



## An Update on FY 2019 USDA Child Nutrition Programs

The U.S. Department of Agriculture's Food and Nutrition Service (FNS) recently notified State Agencies that the second continuing resolution for fiscal year 2019 (P.L. 115-298) expired Friday, December 21, 2018. Due to a lapse in appropriations for USDA FNS, an orderly partial shutdown of operations has resulted. However, please be advised, funding has been provided for the Child Nutrition Programs (CNPs) at least through the month of March.

Effective December 26, 2018, many USDA FNS staff have been furloughed pending reinstatement of funding by Congress and will not be available by phone or email. They cannot carry out normal work functions until funding is restored. However, DECAL's Nutrition Services employees administering the CACFP and the SFSP for Georgia are not currently impacted by this furlough.

We will continue business as usual with claims being paid with 45 calendar days of receipt.

We know how important the nutrition programs are to the children and adults of Georgia, and we are committed to keeping our providers updated on additional information as we receive official word from the USDA.

We will notify you of any updates on this matter as we receive them. For specific questions concerning this memorandum, please contact the Policy Administrator at **(404) 651-8193**.

## FBG Calculator: A New Feature of the Food Buying Guide

On December 20, FNS released the FBG Calculator as a new feature included with the Food Buying Guide for Child Nutrition Programs Interactive Web-Based Tool. The FBG Calculator was first created and hosted by the Institute of Child Nutrition, however it has now been added to the Food Buying Guide Interactive Web-Based tool to create a one stop shop for all Food Buying Guide resources.

The FBG Calculator is designed to assist Child Nutrition Program operators in creating a shopping list to streamline food ordering needs for their programs and may be accessed along with the other Food Buying Guide resources at <https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>.



## DECAL Download

Have you listened to DECAL's new podcast? You can find DECAL Download [here](#) or on Apple Podcasts, Google Play, Spotify, Stitcher, TuneIn, Overcast, and more.

In this week's episode of DECAL Download, we discuss the 2019 Georgia General Assembly. Rian Ringsrud, DECAL Deputy Commissioner of Finance and Administration; Liz Young, DECAL Director of Government Relations; and special guest Polly McKinney, Advocacy Director with Voices for Georgia's Children join us to give updates about this year's legislative session.



# DECAL Download

New Episodes Every Wednesday!

### Webinar Postponed

CACFP Halftime: Thirty on Thursdays: Identifying Whole-Grain Rich Foods for the CACFP, Part 2" scheduled for Thursday, January 17, 2019, is postponed, due to a lapse in government funding, until further notice.



## Need to Update Your Banking Information?

**Note: Verification may take up to 30 days to process.**

Anytime changes are made to your banking account information, please notify DECAL by completing the [Vendor Management Form](#).

The State Accounting Office (SAO) Vendor Management Group has initiated a more extensive process for verifying the bank accounts of any individual or organization for which payments are made. This change was initiated to prevent fraudulent banking and payments. As a result, any updates made to your existing banking information may take up to 30 days to process.

To mitigate delays, please follow these steps:

1. Use the proper Vendor Management Form (note this forms changes periodically)
2. Complete sections 1 and 2 of the VM Form. (Finance will complete Sections 3 to 5).
3. On section 2, date and sign with a real signature - not a simulated signature font.
4. On Section 2, specify general bank account for use by all state agencies or specific purpose (Pre-K, Nutrition, etc.).
5. Use the proper. [IRS W-9 Form](#)
6. Sign and date the IRS W-9 Form (signatures on a W-9 are only valid 12 months from the date of the signature per IRS guidelines).
7. Obtain a voided check, embossed with the vendor's name and address.
8. If a voided check is not available, vendor must provide a bank verification letter. Letter must be on bank letterhead, include the bank's routing number, vendor's account number, bank representative's contact information and be signed and dated.
9. The name, address and taxpayer identification number (TIN) for the vendor should be consistent on all forms - VM form, Voided-Check/Bank Letter and IRS Form W-9. In the case of a DBA or subsidiary, the name of the parent company or legal owner must appear on the W9 and VM form, though only the DBA or subsidiary name may appear on the check. Variances between the organizations name and IRS information will certainly cause delays.

