



# **Designation of the Program Contact in Organizations Participating in the Summer Food Service Program, SFSP #10 (04-10)**

## **LEGAL AUTHORITY**

7 C.F.R. § 225.15(a)(3); 7 C.F.R. § 225.2; O.C.G.A. 20 1A-5

## **I. PURPOSE**

The purpose of this policy is to clarify the role and responsibilities of the program contact in organizations participating in the Summer Food Service Program (SFSP).

## **II. APPLIES TO**

This policy applies to all sponsors participating in the SFSP.

## **III. DEFINITIONS**

"Experienced Sponsor" means a sponsor which, as determined by the State agency, has successfully participated in the Program in the prior year.

"New Sponsor" means a sponsor which did not participate in the Program in the prior year, or, as determined by the State agency, a sponsor which has experienced significant staff turnover from the prior year.

"Delegated Principal/Program Contact" means any individual who holds a management position within, or is an officer of, a sponsor or a sponsored center, including all members of the sponsor's board of directors or the sponsored center's board of directors. A Program Contact's authority to act on behalf of the sponsor must be granted by an officer of the institution and documented on the Delegation of Authority Form. The delegated principal is the person listed in the sponsor's Delegation of Authority

Form submitted to DECAL.

"Sponsor" means a public or private nonprofit school food authority, a public or private nonprofit residential summer camp, a unit of local, municipal, county or State government, a public or private nonprofit college or university currently participating in the National Youth Sports Program (NYSP), or a private nonprofit organization which develops a special summer or other school vacation program providing food service similar to that made available to children during the school year under the National School Lunch and School Breakfast Programs and which is approved to participate in the Program.

"DECAL"- means Bright from the Start: Georgia Department of Early Care and Learning.

## IV. POLICY

DECAL requires all new and existing sponsors to identify and designate an individual that will act on behalf of the sponsoring organization, be DECAL's point of contact, and will bind the organization legally, financially and administratively as it pertains to the administration and/or operation of the SFSP. This principal of the organization or 'Program Contact' is also subject to liability, separate and distinct, from the organization as it pertains to the administration and/or operation of the SFSP. Officers authorized to delegate authority to Principals/Program Contacts must be officers of the entity. Officers for the purposes of delegating authority to Principals/Program Contacts are as follows:

- Governing board members for public or private non-profit entities
- Partners within for-profit partnerships
- Council/commission representatives of government entities
- University/college presidents and/or Board of Regent members
- Church body leader (i.e., Board of Deacons or Trustees) for faith-based organizations that do not have a separate and distinct non-profit organization

Upon application to the SFSP and when any changes to the Principal/Program Contact are made, sponsors are required to submit DECAL's [\*Delegation of Authority from an Officer to a Principal\*](#) form. This form officially appoints the organization's SFSP Principal/Program Contact. The form must be signed by one of the above-listed officers, along with signed board minutes, a signed letter between partners, a signed letter from the university/college president, or council resolution or meeting minutes which advise of the acceptance of full responsibility to participate in the Program.

The delegated Principal/Program Contact is responsible for the successful operation of the SFSP in the organization; therefore, this person should be selected carefully. The delegated Principal/Program Contact must be:

- A legal employee of the organization.
- Responsible for the management and daily operation of the SFSP in the organization.
- Fully responsible for all activities conducted in the GA ATLAS web-based system while any individual is signed-on to the system (including requesting passwords; certifying that all Program requirements are met; checking/confirming certification statements; submitting valid,

accurate claims; maintaining an accurate application; etc.) (See Policy No. SFSP/03-3, Use of and Access to GA ATLAS web-based system);

- The point of contact for Bright from the Start: Georgia Department of Early Care and Learning (DECAL) concerning all areas of program management.
- In attendance at all DECAL mandatory training sessions.
- Sufficiently trained and possess the program knowledge to ensure success of the program within the organization.
- Available to provide any information needed during a review or audit by USDA, DECAL and its agents.

Sponsors are responsible for ensuring their delegated Principal/Program Contact has received the training necessary to manage the program effectively and to operate the program in compliance with federal regulations and DECAL policies. Sponsors must also ensure that they have a currently trained and knowledgeable Principal/Program Contact in their organization at all times.

## **V. PROCEDURES**

### New and Experienced Sponsors Program Contact Training

Prior to participation in the SFSP, new and experienced sponsors must designate a program contact and register that person for DECAL's two day SFSP New Sponsor training or one day of SFSP Experienced Sponsor Training (for experienced sponsors only). Upon approval to participate in the program, if the designated program contact terminates their employment or is no longer responsible for management of the program in the organization, the sponsor must designate a new program contact for the operation of the SFSP. Sponsors should notify DECAL in writing of the change in program contact as soon as possible but no later than 10 days after the change. The sponsor must also register the new program contact for the SFSP New Sponsor Training. Training can be arranged by calling Leslie Truman at (404) 657-1779. Once the new program contact has completed training, a DECAL Technical Assistance Coordinator will schedule an appointment with the sponsor so that technical assistance can be provided to the new program contact to ensure continued successful operation of the Program.

Any person that attends SFSP New Sponsor Training or SFSP Experienced Sponsor Training will receive a document verifying training completion. Sponsors should keep this document with their SFSP records. The document will serve as verification during a review or audit that the organization has a currently trained and knowledgeable program contact managing the food program in their organization. All sponsors should ensure that they always have a currently trained program contact in their organization.

### Documentation Required for Program Contact Changes

Sponsoring organization must notify DECAL in writing of any changes in the program contact within 10 days of the change to avoid a finding during a review or audit. The following items are required to be submitted to the sponsor's assigned Application Specialist when there is a change to the program contact:

- Delegation of Authority Form;
- Institution Change Notification Form;

- CACFP Electronic Enrollment/Change Form;
- SAVE Affidavit (not applicable for governments, military installations, public school systems or colleges/universities); and
- Official Signed Board Meeting Minutes. The signed and adopted board meeting minutes should demonstrate that there was a discussion regarding the CACFP, a nomination and vote on the principal, and a recorded acceptance of the delegation by the principal.

## **VI. COMMENTS**

Any questions regarding this policy should be directed to the Policy Administrator at (404) 651-8193.