



Georgia Department of Early Care and Learning

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CACFP Renewal FAQ

About CACFP Renewal

Q: What is the purpose of CACFP Renewal?

- A.** The renewal process requires Institutions and Sponsors with a current Program agreement to annually confirm licensing and submit to DECAL any additional information to confirm compliance with CACFP regulations.

Q: Who is required to participate in CACFP Renewal?

- A.** All Institutions and Sponsors that have a current Program agreement with DECAL must complete annual renewal requirements in order to continue participation in the CACFP.

Q: How do I access CACFP Renewal?

- A.** DECAL provides annual training via its web-based system, GA ATLAS.

Q: What is involved in CACFP Renewal?

- A.** Institutions and sponsors are required to view and complete the following:
- Review of annual renewal training presentation
 - Completion of annual renewal training assessment questions
 - Enrollment for participation in FY 2020 Application
 - Completion of Annual Certification Statements
 - Review and updating of the FY 2020 Application, which may include:
 - Reviewing all sections in the application
 - Revisions to the Management Plan (if applicable)
 - Submission of the annual Budget (if applicable)
 - Required for all Sponsors
 - Required for Independent Centers with costs that require prior or specific prior written approval
 - Required for both Independent Centers and Sponsors that have administrative costs
 - Review and revision of center/home applications

- Submission of annual documents, if applicable

Q: What happens if I do not meet the CACFP Renewal Requirements by the deadline?

- A. Failure to complete the annual requirements by the deadline will impact continued participation in the CACFP, which includes submission of monthly claims for reimbursement.

Preparing for Renewal

Q: How can I prepare for CACFP Renewal?

- A. DECAL is offering an **optional** training called, “Renewal Readiness: What’s the 411?” to help you prepare for renewal. Registration is open in ATLAS and the optional webinar training sessions are listed below.
- **Wednesday, September 4, 2019: Webinar, 9:00am until 12:00pm**
 - **Wednesday, September 25, 2019: Webinar, 9:00am until 12:00pm**

Q: Is Renewal Readiness: What’s the 411? a required training?

- A. The Renewal Readiness webinar is **not required**; however, it is designed to prepare Institutions and Sponsors for the **required** CACFP Annual Training.

Q: Why was the Renewal Readiness: What’s the 411? training developed?

- A. The content for the training was developed from common questions DECAL received about the annual renewal process from Institutions and Sponsors. The **optional** webinar provides detailed information on the requirements needed for successfully completing the annual renewal process.

Q: How do I register for the optional Renewal Readiness Webinar?

- A. To register for one of the two (2) training sessions, institutions and sponsors must:
1. Log in with your GA ATLAS username and password
 2. Select My Account in the blue menu bar
 3. Select My Training
 4. Select Register for Training
 5. In the Program dropdown box, select CACFP
 6. Select Search
 7. Select **Renewal Readiness: What’s the 411?**
 8. Select the Session Name/Location link for the in-person session that you will be attending
 9. Review the Session Details and select Enroll to register for that session.

Q: Registration for the CACFP Budget & Procurement Training session is closed. Are there other training options available to me?

- A. The CACFP Budget & Procurement Training sessions are currently full. We recommend reviewing the Budget and Procurement training presentation available in the August issue of the CACFP Newsletter: <https://bit.ly/30rufUw>. In the future, we will offer additional training sessions. When the training dates are confirmed, we will notify you through email.

Annual Renewal

Q: Our Primary Contact (PC) has changed since the last renewal. How can I make sure their name will be linked to this year's Annual training?

- A. The new Primary Contact needs to log onto ATLAS and go to "My Training." On the top right, they will see "EDIT." Click on EDIT and update the PC's name, email and address.

Q: When will CACFP Annual Training be available in ATLAS?

- A. Registration will open in ATLAS on **September 5, 2019**.

Q: Will I be able to access ATLAS prior to CACFP Renewal?

- A. In preparation for FY 2020 CACFP renewal, GA ATLAS will be **unavailable** from Sunday, **September 15 through Monday, September 30**. This means you **will not** have access to modify or make changes to the application packet during this time. Access to the Training Management and Claims module **will not** be impacted.

Q: When is the deadline to review the FY 2019 application packet and make updates?

- A. Institutions and sponsors are encouraged to review the FY 2019 application packet and make updates by **September 15, 2019**.

Q: When will the FY 2020 CACFP application be available?

- A. The FY 2020 CACFP application will become available on or after **October 1, 2019**.

Q: When is the deadline to make amendments to the FY 2020 Budget?

- A. Original or Annual Budgets and Budget Amendments must be submitted on or before **October 31, 2019**.

Q: When is deadline to submit FY 2020 CACFP Renewal Annual Documents?

- A. If applicable, all annual documents must be submitted to DECAL on or before **October 31, 2019**. Institutions may upload the required documentation in their applications within the Checklist Summary section or Attachment List section in GA ATLAS or fax to **(770) 359-3298**.

Q: Who do I contact if I have questions?

A. General FY 2020 Annual CACFP Renewal Requirements or Annual Document

Requirements: Contact the “**Help Desk**” Business Operations Specialist: Ashley Austin at Ashley.Austin@dec.al.ga.gov or **(404) 463-8313**.

Renewal Training Registration: Contact Leslie Truman at Leslie.Truman@dec.al.ga.gov or **(404) 657-1779**.

Application Updates including the management plan: Contact your assigned Application Specialist:

- **(0 (zero)-G)** Demetria Thornton at Demetria.Thornton@dec.al.ga.gov or **(404) 463-2182**
- **(H-P)** Paula Lawrence at Paula.Lawrence@dec.al.ga.gov or **(404) 463-2111**
- **(Q-Z)** Shericka Blount at Shericka.Blount@dec.al.ga.gov or **(404) 656-6411**

Budget revisions/updates: Contact Shonda Franklin at Shonda.Franklin@dec.al.ga.gov or **(404) 651-7181**