Monitoring in Child Nutrition Programs During the Pandemic (new)**

On November 13, 2020, USDA issued guidance and fact sheets regarding Program monitoring in the CACFP, SFSP and the National School Lunch Programs. Each correspondence

reiterates monitoring requirements as well as flexibilities for State agencies and Program operators as a result of the pandemic. The flexibilities mentioned in the guidance are extended through September 30, 2021. To review copies of the guidance, click [here](#) and see *Nationwide Waivers – Policy Guidance*.

A Sponsor Monitoring Guide was created to provide guidance on monitoring during COVID-19, monitoring waiver options, and conducting virtual/desk reviews. This guidance has been developed to assist our CACFP sponsors in developing an alternate virtual monitoring process (desk review/audit) to ensure sponsors are in compliance with CACFP monitoring requirements per 7 CFR 226.16(d)(4)(iii) during this public health emergency.

- [CACFP Sponsor Monitoring Guidance during COVID-19 \(updated\)](#)
- [Record Request Checklist Template](#)

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## Milk Reclaim Policy Update

The policy memorandum, *Policy and Procedure for Reclaiming Meals due to a Milk Shortage*, was revised from the October 1, 2020, version to reflect a change in serving flavored milk. Please note, flavored low-fat 1% milk is no longer permitted for children ages 6-18. This is the only change to the guidance.

To access the revised guidance, go to [Policy and Procedure for Reclaiming Meals due to a Milk Shortage, October 28, 2020](#).

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## Records Regarding Financial Management: *Labor Documentation*

All costs charged to the CACFP must be necessary, reasonable, and allowable. Labor costs charged to the CACFP are considered allowable costs, provided that all Program requirements are met. Costs can be made unallowable by the action or inaction of an organization. For example, administrative labor costs may become unallowable because the organization failed to maintain the required documentation to support the costs charged to the Program.

Therefore, the guidance below is designed to help clarify what is required when charging labor to the CACFP. For additional labor cost guidance, please see FNS Instruction 796-2 Rev.4, DECAL Policy No. 39, the Budget Guidance Manual, and DECAL Policy Memo on Labor Cost Documentation dated May 23, 2005.

Labor costs may be in the form of operating or administrative costs. Operating costs are limited to the organization's allowable expenses of serving meals to eligible participants in eligible child and adult care centers. An example may include food service labor. Administrative costs are limited to the organization's allowable expenses for planning, organizing, and managing the Program.

An example may include salaries or wages to review and approve income eligible statements. Each element of an individual's compensation must be reasonable for the services provided and conform to the organization's written compensation plan. The Program cost for compensation is limited to Program work performed during the current grant period by individuals employed by the organization.

All labor charged to the Program must be fully disclosed, consistent with the management plan **and compensation plan**, approved in the budget, and **all labor records must be** available upon request.

### **Documentation Requirements**

Organizations must establish and provide all of the following:

- All **payroll records**.
- A **written compensation plan** for every element of compensation charged to the Program.
- **Time and attendance reports**
  - Are always required for all staff.
  - Time and Attendance reports are different from time distribution reports in that they indicate the exact time that staff are in attendance working for the organization.
  - For all labor costs (salaries, wages, and benefits) charged to the Program for hourly or salaried employees for part-time, full-time, or piece-work, reports must identify the total time actually worked by the employee (not just the time spent on Program activities. Further, at a minimum, there reports must include: (1) start time; (2) end time; and (3) absences. Reports must be prepared timely and coincide with the employee's pay period.
- **Time distribution reports**. These reports must be completed by employees, both full-time and part-time, whose assignments include both operating and administrative duties, when an employee's duties include work on non-CACFP programs or projects, or when an employee works for a sponsor that include administrative and family day care home sponsorship. The report must account for the total activity for which each employee is compensated.

**In all cases, all labor documentation must be signed by both the staff person and the staff supervisor. Failure to do so will result in a cost disallowance.**

*Please refer to the following table regarding when to complete applicable labor documentation:*

Required Labor Documentation	100% CACFP Labor	CACFP Labor Charged < 100% (Administrative Labor, Admin./Operating Split Duties, Non-CACFP Duties)
Time & Attendance	Yes	Yes
Time Distribution	No	Yes

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## Procurement News

### Procurement Updates

Thank you to all who were able to join the Procurement Readiness FY21 Training. The handout for the presentation was sent to those sponsors and institutions who registered. If you did not receive a copy, please contact [LaMonika Jones](#), Procurement and Purchasing Compliance Officer.

