



Georgia Department of Early Care and Learning

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

Nutrition Services

POLICY	No.: CACFP/02-14	Effective Date:	7/1/2016
		Revised:	7/1/2016
		Revision Effective:	1/1/2003

SUBJECT: Use of and Access to the GA ATLAS Web-based System

LEGAL AUTHORITY: O.C.G.A § 20-1A-4(3); FNS Memorandum 09-2007 dated June 15, 2007; 7 CFR 226.2

Cross Reference/See Also:

I. PURPOSE

The purpose of this policy is to discuss the use of and access to the GA ATLAS (the Georgia Child, Adult, and Summer Nutrition Program web-based system) by institutions participating in the Child and Adult Care Food Program (CACFP).

II. APPLIES TO

This policy applies to all institutions participating in the CACFP.

III. DEFINITION(S)

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

"Delegated Principal/Program Contact" means an individual who is deemed by Bright from the Start: Georgia Department of Early Care and Learning (DECAL) to hold a management position within an institution or a sponsored center, including all members of the institution's board of directors or sponsored center's board of directors. A Program Contact's authority to act on behalf of the institution must be granted by an officer of the institution and documented on the Delegation of Authority Form. The delegated principal is the person listed the institution's Delegation of Authority Form submitted to DECAL.

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IV. POLICY

Bright from the Start: Georgia Department of Early Care and Learning (DECAL) works to ensure effective operation and management of the CACFP and to simplify all areas of Program participation whenever possible. Institutions participating in the CACFP are required to update their application information and submit reimbursement claims on an ongoing basis. Institutions are also required to submit application documentation to DECAL on an annual basis. In an effort to increase efficiency in submission of applications and claim information, DECAL provides institutions participating in the CACFP with the use of a new web-based system called GA ATLAS. The system will soon replace CNP 2000. GA ATLAS allows participating institutions to maintain, update, and submit all application information and to submit claims for reimbursement. Internet access is required to use this system. The use of this system provides CACFP participants with the capability and flexibility to update and submit applications and claim information quickly and conveniently.

New Institutions

New institutions applying for participation in the CACFP must attend DECAL's CACFP Orientation and Program Training in order to complete a CACFP application. Upon completion, the delegated Principal/Program Contact will make a request for access to the electronic application by completing the CACFP Electronic Enrollment/Update Form. DECAL will assign two (2) usernames and two (2) passwords to that institution and send those usernames and passwords to the delegated Principal/Program Contact. The usernames and passwords will allow access to the institution's application and claim information where users will have the ability to change their password(s), update sponsor and application information, and once approved, submit claims for reimbursement, all through GA ATLAS.

As previously stated, usernames and passwords will be assigned to the institution upon request by the delegated Principal/Program Contact. It is the responsibility of the delegated Principal/Program Contact to maintain the integrity of CACFP application and claims information by issuing the username and passwords to only staff/individuals performing duties related to CACFP. The delegated Principal/Program Contact must not issue/share these credentials with anyone other than the individual(s) who:

- will be the individual(s) responsible for submitting claim information, and maintaining and updating application information in GA ATLAS;
- is a legal employee of the organization; and
- has basic computer skills and knowledge of CACFP guidelines and policies to ensure claim information is submitted accurately and in a timely manner.

Through completion and submission of the Delegation of Authority Form, the delegated

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Principal/Program Contact accepts and assumes full responsibility for all activities conducted (including certifying that all Program requirements are met; checking/confirming certification statements; submitting valid, accurate claims; maintaining an accurate application; etc.) while any individual is signed-on the system under either of the usernames and passwords. Additionally, the delegated Principal/Program Contact may be held civilly or criminally responsible for any violations of law, regulations, or policy that occur. Note: DECAL shall not be liable for any entries made in GA ATLAS that are late, incomplete or indicate a lack of business integrity by any authorized or unauthorized persons.

Participating Institutions

Participating CACFP institutions must attend DECAL's CACFP GA ATLAS Training in order to complete CACFP annual renewal requirements. DECAL will assign two (2) usernames and passwords to all institutions currently participating in the CACFP. The two (2) usernames and passwords will be given to the individual of the institution who signed and entered into an agreement with DECAL. The usernames and passwords must be maintained in the same manner as outlined for new institutions. The delegated Principal/Program Contact in receipt of the usernames and passwords must not share these credentials with anyone other than the individuals who:

- will be the individual(s) responsible for submitting claim information and maintaining and updating application information in GA ATLAS;
- is a legal employee of the organization; and
- has basic computer skills and knowledge of CACFP guidelines and policies to ensure claim information is submitted in a timely and accurate manner.

