



## New Updates to the Claim Submission Deadline and Process

Current regulations require institutions to submit an original reimbursement claim within 30 days to DECAL and allow for a maximum of (2) revisions to be submitted within 90 days following the end of the claim month.

However, recent changes in Federal regulations now require institutions to submit their final reimbursement claims, including all revisions, within 60 calendar days following the last day of the full month covered by the claim. Claims not postmarked and/or submitted within 60 calendar days cannot be processed unless DECAL and/or FNS determines that an exception should be granted. For example, ABC Day Care must submit their final March reimbursement claim no later than May 30<sup>th</sup>.

The above regulatory changes will become effective October 1, 2018. Therefore, institutions are encouraged to begin implementing practices now that will ensure timely submission of claims. Detailed policy guidance will be forthcoming.

- For questions concerning these changes, please contact the Nutrition Services Policy Administrator at (404) 651-8193.

## Budget Information for Sponsors

### Greeting All CACFP Sponsors,

As CACFP Annual Renewal fast approaches, we would like to provide you with some helpful tools to assist you in completing the budget for FY2018-2019. These tools can be found on our website at [www.decal.ga.gov](http://www.decal.ga.gov) or just click on the hyperlinks below:

- [Budget Guidance Manual](#)
- [Budget Checklist](#)
- [Budget Allocation Worksheet](#)  
(The budget checklist and allocation worksheet can be downloaded from the document list under CACFP participant information.)

For questions concerning budget completion or requirements, please contact the Budget Compliance Specialist at 404.651.7181 or [Shonda.Franklin@decal.ga.gov](mailto:Shonda.Franklin@decal.ga.gov)





## Budget Revisions

### Original or Annual Budgets and Budget Amendments must be submitted on or before October 31, 2018.

- All costs must be approved in the budget prior to using CACFP reimbursement for the cost. Documentation to support costs can be uploaded in GA ATLAS, or submitted via postal mail, or faxed to the Compliance Specialist at (770) 342-3160. Please refer to the Budget Guidance Manual for guidance on budget revisions.
- For questions concerning budget completion or requirements, please contact Shonda Franklin, **Budget Compliance Specialist** at (404) 651-7181 or [Shonda.Franklin@dec.al.ga.gov](mailto:Shonda.Franklin@dec.al.ga.gov).

## FY 2019 CACFP Renewal

### Annual renewal requirements include:

- Attendance/review of annual renewal training presentation
- Completion of annual renewal training assessment questions
- Enrollment for participation in FY 2019
- Completion of Annual Certification Statements
- Review and updating of the FY 2019 Application, which may include:
  - Review of the entire application
  - Revision to the Management Plan
  - Submission of the annual Budget
    - Required for all Sponsors
    - Required for Independent Centers with costs that require prior or specific prior written approval
  - Review and revision of center/home applications
- Submission of annual documents, if applicable

Annual Renewal Requirements and Instructions can be found [here](#) on DECAL's website. For instructions on how to register for and complete FY 2019 Annual Training and Assessment Questions, click [here](#). (Page 2)



As a reminder, all participating institutions and sponsors are required to complete annual renewal requirements to continue participating in the CACFP. Annual renewal requirements are outlined below. **Access to the FY2019 CACFP Application and Annual Certification Statements will be granted October 1, 2018.**

## Annual Renewal Enrollment

### **Complete by October 31, 2018**

Upon completion of the Annual Renewal Training and Assessment, the CACFP application for the associated program year will change the institution or sponsor's status to "Not Enrolled" and the "Enroll" button will be available. Institutions and sponsors can "enroll" into FY 2019 on or after *October 1, 2018*, but not before completing the Annual Renewal Training. Institutions that have completed the FY 2019 CACFP Annual Renewal Training and Assessment and have enrolled in the CACFP for FY 2019 will have access to the FY 2019 application on or after *October 1st*. For step-by-step instructions on how to enroll in the current year's program, click [here](#).  
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### **Important Renewal Reminder!!!**

**Institutions must complete the annual renewal requirements in order to have an approved 2019 application and to continue participating in the CACFP in FY 2019. Not completing the required 2019 application updates and submitting documents by October 31, 2018 may impact the CACFP reimbursement. It also may impact your organization's ability to use reimbursement funds for costs that require prior or specific written approval when incurred prior to approval of the FY 2019 application.**

# Nutrition News

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## Annual Renewal Documentation Requirements:

Please refer to the FY 2019 CACFP Renewal Annual Documentation Requirements document to determine if your institution/sponsoring organization is required to submit annual documents. The FY 2019 CACFP Renewal - [Annual Document Requirements document](#) is available on Bright from the Start's website. If applicable, all annual documents must be submitted to Bright from the Start on or before *October 31, 2018*. Institutions have the ability to upload required documentation in their applications within the Checklist Summary section or Attachment List section in GA ATLAS or fax to (770) 359-3298.

