



Georgia Department of Early Care and Learning

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

Nutrition Services

POLICY	No.: CACFP/02-22	Effective Date: 4/15/2002
		Revised: 2/1/2005
		Revision Effective: 2/1/2005

SUBJECT: Child and Adult Care Food Program Institution Management Responsibilities

LEGAL AUTHORITY: 7 C.F.R. § 226.15(c) (h); FNS Instruction 792-2, Rev.1; O.C.G.A. § 20-1A-5

Cross Reference/See Also:

I. PURPOSE

The purpose of this policy is to define the management responsibilities of 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)

"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.

"Facility" means a sponsored center or a family day care home.

"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)

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IV. POLICY

Upon approval to participate in the CACFP, all institutions enter into a program agreement with Bright from the Start: Georgia Department of Early Care and Learning (DECAL). Through this agreement, institutions accept final administrative and financial responsibility for management of CACFP operations in their organizations. This agreement makes institutions accountable and responsible for all critical aspects of program management. Institutions must have an ongoing role in program management in order to retain firm control over CACFP operations.

Some of the most important institution management responsibilities include:

- Preparation and completion of application materials
- Conducting the public release of the nondiscrimination and free and reduced price policy statement
- Determining income eligibility and maintaining individual income eligibility statements
- Official recordkeeping responsibilities, including meal count and enrollment information, roster maintenance, and an organized payee list, if applicable, to substantiate claims
- Claim completion and submission
- Attendance at DECAL mandatory training sessions
- Training of administrative staff on CACFP duties and responsibilities

In addition, a sponsor is also responsible for:

- Distribution of program payments to facilities under its jurisdiction
- Monitoring of administrative and operational staff at facilities under its jurisdiction
- Enforcing corrective action

Due to the important nature of these functions, institutions may not contract out management responsibilities of the CACFP.

However, institutions may contract out for specific administrative tasks, such as bookkeeping, data processing, or the services of a nutritionist and claim these services on their administrative budget. The administrative budget must be submitted to DECAL for approval.

V. PROCEDURE(S)

Prior to participation in the CACFP, all potential participants are required to attend CACFP Program Training. Through these training sessions, DECAL provides the information necessary

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for institutions to manage the food program effectively in their organization. Institutions participating in the CACFP should review the administration and management processes of the CACFP in their organization to ensure compliance with USDA/DECAL policies. If applicable, institutions should develop a management plan that identifies all staff responsible for the administration of the CACFP in their organization and their responsibilities. DECAL will provide ongoing training and technical assistance to institutions throughout their participation in the program to promote successful management of the program.

VI. COMMENT(S)

Any questions regarding this policy should be directed to the Policy Coordinator at (404) 651-7181.