Please review the updated [Agreement to Furnish Food](#) as well as [Agreement to Furnish Meals](#). The updated agreements can also be found on the [DECAL Procurement Webpage](#).

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### Local Sourcing Spotlight:

#### *How Sweet is that Potato?!*

What other food item (aside from pumpkins and apples) is more synonymous with fall weather and harvest season than Sweet Potatoes?! This root vegetable is an autumn favorite here in Georgia with five different varieties available.



The most popular variety is the **Covington**, followed by **Beauregard** and **Evangeline**. Harvested about 90 days after planted, Sweet Potatoes can be served as the perfect side dish, combined with other food items to create your favorite recipe or consumed raw (they taste like carrots!).

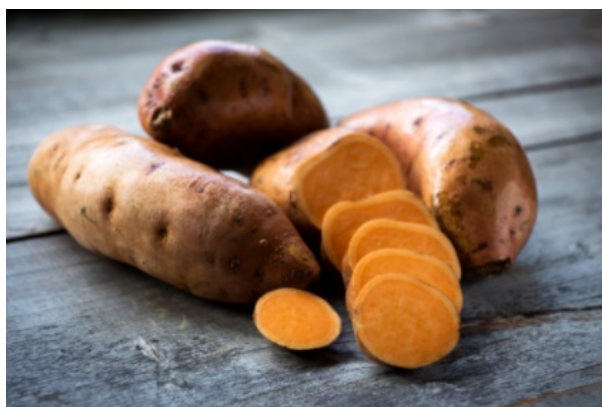
If you are on the hunt for Sweet Potatoes and other Georgia Grown produce items, visit **Thompson Market** in McDonough, GA!



For questions regarding procurement, please contact **LaMonika Jones**, Procurement Compliance Officer.

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## Nutrition Ed Nook: *Sweet Potatoes*



As the weather is cooling off, our local Georgia farmers are hard at work harvesting sweet potatoes, November's Harvest of the Month (**English** and **Spanish**) item. Sweet potatoes are an excellent source of vitamins A and C as well as packed full of fiber. They are versatile and can add a nutritional bonus to both sweet and savory dishes – think warm chili with a sweet bite and a sweet spin on mashed potatoes. Add them to your menus today!

### **Integration:**

- **Whipped Sweet Potatoes**
- **Quick Baked Sweet Potatoes**
- **Orange Glazed Sweet Potatoes**
- **Sweet Potato and Black Bean Stew**

### **Education:**

- Perform a virtual sweet potato taste test with your participants – what do they think of mashed sweet potatoes versus baked sweet potato fries?
- Read the books *Little Sweet Potato* by Amy Beth Bloom and *Sweet Potato Pie* by Kathleen Lindsey
- **Sprout sweet potatoes** for children to observe and experience the growth firsthand

### **Conversation:**

- Have your children ever tasted sweet potatoes before?
- How are sweet potatoes different than regular potatoes?
- What family traditions do your children have surrounding sweet potatoes?

## **Persimmons & Chives**

**Persimmons** are a sweet and delightful edible fruit. When purchasing persimmons, look for bright orange and red colored fruit with smooth skin. These sweet fruits are an excellent source of vitamin A and contain vitamin C and fiber. Persimmons are a great way to introduce children to a new type of fruit that they may not be familiar with. You may serve them as a fruit component of a snack or meal. They can be

served on their own, topped on a spinach salad, or served alongside granola and yogurt for breakfast.



**Chives** are a type of herb that belong to the same family as onions, garlic, and leeks. Their flavor is much milder than their family counterparts and can be used to flavor veggie dips, salad dressings, soups, and stews. These are a great herb to include in hands-on food preparations with children when age appropriate. Chives can be cut with scissors versus chopped and do not need to be subjected to strong heat as they are delicate. Enjoy adding them to your menu today!

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## **Nutrition Division Employee Spotlight:** *Welcome Gwen Howard, Budget Compliance Specialist*

Please join DECAL in welcoming **Gwen Howard**, Budget Compliance Specialist, to the Nutrition Division.

In her role, Gwen analyzes budgets for the Child and Adult Food Care Program (CACFP) and Summer Food Service Program (SFSP) ensuring that annual cost estimates and revenue projections are compliant with state and federal regulations.

