

NUTRITION NEWS

Helpful Hints & Tips | TA (CACFP) Edition XII



G a Atlas

GA Child, Adult & Summer Nutrition Programs

CNP 2000 will soon become the Georgia Atlas Nutrition Program. The Nutrition Services team is currently testing the new tool.

The system will be available for the CACFP in FY 2017.

Institutions will be required to attend training on GA Atlas in May 2016. Training will walk sponsors and institutions through GA Atlas to ensure a successful transition to the new tool.

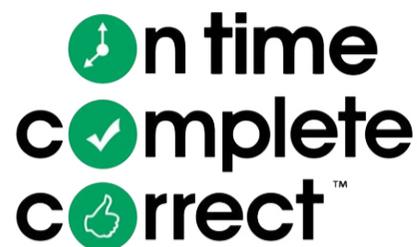
• DCH Closeout Process •

As FY 2015 ends Daycare Home (DCH) Sponsors should begin to assess if they are going to have excess funds.

According to USDA CACFP Memo "[Carry Over of Unused CACFP Administrative Reimbursement](#)," DCH sponsors may only retain up to 10% of the revenue earned as carryover into a subsequent fiscal year. DCH sponsors also have the option of returning all excess funds without carrying funds into the subsequent period.

At the end of the calendar year, once all claim revisions are received, DECAL staff will begin to analyze reported expenditures via the monthly record of operating costs. Ensure that CACFP meal reimbursements are being used to cover nonprofit food service related costs that are allowable and approved in your program budget and that those allowable, approved costs are reported on your monthly record of costs.

• Annual Renewal is Here! •



Annual renewal season is here, and we encourage you to complete the process at your earliest convenience. **The 2016 CACFP Annual Training and Annual Certification Requirements are now available.**

The FY 2016 annual renewal process includes the following steps:

- Review annual training presentation
- Complete annual training assessment questions
- Complete annual certification requirements and submit annual documents based on institution/sponsor type

The annual training will cover the following topics: performance standards, eligibility, financial management, CACFP meal pattern requirements, recordkeeping requirements, new policies and policy revisions, annual budget requirements, training requirements and, the annual renewal process.

Upon completing annual training and certification requirements, the 2016 approved CACFP application will be available in CNP 2000 on October 1, 2015.

We encourage you to complete annual training, assessment questions, and certification requirements by **September 30, 2015** to ensure valid claims for reimbursement can continue without interruption.

Without completion of the annual training, assessment questions, and certification requirements, institutions will not have access to the 2016 CACFP application and will not be able to file 2016 claims for reimbursement. The Delegated Principal (program contact) must be the individual to complete the annual training and annual training assessment. Institutions that do not complete FY 2016 CACFP annual training and requirements by April 30, 2016 must reapply to participate in the CACFP as a new institution.

The chart on page two outlines annual renewal documentation requirements. Click the "Annual Documents" name in Column 1 to access that document.