The following are **NOT** acceptable:

1. Starter checks -could have a number under 101.
2. Counter checks
3. Deposit slips
4. Printouts or screenshots from bank websites
5. Checks that have been altered in any way
6. Foreign banking instructions (DECAL does not send money outside of the United States)
7. Account opening materials that have routing instructions included
8. Vendor invoices with banking information printed on the invoice
9. Letters or emails from a vendor as a substitution for bank letter, vendor payment information or IRS correspondence



## Claim Status Terms in ATLAS & What They Mean

The following definitions are designed to provide a general understanding of claim terms used in ATLAS. Please review these terms to ensure that your claims are entered correctly and processed in a timely manner.

- **Pending:** Claims that are in this status are not complete and will not be reimbursed. Reclaims will display a pending status until the second party review is complete. **Please note that an original claim entered by an institution for reimbursement should never be in a pending status.**
- **Pending Approval:** Claims that are in this status are passed the state's 30-days deadline. Institutions are required to download the late claim explanation form, fill it out, and fax or email the reason for missing the deadline. The system will prompt the institution to download the form once the organization tries to submit the claim for payment in Atlas.

**WARNING: Your claim is currently on "HOLD". You may enter your claim information, but you will not be paid until the reason for the "HOLD" has been resolved.**

This claim is now on hold for violation of the 30-day state submission policy. To release your claim from on-hold status:

Download and print this form.

Fill out and sign the form.

Fax the form to the DECAL Grants Administrator at 404-651-7428.

- **Messages:** Please check any messages received in ATLAS regularly. Important information sent to your institution via email about the program is found here.
- **Error:** Claims that are in this status need to be corrected before reimbursement is processed.
- **Accepted:** Claims that are in this status are free of errors and ready to be processed for reimbursement.
- **Processed:** Claims that are in this status have been processed for reimbursement. Institutions must allow 3 to 5 business days from the processed date to receive funds in their bank account.
- **Claims:** Please submit claims in a timely manner. As a good practice, please try to submit the original claim by the 20th of each month. Claims for reimbursement are processed once a week, with no set day.
- **Bank Set-ups & Updates:** Reimbursement may be delayed due to the State Accounting Office new process of verifying ownership of bank account. If you already have a previously approved bank account in the system, please do not close the old account until you have verified that the new bank information is approved.



## Georgia Celebrates Inclusive Early Learning Week

### Child Care Providers Encouraged to Help Celebrate February 11-15, 2019

Bright from the Start: Georgia Department of Early Care and Learning (DECAL) has designated February 11-15, 2019, as Inclusive Early Learning Week in Georgia. The purpose of this special week is to increase the public's awareness of and advocacy for inclusion, to celebrate child care programs' successes in creating inclusive classrooms, and to promote inclusive practices in all early learning environments in Georgia.

Early childhood inclusion means that every infant and young child and his or her family has the right...regardless of ability...to participate in activities as full members of families, classrooms, communities, and society (NAEYC/DEC, 2009). Inclusive classrooms help ensure that children with disabilities and without disabilities develop a sense of belonging and membership, form positive social relationships and friendships, and experience learning to reach their full potential.

“During this exciting week we will partner with child care providers to celebrate, inform, and reflect on serving children with and without disabilities as we work to ensure that all of Georgia's children benefit from high quality learning experiences.” said DECAL Commissioner Amy M. Jacobs.

As part of the celebration, Commissioner Jacobs, DECAL's official mascot, CALi, and many special guests will visit child care programs across the state to read books to children that celebrate diversity and promote friendship.

