NUTRITION NEWS
Helpful Hints & Tips | CACFP Edition XXX - Renewal Issue

• FY 2018 CACFP Renewal •

All participating institutions and sponsors are required to complete annual renewal requirements to continue participating in the CACFP. Annual renewal requirements are outlined below. **Failure to complete the annual requirements by the deadline date will impact continued participation in the CACFP, which includes submission of monthly claims for reimbursement.**

Annual renewal requirements include:
- Attending/reviewing annual renewal training presentation
- Completing annual renewal training assessment questions
- Enrolling for participation in FY 2018
- Completing Annual Certification Statements
- Reviewing and updating the FY 2018 Application, which may include:
  - Reviewing the entire application
  - Revising the Management Plan
  - Submitting the annual Budget
    - * Required for all sponsors
    - * Required for Independent Centers with costs that require prior or specific prior written approval
  - Reviewing and revising center/home applications
- Submitting annual documents, if applicable

Annual Renewal Requirements and Instructions can be found **here** on DECAL's website.

• FY 2018 Annual Renewal Training Requirements •

COMPLETE BY OCTOBER 31, 2017

Participating CACFP institutions and sponsors are required to meet annual training requirements. FY 2018 CACFP Annual Training Requirements include:
- Reviewing the CACFP 2018 Annual Renewal training presentation, and
- Completing the CACFP 2018 Annual Renewal training assessment questions.

Two types of annual renewal training will be offered for FY 2018. Sponsors of affiliated or unaffiliated centers and sponsors of family child care learning homes will complete the annual renewal training for Sponsors. All institutions (independent centers), regardless of type of center, will complete the annual renewal training for Institutions. Principal/Program Contacts responsible for administering and operating more than one organization/sponsorship must complete training for each institution/sponsorship (Agreement) to continue participating in FY 2018. Institutions should complete their annual renewal training requirements by October 31, 2017.

How to Register for and Complete FY 2018 Annual Training and Assessment Questions

For instructions on how to register for and complete FY 2018 Annual Training and Assessment Questions, click **here**. (Page 2)

• FY 2018 Annual Renewal Enrollment •

ready to
enroll?

COMPLETE BY OCTOBER 31, 2017

Upon completing the Annual Renewal Training and Assessment, the CACFP application for the associated program year will change the institution or sponsor's status to "Not Enrolled," and the "Enroll" button will be available. Institutions and sponsors can "enroll" into FY 2018 **on or after October 1, 2017,** but not before completing annual renewal training. Institutions that have completed the **FY 2018 CACFP Annual Renewal Training and Assessment** and have enrolled in the CACFP for FY 2018 will have access to the FY 2018 application **on or after October 1st**.

For step-by-step instructions on how to enroll in the current year's program, click **here**. (Page 3).

FY 2018 CACFP Application Update Procedures can be found on DECAL's website **here**.

• Important Renewal Reminder! •

Institutions that do not complete the annual renewal requirements will not have an approved 2018 application and, therefore, cannot continue participating in the CACFP during the FY 2018 operating period.

Failure to complete required 2018 application updates and submit documents by October 31, 2017, may impact the ability to seek CACFP reimbursement, and may impact your organization's ability to use reimbursement funds for costs that require prior or specific prior written approval when incurred prior to approval of the FY 2018 application.

• Helpful Tools for Completing Your Budget •

As part of the Annual Renewal Application Process, all organizations are required to submit their budget and/or revisions. Some helpful tools for completing your budget (revisions) can be found below:

- Budget Guidance Manual
- Budget Checklist
- Budget Allocation Worksheet

For questions regarding completing the budget or budget requirements, contact Shonda Franklin, Budget Compliance Specialist, at **Shonda.Franklin@decal.ga.gov** or (404) 651-7181

• FY 2018 Annual Renewal Documentation Requirements •

SUBMIT BY OCTOBER 31, 2017

Refer to the FY 2018 CACFP Renewal Annual Documentation Requirements document to determine if your institution/sponsoring organization is required to submit annual documents. The FY 2018 CACFP Renewal Annual Document Requirements document is available on DECAL's website **here**.

