

FY 2019 CACFP Revised Forms, Documents, Policies Chart

Form/Document/Policy Name	Program Area	Purpose of Form/Document/Policy	Method of Submission	Brief Description of Revision
CACFP Electronic Enrollment Form	Applications/Eligibility	Form used to request login access to online application system (GA ATLAS).	Submitted at 2-day orientation and program training for new applicants. Submitted via fax or email for existing participants.	Added option in Section I. to allow existing participants to request password resets.
FY 2019 Application Update Procedures	Applications/Eligibility	Provides instructions for completion and submission of institution and site application updates.	Used for reference.	Updated to include only that require review/approval per GA ATLAS enhancements.
CACFP Meal Benefit Income Eligibility Statement Form	Program Operations	Form used to determine and document participant eligibility based on household income.	Maintained on file.	Updated in accordance with the latest USDA Meal Benefit Prototype Form. All sections have been modified but the content remains the same.
At-Risk Weekly Menu and Food Service Record	Program Operations	Form used to document weekly menu and food service for At-Risk facilities.	Maintained on file.	Updated. Two versions will now be available beginning October 1. Total month workbook option or weekly worksheet option.
Child Care Weekly Menu and Food Service Record	Program Operations	Form used to document weekly menu and food service for child care facilities.	Maintained on file.	Updated. Two versions will now be available beginning October 1. Total month workbook option or weekly worksheet option.
Infant Weekly Menu and Food Service Record	Program Operations	Form used to document weekly menu and food service for infants.	Maintained on file.	Updated. Two versions will now be available beginning October 1. Total month workbook option or weekly worksheet option.
DCH Weekly Menu Record	Program Operations	Form used to document weekly menu for DCH providers facilities.	Maintained on file.	Updated. Two versions will now be available beginning October 1. Total month workbook option or weekly worksheet option.
DCH Weekly Meal Count Record	Program Operations	Form used to document weekly meal counts for DCH providers.	Maintained on file.	Updated. Two versions will now be available beginning October 1. Total month workbook option or weekly worksheet option.
Adult Weekly Menu and Food Service Record	Program Operations	Form used to document weekly menu and food service for adult care facilities.	Maintained on file.	Updated. Two versions will now be available beginning October 1. Total month workbook option or weekly worksheet option.
Child Care Center Review Form	Program Operations	To be used by administrative and center sponsors when reviewing their sponsored child care centers.	Maintained on file.	Updated in accordance with updated meal pattern requirements.
Day Care Home Provider Review Form	Program Operations	To be used by sponsoring organizations when reviewing their sponsored day care homes.	Maintained on file.	Updated in accordance with updated meal pattern requirements.
Adult Center Review Form	Program Operations	To be used by administrative and center sponsors when reviewing their sponsored adult day care centers.	Maintained on file.	Updated in accordance with updated meal pattern requirements.
Child Care Center Review Instructions	Program Operations	To be used as a guide by administrative and center sponsors when reviewing their sponsored adult day care centers.	Maintained on file.	Revised to align with updated center review forms.
Day Care Home Provider Review Instructions	Program Operations	To be used as a guide by administrative and center sponsors when reviewing their sponsored adult day care centers.	Maintained on file.	Revised to align with updated center review forms.

