

FY 2024 Happy Helpings Revised Forms-Documents-Policies Chart

Form/Document/Policy Name	Program Area	Purpose of Form/Document/Policy	Method of Submission	Brief Description of Revision
Area Eligibility in Child Nutrition Programs	Policy Guidance	Guidance on the use of school and census data to establish area eligibility in the Child and Adult Care Food Program (CACFP), the At-Risk Afterschool component of CACFP, and the Summer Food Service Program (SFSP).	Used for reference	Include information on retaining documentation supporting that a site is located in an area eligible area
Recordkeeping Requirements for All Sponsors and Sponsored Facilities Participating in the SFSP, SFSP #5 (03-5)	Policy Guidance	Provide the recordkeeping requirements under the Summer Food Service Program (SFSP).	Used for reference	Include verbiage on school data eligibility info maintenance; update Loss or Destruction of Records to mimic CACFP
Summer Food Service Program (SFSP) Appeal Procedures	Policy Guidance	Provide guidance on SFSP appeal procedures	Used for reference	To include DECAL Internal Review and Appeal Request Form and Internal Review by DECAL (Decision not Appealable to OSAH)
Meal Disallowances for the Summer Food Service Program (SFSP)	Policy Guidance	Guidance to sponsors as to meals that are ineligible for SFSP reimbursement.	Used for reference	Include missing field trip documentation ; repayment of ineligible meals are claimed
Requirements for Obtaining a Food Service Permit (V.6)	Policy Guidance	Guidance to non-licensed Child and Adult Care Food Program (CACFP) institutions/facilities and Summer Food Service Program (SFSP) sponsors who prepare Program meals.	Used for reference	Included information on Inquiry Form being required for every county. Update already made for CACFP but needed review/approval SFSP FY 2024. This is a CACFP/SFSP shared memo. No changes were made from the CACFP memo revised in June 2023.
Designation of the Program Contact in Organizations Participating in the Summer Food Service Program, Policy #10	Policy Guidance	clarify the role and responsibilities of the program contact in organizations participating in the Summer Food Service Program (SFSP).	Used for reference	To include information on who can designate PCs, to mimic CACFP memo
Agreement to Furnish Foods for the Summer Food Service Program (SFSP)	Procurement	For sponsors entering into an agreement to receive food items from a food vendor	Submitted as part of the application and uploaded to GA Atlas by the sponsor	This form was revised to include the updated Debarment Certification Form
Agreement to Furnish Meals for the Summer Food Service Program (SFSP)	Procurement	For sponsors entering into an agreement to receive unitized meals/snacks from a food service management company	Submitted as part of the application and uploaded to GA Atlas by the sponsor	This form was revised to include the updated Debarment Certification Form
Food Service Management Company Contracted Labor Agreement to Furnish Meals – Pay per Meal (SFSP)	Procurement	For sponsors who purchase bulk food items and utilize contracted labor to prepare meals. Goods/Services are paid per meal delivered.	Submitted as part of the application and uploaded to GA Atlas by the sponsor	This form was revised to include the updated Debarment Certification Form
Food Service Management Contracted Labor Agreement to Furnish Meals – Pay per Staff (SFSP)	Procurement	For sponsors who purchase bulk food items and utilize contracted labor to prepare meals. Goods/Services are paid per staff person.	Submitted as part of the application and uploaded to GA Atlas by the sponsor	This form was revised to include the updated Debarment Certification Form
Invitation for Bid/Contract with Food Service Management Company for SFSP Sponsors	Procurement	For sponsors bidding a food contract with a FSMC. Goods procured exceed the small purchase threshold.	Submitted as part of the application and uploaded to GA Atlas by the sponsor	This form was revised to include the updated Debarment Certification Form
Invitation for Bid and Contract with Food Vendor Company for the SFSP	Procurement	For sponsors bidding a food contract with a FSMC. Goods procured exceed the small purchase threshold.	Submitted as part of the application and uploaded to GA Atlas by the sponsor	This form was revised to include the updated Debarment Certification Form
Cost Disallowance in the Summer Food Service Program (SFSP)	Policy Guidance	Guidance to sponsors as to costs for which SFSP funds cannot be used.	Used for reference	Included additional information on repayment of UC costs
SFSP Donated Food Documentation Form	General Recordkeeping & Daily Meal Service	Designed to record donated food and milk in the SFSP	Form to be completed by Sponsor and maintained on file for review and support of meals.	New Form

Happy Helpings Site Update Form, Att. Q	Application/Eligibility	Provides guidance for submission of SFSP site updates and add a site applications.	Submitted with SFSP add a site applications or site updates via mail or email to the assigned Business Operations Specialist.	Revised to update contact information and response time.
Application Instruction Booklet- Happy Helpings	Application/Eligibility	Provides instructions for completing the application and budget. Also, provides guidance on procurement and operating forms.	Used for reference	Revised to update contact information. Provided additional guidance on Max Meal Count procedures.
Application Update Procedures- Happy Helpings	Application/Eligibility	Provides instructions on how to complete and submit institution and/or site application updates and budget revisions.	Used for reference	Revised to update contact information.
ATLAS Enrollment/Change Form, Att. N1	Application/Eligibility	Used by sponsors to request GA ATLAS user names and passwords.	Submitted to the Vendor Management/Electronic Enrollment form mailbox.	Revised to update new mailbox where form is to be submitted.
Delegation of Authority Form	Application/Eligibility	Used by sponsors to identify and designate an individual that will act on behalf of the institution and becomes Bright form the Start's point of contact.	Submitted to assigned Application Specialist at the time of submitting new application and/or when a program contact change takes place.	Revised to describe which officers have the authority to delegate authority to the program contact.
Food Service Permit Inquiry Form	Application/Eligibility	To assist sponsors with determining food service permit requirements for non-licensed program facilities.	Submitted to assigned Specialist at the time of submitting new application and/or when new non-licensed program facilities are added.	Revised to include a new field that identifies the local health department's county.
Excess Funds Use Request Form	Financial- Budget	To document and track how sponsors are using their excess funds	Submitted to the budget team to request use of excess funds.	Updated Logo to the Nutrition Services Logo and highlighted the requirement to provide attach supporting documentation for each expenditure requested. Created <i>Staff Use Only</i> approval section.
Pre Award Costs Form	Financial- Budget	To document and track how sponsors are using their excess funds for SFSP	Submitted to the budget team to request approval of cost that incurred prior to the approval of the SFSP application.	Updated title of form to mimic Excess Use Funds Form and highlighted the requirement to provide attach supporting documentation for each expenditure requested.
Related Party Form	Financial- Budget	To document related parties in the institution that will be participating in the food programs.	Uploaded in GA ATLAS under the checklist summary for review.	Updated the logo to Nutrition Services as the form should be used for both SFSP and CACFP. Updated submission guidance.