During Inclusive Early Learning Week, Georgia child care programs will receive an electronic Provider Celebration Kit to help providers engage all children, staff, and families in ways that are inclusive and diverse. The kit will be e-mailed to child care providers and will be posted at [www.decal.ga.gov](http://www.decal.ga.gov).

During the week providers will be encouraged to interact with DECAL through social media and participate in contests to win prizes. Providers can post pictures of their program celebrating Inclusive Early Learning Week on DECAL's social media pages (Facebook, Instagram, Twitter, etc.) using the hashtag #LoveInclusion2019 to show others how they are celebrating. DECAL will soon announce details about the week's Friendship Art and Reading contests.



## 2018 National Farm to Early Care and Education Survey

The National Farm to School Network (NFSN) in partnership with Michigan State University Center for Regional Food Systems conducted a survey in Spring 2018 geared toward Early Care and Education providers. The purpose of the survey was to learn about current Farm to ECE initiatives, motivations and challenges when thinking about and/or implementing Farm to ECE practices.

The survey focused on the three (3) core elements of Farm to ECE – local procurement (school purchase, serving and promoting local foods), education (educational activities related to food, agriculture and nutrition) and school gardening practices (learning about agriculture, food and nutrition through gardening).

Respondents reported the majority of their ECE activities consisted of: (1) Education about locally grown food, how food grown and where it comes from, (2) Planting or working with children in edible gardens on site and (3) serving locally grown food in meals, snacks or taste tests. The survey also revealed the majority of ECE participants served local foods consisting of vegetables (28%), Fruit (28%) and milk (24%). Of these local foods served, many respondents reported purchasing from local suppliers at least a few times a week.

To read more about the importance of implementing Farm to ECE into your program as well results from the 2018 National Farm to early Care and Education Survey, please visit the [National Farm to School Network](#) website.

### Indoor School Gardens

School gardens are one of the core elements of Farm to Early Care and Education. Cold, winter weather should not prevent you from implementing gardening into your classrooms. Utilize tips from [Kids Gardening](#) for creating your own indoor garden.

### Growing Your Own Salad

Did you know leafy greens are one of the many items you can grow using your indoor garden. Greens such as spinach can be used in meal options such as eggs, salad and pasta. Try this method for [“Growing Your Own Salad”](#) also from Kids Garden to grow your own leafy greens.



## Procurement Update

The latest Procurement Masterclass has been posted on DECAL's [YouTube Page](#). Please take time to review “How to Purchase Utilizing Micro Method.” If you haven't already, check out the masterclass on Small Purchase Procurement, also available on DECAL's [YouTube Page](#).



## Easy Way to Get Your Greens!

Check out these delicious smoothie recipes to help your little eaters enjoy more of those leafy greens grown with your indoor gardens!

## HOW TO MAKE A GREEN SMOOTHIE

### STEP 1: LIQUID (2 CUPS)

- milk: Almond, Coconut, Rice, Soy, Cows
- coconut water
- water

### STEP 2: GREENS (3-4 HANDFULS)

- baby kale
- bok choy
- spinach
- Swiss chard

### STEP 3: FRUIT (2 CUPS)

- strawberries
- raspberries
- blueberries
- blackberries
- pineapple
- apples
- cherries
- pears
- peaches
- grapes
- mangoes
- oranges

\*we like to use at least part frozen fruit because it makes your smoothie thicker and more creamy

### STEP 4: CREAMY FRUIT (1 EACH)

- banana
- avocado

### STEP 5: HEALTHY FAT (2 TBSP)

- flax seeds or flax oil
- nuts
- coconut oil
- seeds
- chia seeds
- nut butters

### OPTIONAL ADD-INS:

- Sweetener : honey, dates, extra banana
- Spices/other flavors : Cinnamon, Nutmeg, Vanilla, Lime, Lemon, Ginger
- ice cubes

[www.superhealthykids.com](http://www.superhealthykids.com)