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Adult Center Review Instructions	Program Operations	To be used as a guide by administrative and center sponsors when reviewing their sponsored adult day care centers.	Maintained on file.	Revised to align with updated center review forms.
Budget Guidance Manual	Budget	To be used as a reference tool when completing the budget. Provides federal regulatory and state policy guidance for budget requirements.	Used for reference.	Revision to Durable Supplies, Other and Special Costs and Procurement Amounts.
Staff Distribution Worksheet	Budget	To be used as a tool to assist with calculating staff workflow.	Upload via the Attachment List in GA ATLAS.	Removed and updated columns, added addition formula.
FY 2019 Projected Reimbursement Worksheet	Budget	Tool used to calculate projected operating and administrative reimbursement.	Via the Projected Annual Revenue section in the Budget Detail of ATLAS; or submit via fax/email.	Updated with 2019 meal rates and updated worksheet to reflect Atlas worksheet (yearly).
DCH Projected Reimbursement Worksheet	Budget	Tool used to calculate projected administrative reimbursement.	Via the Projected Annual Revenue section in the Budget Detail of ATLAS; or submit via fax/email.	Updated with 2019 meal rates and updated worksheet to reflect Atlas worksheet (yearly).
Small Purchase Documentation Form	Budget/Procurement	Form used to record price quotes from vendors.	Submission not required unless costs are \$150,000-\$249,999.	Updated micro purchase threshold from \$3,500 to \$10,000.
Procurement and Purchasing Policy Template	Procurement	Template form can be used to document Procurement Policy.	Submission not required unless conducting formal procurement.	Updated purchasing thresholds.
Invitation for Bid for FSMC	Procurement	Formal Procurement	Must be submitted to Procurement and Purchasing Compliance Officer prior to bid process, prior to awarding contract; uploaded to GA ATLAS after award approval.	Updated Bonding Requirement Threshold.
Sample Media Release-Pricing Adult Centers	Program Operations	Signed form represents the institution/sponsoring organization's certification that a media release will be issued with the correct information, notifying the public of CACFP meal benefits.	Copy submitted with new application or add-a-site package and maintained on file.	Updated with FY 2019 income eligibility guidelines.
Sample Media Release-Pricing Child Centers	Program Operations	Signed form represents the institution/sponsoring organization's certification that a media release will be issued with the correct information, notifying the public of CACFP meal benefits.	Copy submitted with new application or add-a-site package and maintained on file.	Updated with FY 2019 income eligibility guidelines.
Policy Memo - Adjustments to the Federal Small Purchase Threshold (August 20, 2018)	Policy/Adverse Action	Notifies CACFP institutions and SFSP sponsors of the adjustment to the threshold for micro-purchases and for simplified acquisitions set by 5 U.S.C. § 551(1).	Used for reference.	Notifies institutions the simplified acquisition (small purchase) threshold has been raised from \$150,000 to \$250,000 and the threshold for micro-purchases has been raised from \$3,500 to \$10,000.

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Policy Memo - Excess Funds in the CACFP and SFSP (October 1, 2018)	Policy/Adverse Action	Provides guidance on the proper procedures for CACFP institutions and SFSP sponsors to follow when accumulating an excess balance of CACFP or SFSP funds in their Program food service accounts.	Used for reference.	Removes the section from the previous memo - "CACFP Institutions and SFSP Sponsors Not Returning to the Program."
CACFP Policy #5 - Adding Providers to a DCH Sponsor Agreement	Policy/Adverse Action	Defines the policy for the addition of providers to a day care home (DCH) sponsor's Child and Adult Care Food Program (CACFP) agreement.	Used for reference.	Replaces reference to CNP 2000 with GA ATLAS.
CACFP Policy #13 - Eligibility of For-profit Centers in the CACFP	Policy/Adverse Action	The purpose of this policy is to outline the criteria by which for-profit childcare centers are eligible to participate in the Child and Adult Care Food Program (CACFP).	Used for reference.	Replaces reference to CNP 2000 with GA ATLAS.
CACFP Policy #17 - Limitation of Transfers of DCH Providers	Policy/Adverse Action	The purpose of this policy is to clarify the number of times day care home providers may transfer between sponsoring organizations per federal fiscal (program) year.	Used for reference.	Replaces reference to CNP 2000 with GA ATLAS.
CACFP Policy #18 - Recordkeeping Requirements in the CACFP	Policy/Adverse Action	Provides federal and state requirements for CACFP institutions to follow when maintaining all required Program records.	Used for reference.	Added guidance on use of alternate forms. Replace reference of daily menu forms with weekly menu and food service records.
CACFP Policy #39 - Financial Recordkeeping Requirements in the CACFP	Policy/Adverse Action	Provides federal and state requirements for CACFP institutions and SFSP sponsors to follow when maintaining required Program financial records (source documents).	Used for reference.	Replaces reference to the \$150,000 simplified acquisition (small purchase) threshold with \$250,000 and reference to the \$3,500 micro-purchases threshold with \$10,000.