Through completion and submission of the Delegation of Authority Form, the delegated Principal/Program Contact accepts and assumes full responsibility for all activities conducted (including certifying that all Program requirements are met; checking/confirming certification statements; submitting valid, accurate claims; maintaining an accurate application; etc.) while any individual is signed-on the system under either of the usernames and passwords. Additionally, the delegated Principal/Program Contact may be held civilly or criminally responsible for any violations of law, regulations, or policy that occur.

CHANGES TO USERNAME AND PASSWORD ASSIGNEES

Reset Forgotten Passwords

If the delegated Principal/Program Contact or individual(s) responsible for performing duties in the application or submitting reimbursement claims has forgotten the GA ATLAS password(s),

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the delegated Principal/Program Contact or Authorized Officer must immediately submit a written request to DECAL to have the delegated Principal/Program contact’s username and password reset. The request must include a completed CACFP Electronic Enrollment/Update Form which can be found on the DECAL website under CACFP/Forms. DECAL will submit the updated Electronic Enrollment/Update Form to DECAL’s IT Application Support, who will then reset the password to a temporary GA ATLAS password. Once reset, DECAL will submit the temporary password to the delegated Principal/Program Contact or Authorized Officer. The delegated Principal/Program Contact will login to the system using the temporary password. Upon a successful login, the delegated Principal/Program Contact will be prompted to change the password.

The password should be changed by the person who signed and entered into an agreement with DECAL and then reassigned to the individual(s) who will be updating the CACFP application and submitting reimbursement claims on a monthly basis. When usernames and passwords are reassigned to a new individual(s) of the Program, the passwords should be changed to protect the security of the institution’s information in GA ATLAS. Passwords should always be changed when staff changes occur.

New Principal/Program Contact

If the delegated Principal/Program Contact or individual(s) responsible for performing duties in the application or submitting claims has changed, the new delegated Principal/Program Contact or Authorized Officer must immediately contact DECAL in writing to request a new username and password. If the institution changed ownership and is new to the CACFP, the new delegated Principal/Program Contact must contact DECAL to register for CACFP Orientation and Program Training. Once registered and prior to training, the new delegated Principal/Program Contact must submit to DECAL a completed CACFP Electronic Enrollment/Update Form. DECAL will forward the updated CACFP Electronic Enrollment/Update Form to DECAL’s IT Application Support who will then create usernames and passwords for the new delegated Principal/Program Contact. Once created, DECAL will submit the GA ATLAS usernames and passwords to the new delegated Principal/Program Contact or Authorized Officer during Program training.

V. PROCEDURE(S)

New and participating CACFP institutions who have completed the required training will be assigned two (2) GA ATLAS usernames and two (2) passwords. DECAL will provide the usernames and passwords to the delegated Principal/Program Contact. That individual should then assign the usernames and passwords only to the individual(s) in the institution who is responsible for updating application information and submitting claims on a monthly basis. All application updates and claims for reimbursement may then be submitted in GA ATLAS by the

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individuals who have been assigned usernames and passwords.

It is the responsibility of the delegated Principal/Program Contact to maintain the integrity of CACFP application and claims information by issuing the usernames and passwords to only staff/individuals performing duties related to CACFP. The delegated Principal/Program Contact shall be responsible for all activities conducted while signed-on the system under either of the usernames and passwords. Additionally, the delegated Principal/Program Contact may be held civilly or criminally responsible for any violations of law, regulations, or policy that occur. DECAL shall not be liable for any entries made in GA ATLAS that are late, incomplete or indicate a lack of business integrity by any authorized or unauthorized persons.

Institutions who experience changes to the delegated Principal/Program Contact or an organizational change of ownership, must be immediately notify DECAL. The new delegated Principal/Program Contact will be required to register for CACFP Orientation and Program Training whereby new usernames and passwords will be assigned. Forgotten or lost passwords must be reset by DECAL.

DECAL will provide GA ATLAS user manuals and ongoing technical assistance as needed to ensure successful and efficient use of the GA ATLAS web-based system by all CACFP participants.

VI. COMMENT(S)

For questions concerning this policy, please contact the Policy Administrator at (404) 651-8193.