If applicable, all annual documents must be submitted to DECAL on or before October 31, 2017. **Institutions can upload required documentation in their applications within the Checklist Summary section or Attachment List section in GA ATLAS or fax to (770) 359-3298.**

• Have Renewal Questions? Contact Us! •

For general questions regarding FY 2018 CACFP renewal or annual documentation requirements, contact a **"Help Desk"** Business Operations Specialist:

- Ashley Austin at Ashley.Austin@decal.ga.gov or (404) 463-8313
- Shaundraey Carmichael at Shaundraey.Carmichael@decal.ga.gov or (404) 670-1090
- Porsche Jenkins at Porsche.Jenkins@decal.ga.gov or (404) 670-3292

For help with annual renewal **training registration**, contact Leslie Truman at Leslie.Truman@decal.ga.gov or (404) 657-1779.

For questions regarding **application updates**, including the management plan, contact your assigned Application Specialist:

- 0 (zero) – G: Demetria Thornton at Demetria.Thornton@decal.ga.gov or (404) 462-2182
- H – P: Paula Lawrence at Paula.Lawrence@decal.ga.gov or (404) 463-2111
- Q – Z: Shericka Blount at Shericka.Blount@decal.ga.gov or (404) 656-6411

For questions regarding **budget revisions/updates,** contact:

- Shonda Franklin at Shonda.Franklin@decal.ga.gov or (404) 651-7181
- Jacqueline Marchant-Boshears at Jacqueline.Marchant-Boshears@decal.ga.gov or (404) 463-1494

• Updated Meal Pattern Requirements •

Effective October 1, 2017

The new CACFP meal pattern requirements goes into effect October 1, 2017. The following information will help ensure you are adequately prepared for this transition.

Updated CACFP Program Forms

Various program forms have been (and are being) revised in accordance with the updated CACFP meal pattern requirements. You can begin using these form(s) on October 1, 2017. DECAL encourages CACFP institutions and sponsors to review the documents before using them to gain full understanding of the forms and new requirements. The newly issued policy memo – **DECAL Revised Program Forms to Reflect the CACFP Updated Meal Pattern Requirements** provides further guidance regarding use of these forms.

Note: Institutions and sponsors that previously received approval to use an alternate meal count/menu form(s), including use of Minute Menu, may continue to use the previously approved alternate form(s), as long as the alternate form(s) captures all the information in the new form(s).

Revised forms are located on DECAL's website **here**.

Revised forms include:

1. Weekly Menu and Food Service Record
2. Infant Weekly Menu and Food Service Record
3. At-Risk Weekly Menu and Food Service Record
4. Adult Weekly Menu and Food Service Record
5. DCH Weekly Menu Record
6. DCH Weekly Meal Count Record

DECAL will offer additional technical assistance and resources on these and all other new program forms early in FY 2018.

• Early Language and Literacy Mini-Grant Program •

The Governor's Office of Student Achievement (GOSA) recently announced the launch of the Early Language and Literacy Mini-Grant Program to invest in community partnerships to support efforts to build early literacy skills in young students.

The Early Language and Literacy Mini-Grant Program is designed to support collaborative partnerships in projects targeting birth to age eight language and literacy development needs. These community partnerships may include child care facilities, public and private Pre-Ks, primary grades of elementary schools, local service agencies, and local nonprofits. The program is a joint effort of GOSA and the Sandra Dunagan Deal Center for Early Language and Literacy at Georgia College.

Grants from $5,000 to $20,000 will be awarded to support innovative projects that develop or strengthen community initiatives targeting at least one of the four pillars of the Get Georgia Reading Campaign: Language Nutrition, Access, Positive Learning Climate, and Teacher Preparation and Effectiveness.

For more information on this grant opportunity, visit the GOSA website **here**. Applications are available online, and the submission deadline is October 31, 2017.

If you have questions about this grant opportunity, contact Stacey Lutz, Program Manager for Strategic Professional Learning at **stacey.lutz@georgia.gov** or Dr. Cayanna Good, Deputy Director, Innovation and Academic Strategy, at **cgood@georgia.gov**.