



**Georgia Dept
of Early Care
and Learning**

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Effective 7/2/2025
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Area **Numbered
Policies**
Programs **CACFP**

Adding Providers to a Day Care Home Sponsor Agreement, CACFP #5 (00-5)

LEGAL AUTHORITY

7 C.F.R. § 226.16, O.C.G.A. § 20-1A-4

Cross Reference/See Also

GA DECAL Policy #8 - Effective Dates for Claiming Reimbursement in the CACFP for Independent Centers, Center Sponsors, Day Care Home Sponsors, and Administrative Sponsors

I. PURPOSE

The purpose of this policy is to define the policy for the addition of providers to a day care home (DCH) sponsor's Child and Adult Care Food Program (CACFP) agreement.

II. APPLIES TO

This policy applies to all sponsoring organizations having program agreements with day care home providers participating in the Child and Adult Care Food Program (CACFP).

III. DEFINITIONS

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

"New institutions/applicants" in the context of this policy means a facility/institution/individual that/who has never operated the CACFP under the auspices of a sponsoring organization or under a direct agreement with Bright from the Start, or which has operated under one of these agreements, but has had

a six month or more break in participation.

"Prior Experience or Experienced" refers to organizations, day care homes, and/or principals that have successfully operated the CACFP within the last six months.

"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). (7 C.F.R. § 226.2)

IV. POLICY

Section 226.16 of the Code of Federal Regulations authorizes Bright from the Start: Georgia Department of Early Care and Learning (DECAL) to verify that day care homes applications are in compliance with state licensure and registration requirements.

A DCH provider to be added under a sponsorship will not be approved to submit claims until a complete and applicable add-a-site package has been completed and approved. If it is a new DCH provider, the sponsor will be approved to submit claims for the site the first day of the month in which the application is complete. If it is an experienced DCH provider, the sponsor will be approved to submit claims the first day of the month preceding the month that the application is complete; however, approval dates may not overlap participation dates under a different sponsor.

V. PROCEDURES

DCH sponsors may add providers to their CACFP contract by submitting to DECAL a completed Enrolled Homes and Update Form and Enrolled Homes and Update Summary Form. Completion of these forms includes correct, legible information and copies of current registration for each provider added.

Experienced DCH Applicants

If an experienced DCH provider wishes to operate under a new sponsor, the new sponsor will be approved to submit claims the first day of the month preceding the month that the application is complete; however, approval dates may not overlap participation dates under a different sponsor.

Example: DECAL receives the sponsor's add-a-site information on January 15, 2025 for an experienced DCH provider. DECAL reviews the add-a-site package and contacts the sponsor on January 23, 2025, notifying the applicant that information is missing. The sponsor forwards the required information on February 3, 2025 to DECAL and the add-a-site package is complete. The sponsor would be allowed to submit claims for the DCH provider effective January 1, 2025 or the first month after the completion of the application and the last month claimed by the DCH provider under a previous agreement. The DCH provider must complete either a voluntary closure form or termination from sponsor form indicating the last month reimbursement will be claimed under the previous agreement.

New DCH Applicants

If a new DCH provider wishes to operate under a new sponsor, the new sponsor will be approved to submit claims for the site the first day of the month in which the application is complete.

Example: DECAL receives the sponsor's add-a-site information on January 15, 2025 for a new DCH

provider. DECAL reviews the add-a-site package and on January 23, 2025, notifies the applicant that information is missing. The sponsor forwards the required information on February 3, 2025 to DECAL and the add-a-site package is complete. The sponsor would be allowed to submit claims for the new DCH provider effective February 1, 2025.

VI. COMMENTS

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