## Procurement:

CACFP FY19 is fast approaching. Please take advantage of these upcoming **Procurement 101 Trainings** to refresh your knowledge and understanding of procurement as well as to hear about any upcoming policy changes.

Webinar: Procurement 101 - *Wednesday, September 26th 10:00am-12:00pm*

- Please contact Leslie Truman: [leslie.truman@decals.ga.gov](mailto:leslie.truman@decals.ga.gov) if you would like to register.

### Have questions concerning the FY 2019 CACFP Annual training presentation and training assessment?

For general questions regarding FY 2019 CACFP annual renewal requirements or annual document requirements, please contact the "Help Desk" Business Operations Specialist:

- Ashley Austin at [Ashley.Austin@decals.ga.gov](mailto:Ashley.Austin@decals.ga.gov) or (404) 463-8313

For assistance with annual renewal training registration, please contact:

- Leslie Truman at [Leslie.Truman@decals.ga.gov](mailto:Leslie.Truman@decals.ga.gov) or (404) 657-1779

For questions regarding application updates, including the management plan, please contact your assigned Application Specialist:

- (O (zero)-G) Demetria Thornton at [Demetria.Thornton@decals.ga.gov](mailto:Demetria.Thornton@decals.ga.gov) or (404) 463-2182
  - (H-P) Paula Lawrence at [Paula.Lawrence@decals.ga.gov](mailto:Paula.Lawrence@decals.ga.gov) or (404) 463-2111
  - (Q-Z) Shericka Blount at [Shericka.Blount@decals.ga.gov](mailto:Shericka.Blount@decals.ga.gov) or (404) 656-6411

For questions regarding budget revisions/updates, please contact:

- Shonda Franklin at [Shonda.Franklin@decals.ga.gov](mailto:Shonda.Franklin@decals.ga.gov) or (404) 651-7181

## CACFP Meal Benefit Income Eligibility Statement

The updated Income Eligibility Statement will be available starting *October 1, 2018*. Institutions and sponsors can retrieve the updated form [here](#).



## Apples to Apples!



Autumn is almost here. Trips to the apple orchard, visits to the pumpkin patch and crisp, cool weather are just a few of the most enjoyable elements of the season. This also marks the best time to enjoy one of fall's most favorite fruits - Apples! We've all heard an apple a day keeps the doctor away but did you know according to [Eating Well](#), apples protect your heart, boost brain health and help you lose weight.

## Healthy Apple Muffins

So try one of the many kid-friendly apple recipes from SuperHealthyKids.com and take advantage of the many health benefits associated with apples [here](#).

### Recipe:

2 cup - flour, whole wheat	2/3 cup - maple syrup, pure
2 teaspoon - baking soda	1/3 cup - coconut oil
1 teaspoon - baking powder	1/3 cup - applesauce, unsweetened
2 1/2 teaspoon - cinnamon	2 tsp - vanilla extract
1 teaspoon - salt	2 cup, grated - apple
3 large - egg	1/2 cup - walnuts, chopped

1. Preheat oven to 425 degrees and line a muffin tin with cupcake liners or grease the wells.
2. In a bowl, combine flour, baking soda, baking powder, cinnamon and salt.
3. In a separate bowl, whisk together eggs, maple syrup, melted coconut oil, apple sauce and vanilla extract.
4. Pour the dry ingredients into the wet and slowly fold together. Before it's all combined, add grated apples and walnuts (or you can use pecans). Stir just until combined.
5. Fill muffin tins all the way to the top! Bake at 425 degrees for 5 minutes and then decrease the temperature to 350 and bake for 12-18 minutes. Bake until an inserted toothpick comes out clean.
6. Let cool and serve.