• Annual Renewal Documentation Requirements •

Annual Documents	Description	Institution Type	Requirement	Submission Requirement	Due Date
Criminal Records Check	This form serves as verification that any DECAL employees and/or subcontractors and their employees that may perform work at a licensed child care facility on behalf of DECAL have a satisfactory fingerprint-based criminal records check.	All Independent Centers Administrative Sponsors Center Sponsors DCH Sponsors	All employees (new employees or employees whose clearance has expired) that may enter a licensed child care center, afterschool program, family or group day care home when children are present. This includes, but is not limited to, any staff performing monitoring duties, training, or providing technical assistance. Institutions that do not provide CACFP services in licensed facilities are exempt from this requirement. A satisfactory clearance is valid for five years.	<ul style="list-style-type: none"> • Every five years, or • Upon submission of new application or • Hire of new staff 	N/A
Employment Eligibility Verification & Immigration Affidavit and Agreement (eVerify)	This form verifies that business entities in agreement with and performing services on behalf of DECAL have registered with and are authorized to use the federal work authorization program (eVerify)	Administrative Sponsors Center Sponsors DCH Sponsors	Institutions and sponsoring organizations of affiliated or unaffiliated child care centers, afterschool programs, outside school hour programs, family or group day care homes are required to enroll the business entity and receive a Federal Work Authorization User Identification Number, access the federal website here . (Military, Govt, SFAs/BOEs and colleges and universities are exempt from this requirement)	<ul style="list-style-type: none"> • Upon submission of new application or • Hire of new staff 	N/A
Annual SAVE Affirmation Form (or New SAVE Affidavit Form)	This form verifies that the Principal/Program Contact is a U.S. citizen.	All Independent Centers Administrative Sponsors Center Sponsors DCH Sponsors	Institutions and sponsoring organizations are required to annually acknowledge participation in a public benefit (CACFP) and attest to previously submitting verification of U.S. citizenship via the Annual SAVE Affirmation Form or must submit the SAVE Affidavit Verifying Applicant Status for Public Benefits. (Military, Govt, SFAs/BOEs and colleges/universities are exempt from this requirement.)	<ul style="list-style-type: none"> • Annually for participating institutions/sponsors • Upon submission of new application 	10/31/2015
Valid Health/Kitchen and Fire Inspections	These documents serve as verification that participating centers that are not licensed by DECAL are meeting local health and safety requirements.	Independent Centers Administrative Sponsors Center Sponsors	Unlicensed affiliated or unaffiliated centers including at-risk, outside school hours, adults, shelters are required to submit a valid health/kitchen inspection and fire inspection for the central kitchen location for self-prep meal service and for the food management service company (FMSC) for vended meal service. Valid inspections must be current and have been completed within the last 12 months. In cases where the local state agency exempts an institution or sponsoring organization from adherence to the full health/safety requirements, the exemption should be documented in writing by the relevant state agency and submitted to DECAL for review.	<ul style="list-style-type: none"> • Upon expiration • Upon submission of new application 	10/31/2015
Budget Package	Institutions and sponsoring organizations must document allowable costs that are incurred in the operation and/or administration of the CACFP. All costs must be authorized and approved via the CACFP budget prior to using CACFP funds to pay for costs.	All Independent Centers Administrative Centers Center Sponsors DCH Sponsors	All institutions and sponsoring organizations, unless a waiver has been granted (only SFAs/BOEs may submit a waiver), are required to submit an annual budget when any portion of the meal reimbursement is used for operating costs that require specific prior written approval and/or when any portion of the meal reimbursement is used for administrative costs.	<ul style="list-style-type: none"> • Annually for participating institutions/sponsors • Upon submission of new application • When new costs require prior approval, specific prior written approval or formal procurement. 	10/31/2015
Adult Day Program License Requirement	This document verifies that adult day care centers have approval to operate and have met the state licensure requirement.	Independent Centers Administrative Centers Center Sponsors	All adult centers. As of January 7, 2015, state law requires adult day care centers which provide adult day care services to be licensed. Adult day centers are required to annually submit a license renewal fee.	<ul style="list-style-type: none"> • Upon expiration • Upon submission of a new application 	10/31/2015
Multi-State Requirement	This form letter documents whether there are shared costs among the multiple states in which institutions/sponsors operate the CACFP. Federal regulations 7 CFR Part 226.7 requires sponsoring organizations to submit an annual administrative budget indicating all costs and appropriate allocation methodologies. State agencies are required to identify sponsors that participate in multiple states and determine if CACFP administrative costs are shared among sponsored facilities in each state.	All Independent Centers Administrative Centers Center Sponsors DCH Sponsors	Institutions/sponsoring organizations participating in CACFP in multiple states are required to inform DECAL on cost principles for shared costs among the multiple states in which institutions/sponsors operate the CACFP. DECAL will identify and issue requests for certification to institutions and sponsoring organizations with instructions for completion and submission of the multi-state form letter certification responses.	<ul style="list-style-type: none"> • Annually 	10/31/2015
Management Plan [Access Section K within the application to review/update]	Documents the institutions/sponsors CACFP operations for staffing, meal service, training, monitoring, recruitment and eligibility.	Independent Centers Administrative Centers Center Sponsors DCH Sponsors	All institutions and sponsoring organizations unless a waiver is granted are required to submit and maintain a current Management Plan that documents effective, efficient processes and procedures that are compliant with federal regulations and state policies.	<ul style="list-style-type: none"> • Annually or when revisions are needed • Upon submission of new application 	10/31/2015
Waiver of Management Plan and Budget	Federal policy allows SFAs/BOEs that participate in the NSLP flexibilities when either transitioning or applying to the CACFP.	Independent Centers Center Sponsors	SFAs/BOEs only. This form is a formal request to waive the submission of the annual budget and management plan for School Food Authorities and Boards of Education.	<ul style="list-style-type: none"> • Annually or • Upon submission of a new application 	10/31/2015
Waiver of Monitoring Requirements for At-Risk Afterschool Programs	Federal policy allows flexibilities for SFSP sponsors that transition into the At-Risk Afterschool Meals component of the CACFP. Sponsors operating both the SFSP and At-Risk Afterschool program may elect to follow one monitoring schedule for both programs.	Administrative Sponsors Center Sponsors	Sponsors with facilities participating in the SFSP and CACFP. This is a formal request for organizations approved to operate both SFSP and CACFP to implement one monitoring schedule for both programs.	<ul style="list-style-type: none"> • Annually or • Upon submission of a new application 	10/31/2015