

Completing the Application in GA ATLAS - Helpful Hints

Password Reset

- If you have forgotten your password for GA ATLAS, please complete and submit the Electronic Enrollment Form to your assigned Application Specialist to have your password reset. The Electronic Enrollment Form can be found here:
<http://dec.al.ga.gov/BftS/FormList.aspx?cat=CACFP>.

Blank Fields

- **All** sections or fields of the FY 2017 application that are blank or unfilled should be reviewed and completed. This includes institution **and** site application information.

Board of Directors

- This section is required for private non-profit or for-profit corporations. However, due to a temporary system error, other organization types may be required to complete this section in order to submit the application. If this is the case for other organization types, please complete this section accordingly and enter one person in the Board of Directors section to allow submission of the application. Please contact your assigned Application Specialist for assistance with this section.
- If the system will not allow you to add additional/new board members, please upload a complete list of current active board members in the **Attachment List**. The document should be named: ***FY 2017 CACFP Board of Directors.pdf***

Management Plan

- As you work to complete the Management Plan section, please save your work periodically. The system may “time-out” while you are working and you may lose any unsaved data. **It is recommended that management plan information be typed into a word document and saved. In the event that typed information does not save in the system, it can easily be copied and pasted back.**

Attachment List - Uploading Required Documents

- Annually required documents can be uploaded in the **Attachment List** section. To ensure that documents can be easily identified once uploaded in this section, please rename the document to include the Fiscal Year, Name of Program, i.e. CACFP, and the name of the document. For example: ***FY 2017 CACFP Save Affirmation.pdf*** or ***FY 2017 SFSP Immigration Affidavit and Agreement Form.pdf***
- Please refer to the ***FY 2017 CACFP Annual Document Requirement*** chart to assist with determining what required documents need to be submitted. This document can be found on Bright from the Start’s website or by clicking the following link:
<http://www.dec.al.ga.gov/documents/attachments/CACFPAnnualDocumentRequirements.pdf>

Application Assistance

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For general questions regarding FY 2017 CACFP Annual Renewal Requirements, annual document requirements, or GA ATLAS, please contact one of the FY 2017 Annual Renewal Requirements “**Help Desk**” Business Operations Specialists:

Ashley Austin at Ashley.Austin@decals.ga.gov or (404) 463-8313

Valesia Jones at Valesia.Jones@decals.ga.gov or (404) 651-5170

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

(0 (zero)-G) Demetria Thornton at Demetria.Thornton@decals.ga.gov or (404) 463-2182

(H-P) Paula Lawrence at Paula.Lawrence@decals.ga.gov or (404) 463-2111

(Q-Z) Shericka Blount at Shericka.Blount@decals.ga.gov or (404) 656-6411