



Georgia Department of Early Care and Learning

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

Nutrition Services

POLICY	No.: CACFP/02-26	Effective Date: 10/1/2002
		Revised: 7/1/2016
		Revision Effective: 7/1/2016

SUBJECT: Designation of the Principal/Program Contact in Organizations Participating in the Child and Adult Care Food Program (CACFP)

LEGAL AUTHORITY: 7 C.F.R. § 226.15(c); O.C.G.A § 20-1A-4(3); 7 C.F.R. § 226.2

Cross Reference/See Also: DECAL Policy CACFP/02-18, CACFP/02-20, CACFP/04-14

I. PURPOSE

The purpose of this policy is to clarify the role and responsibilities of the delegated Principal/Program contact in organizations 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. (7 C.F.R. § 226.2). 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.

Nutrition Services

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IV. POLICY

During the CACFP application process, all institutions must designate an individual in their organization as the delegated Principal/Program Contact. The delegated Principal/Program Contact is responsible for the successful operation of the CACFP in the organization, therefore this person should be selected carefully.

The delegated Principal/Program Contact must be:

- a legal employee of the organization in a management capacity;
- responsible for the management and daily operation of the CACFP in the organization;
- fully responsible for all activities conducted in the GA ATLAS web-based system while any individual is signed-on to the system (including requesting passwords; certifying that all Program requirements are met; checking/confirming certification statements; submitting valid, accurate claims; maintaining an accurate application; etc.) (See Policy No. 02-14, Use and Access to GA ATLAS);
- the point of contact for DECAL concerning all areas of management of the Program;
- in attendance at all DECAL mandatory training sessions;
- sufficiently trained and possess the Program knowledge to ensure success of the Program within the organization; and
- available to provide any information needed during a review or audit by USDA, DECAL, and its agents.

Institutions are responsible for ensuring their delegated Principal/Program Contact has received the training necessary to manage the Program effectively and to operate the Program in compliance with federal regulations and DECAL policies. Institutions must also ensure there is a currently trained and knowledgeable delegated Principal/Program Contact within the organization at all times (see DECAL Policy CACFP/02-20 - Training requirements for the Child and Adult Care Food Program (CACFP)).

V. PROCEDURE(S)

New Institutions

Prior to participation in the CACFP, new institutions must delegate a Principal/Program Contact by submitting a Delegation of Authority Form and registering that person(s) for DECAL's CACFP Orientation and Program Training. Upon approval to participate in the Program, if the designated Program Contact terminates his or her employment or is no longer responsible for management of the Program, the institution must complete a new Delegation of Authority Form and must designate a new Principal/Program Contact. Institutions should notify DECAL in writing of the change in delegated Principal/Program Contact, as well as update their

Nutrition Services

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application/management plan, as soon as possible but no later than 30 days after the change. Institutions must also contact DECAL to register the new delegated Principal/Program Contact for CACFP Orientation and Program Training. The new delegated Principal/Program Contact must attend CACFP Orientation and Program Training no later than 90 days from the date written notification of the change in delegated Principal/Program Contact was received by DECAL.

VI. COMMENT(S)

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