



Georgia Department of Early Care and Learning

BRIGHT FROM THE START: Georgia Department of Early Care and Learning

Nutrition Services

POLICY	No.: CACFP/00-10	Effective Date:	1/1/2000
		Revised:	10/1/2015
		Revision Effective:	10/1/2015

SUBJECT: Expiration of Applications in the Child and Adult Care Food Program

LEGAL AUTHORITY: O.C.G.A § 20-1A-4(3); 7 C.F.R. § 226.6 (a)

Cross Reference/See Also:

I. PURPOSE

The purpose of this policy is to clarify Bright from the Start: Georgia Department of Early Care and Learning's (DECAL) policy regarding new applications and renewal applications and the length of time an institution's application may be pending and still be considered current for approval to participate in the Child and Adult Care Food Program (CACFP).

II. APPLIES TO

This policy applies to all new prospective institutions applying to participate in the CACFP and all institutions currently participating in the CACFP.

III. DEFINITION(S)

"Administrative sponsor" means a private non-profit organization which is entirely responsible for administration of the Program in any combination of two or more child care centers, adult day care centers, and outside-school-hours care centers which are not part of the same legal entity as the sponsoring organization.

"Center sponsor" means one public or private organization which is entirely responsible for administration of the Program in any combination of two or more child care centers, adult day care centers, and outside-school-hours care centers which are part of the same legal entity as the sponsoring organization.

"Day Care Home" means an organized nonresidential child care program for children enrolled in

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a private home, licensed or approved as a family or group day care home and under the auspices of a sponsoring organization. (7 C.F.R. § 226.2)

"Emergency shelter" means a public or private nonprofit organization whose primary purpose is to provide temporary shelter and food services to homeless families with children.

"Independent center" means a child care center, outside-school-hours care center or adult day care center which enters into an agreement with the State agency to assume final administrative and financial responsibility for Program operations. (7 C.F.R. § 226.2) It also includes emergency and homeless shelters and "at-risk" after school care programs.

"Institution" means a sponsoring organization, child care center, outside-school-hours care center, emergency shelter, or adult day care center participating in the CACFP. (7 C.F.R. 226.2) It also includes homeless shelters and "at-risk" after school care programs.

"Sponsor" or "Sponsoring organization" means a public or private nonprofit organization that is responsible for administering the food program for one or more day care home(s) or more than one day care center. (7 C.F.R. § 226.2)

IV. POLICY

In accordance with federal regulation 7 CFR 226.6(a), state agencies are required to provide technical assistance and training for new prospective institutions applying to participate in the CACFP. DECAL will provide training for prospective administrative sponsors, day care home sponsors, center sponsors, and independent centers. Federal regulations also require DECAL to provide annual renewal training to all institutions currently participating in the CACFP. Due to possible changes in the Program and to ensure prospective participants and institutions participating in the CACFP have the most current information regarding the program, DECAL policy states that a training course associated with the application process is valid for three (3) months after the instruction is received.

V. PROCEDURE(S)

New Institutions Applying to Participate in the CACFP

Independent Centers and Center Sponsors

To participate in the CACFP, prospective institutions must contact DECAL to register for CACFP Orientation and Program Training, where they will receive instructions to access the electronic application and application forms to submit for review. Prospective institutions have

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three (3) months from completing CACFP Orientation and Program training to submit a complete application and be approved to participate in the CACFP. Applications not approved within three (3) months of completing CACFP Orientation and Program training will be considered expired and access to the application will be terminated. All originally signed application documents will be returned. After which, if the institution remains interested in participating in CACFP, the delegated Principal/Program Contact person will be required to register and complete the next available CACFP Orientation and Program training and resubmit a complete CACFP application.

Once the CACFP application is received, DECAL's Application Specialists will review the application to determine eligibility, accuracy and completion within 15 calendar days. Written notice will be issued to the delegated Principal/Program Contact detailing inaccurate, missing or incomplete information. Prospective institutions are encouraged to respond within 15 calendar days by providing accurate, complete application information. If DECAL does not receive a complete application and approve the prospective institution within three (3) months of completing the CACFP Orientation and Program training, the institution's application will be considered expired and access to the electronic application will be terminated. All originally signed application documents will be returned.

Day Care Home and Administrative Sponsors

Prospective institutions interested in participating in the CACFP as a day care home sponsor and/or an administrative sponsor must complete and submit a Sponsor Pre-Assessment to demonstrate the institution meets eligibility requirements and CACFP Performance Standards. Prospective institutions must demonstrate compliance with Performance Standards, financial viability, administrative capability, and program accountability, prior to completing registration to attend CACFP Orientation and Program training. Prospective institutions can find the Sponsor Pre-Assessment in the CACFP Application Forms section on DECAL's website at: <http://www.decal.ga.gov/BftS/FormList.aspx?cat=CACFP>.

The institution must complete and submit the Pre-Assessment to DECAL for review. DECAL's Application Specialist will review and respond the assessment within 15 calendar days and as applicable, provide instructions to register for CACFP Orientation and Program training.

Upon completion of the required CACFP Orientation and Program training, new prospective institutions will receive access to the electronic application. Prospective institutions have three (3) months from completing Orientation and Program training to submit a complete application and be approved to participate in the CACFP. Applications not approved within three (3) months of completing CACFP Orientation and Program training will be considered expired and returned to the institution and access to the application will be terminated. All originally signed

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application documents will be returned. After which, if the institution remains interested in participating in CACFP, the delegated Principal/Program Contact person will be required to register and complete the next available CACFP Orientation and Program training and resubmit a complete CACFP application.

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Institutions Continuing to Participate in the CACFP

Participating institutions that wish to continue participation in the CACFP must complete annual renewal requirements prior to the new federal fiscal year, which begins October 1st. Participating institutions must complete annual requirements, which include mandatory renewal training, annual certification requirements and submit applicable annual documents to continue participation in the CACFP in the new fiscal year. Annual training and certification statements are completed and submitted in CNP 2000. Annual documents can be found on DECAL's website at <http://www.decal.ga.gov/BftS/FormList.aspx?cat=CACFP> and must be completed and returned on or before October 31st. Participating institutions are encouraged to complete all annual renewal requirements (annual training, certification statements and documents) on or before October 31st to prevent interruption in CACFP participation and lapse in submission of monthly claims for reimbursement. Failure to complete annual renewal requirements timely will impact continued participation in CACFP and interrupt CACFP reimbursement funds for months in which the institution was not participating in the CACFP. Please refer to CACFP policy #8-Effective Date to Claim Reimbursement.

Participating institutions that do not complete annual renewal requirements (training, certification requirements and submission of annual documents) by January 31st, will be terminated from CACFP. DECAL will issue a notice to terminate the CACFP Program Agreement and terminate access to the electronic application. Termination of the CACFP Program Agreement will prevent submission of claims for reimbursement. Institutions will be required to register and attend the next available CACFP Orientation and Program Training and submit a new application.

VI. COMMENT(S)

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