Her favorite part of the job is digging into the “why” helping her understand how things work and how items are priced. She also enjoys helping sponsors with the budgeting process as it can be complicated to understand.

Although Gwen is an Atlanta native, she was raised in Indianapolis, Indiana. Gwen moved to Alabama to pursue her education earning a bachelor’s degree in Business Administration from Alabama State University and a master’s degree in Public Administration from Troy University.

A fun fact about Gwen is that she loves to travel! Although her planned vacations were cancelled this year because of COVID, she hopes to safely continue her passion soon.

We are very fortunate to have Gwen on the Nutrition team!



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## **Download USDA Standardized Recipes in Spanish**

On November 23, Team Nutrition released 80 USDA standardized recipes written in Spanish for use in Child and Adult Care Food Program (CACFP) family



child care homes and centers. This diverse collection of standardized recipes supports CACFP operators in planning menus that appeal to the taste preferences of children in their care.

The new Spanish language recipes include recipes for Beef Picadillo (Picadillo de carne), Red Beans and Rice (Frijoles rojos con arroz), Quick Quesadilla (Quesadilla rápida), and more.

There are 40 recipes for homes and 40 quantity recipes for centers. All recipes include CACFP crediting information and are available for free download at the [Team Nutrition website](#).

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## Dates to Remember

DATE	TASK
October 31, 2020	CACFP Renewal Requirements due
November 30, 2020	CACFP Budget Revisions due
November 30, 2020	FDCH sponsors must submit a general ledger or the bank statement showing the total ending balance with the FDCH Carryover Letter to the Budget Compliance Supervisor
December 2, 2020	Disaster Preparedness Webinar
December 11, 2020	Serious Deficiency Process Webinar
December 7, 2020	Deadline to respond to Food Service Permit Survey
December 14, 2020	Memo Monday Webinar
January 8, 2021	Request for Applications Deadline for Farm to School Grant
January 20, 2021	Feeding Kids Year-Round: Transitioning from CACFP to SFSP Webinar

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## AHA looking to Fund Food Access Solutions in Metro Atlanta

The American Heart Association (AHA) announced more than **\$4.5 million is available** in social impact funding from the Association's [Bernard J. Tyson Impact Fund](#) for **Metro Atlanta**.

Businesses and nonprofits that are working to sustainably address food insecurity for residents in Metro Atlanta are encouraged to submit [expressions of interest](#) by **December 11**. This fund is focused on supporting evidence-based, community-driven entrepreneurial solutions that address food insecurity by increasing access to affordable and healthy food.

In addition, the AHA is offering a virtual informational "town hall" on **December 2** for community members to discuss the challenges and opportunities to addressing food insecurity with American Heart Association staff to ensure funds are distributed to areas of greatest need and impact. Click [here](#) to register.

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## NEW Episode of DECAL Download *Child Care: Open for Business*

During the COVID-19 pandemic, thanks to Governor Brian Kemp,

licensed childcare facilities in Georgia have been allowed to remain open to serve children and families. Except for first responders and essential workers, childcare attendance has significantly declined with families staying home. At one point, only thirty percent of the licensed programs in Georgia remained open.

Joining us to talk about Georgia child care open for business in a pandemic are **Jennifer Paschal** with Endeavor Schools in Atlanta, **Michelle Smith-Lank** with Kids World Learning Center in Statesboro, and our own **April Rogers**, Director of Policy and Enforcement with Child Care Services.

Stay tuned for this week's water cooler question and the DECAL Download Quiz for your chance to win a nice prize!

You can find DECAL Download [here](#) or on Spotify, Apple Podcasts, Google Play, Stitcher, TuneIn, Overcast, and more!

Have an idea for a future topic? [E-mail us](#).

Stay safe, everyone!

On the next ...

**DECAL**  
**Download**   
New Episodes Every Wednesday!

This Week's Guests



**April Rogers**  
Child Care Services Director  
of Policy & Enforcement



**Michelle Smith Lank**  
Kids World  
Learning Center



**Jennifer Paschal**  
Endeavor Schools

This Week's Topic:  
**Child Care: Open for Business**



**Georgia Dept  
of Early Care  
and Learning**  
BRIGHT FROM THE START

## **Nutrition Division**

### **Marketing & Outreach Team**

**Cindy Kicklighter**  
**Gaby Garza**

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