



Georgia Department of Early Care and Learning

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MEMORANDUM

To: Institutions Participating in the Child and Adult Care Food Program (CACFP)

From: Falita S. Flowers, Nutrition Services Director (*Original Signed*)

Date: August 21, 2017

Subject: DECAL Revised Program Forms to Reflect the CACFP Updated Meal Pattern Requirements

Bright from the Start: Georgia Department of Early Care and Learning (DECAL) is pleased to announce the release of various Program forms revised in accordance with the updated CACFP meal pattern requirements. Use of these form(s) can begin effective October 1, 2017. DECAL encourages CACFP institutions and SFSP sponsors to review the documents prior to use to gain full understanding of the forms and new requirements.

Currently, there are no additional recordkeeping requirements. However, institutions, sponsors, sponsored facilities, and homes must be prepared to demonstrate compliance with the updated CACFP meal pattern requirements by maintaining and making available monthly menu records, CN and/or product labels, and receipts/invoices upon request. Failure to demonstrate compliance with the updated CACFP meal pattern requirements may result in required corrective action during the transition period, and possible adverse action(s) in the future. DECAL will evaluate implementation of the new meal pattern requirements during the transitional period and determine if additional recordkeeping requirements are necessary.

Although the forms are in Microsoft Excel format, institutions and sponsors have the option to print and manually complete the form(s). Forms completed electronically in Excel must be printable and must be made available for review immediately upon request. Pursuant to Policy 18 - Recordkeeping Requirements for All Institutions Participating in the Child and Adult Care Food Program (CACFP), failure to maintain records in accordance with federal regulations or DECAL policy shall result in a review finding, a meal reclaim for the period the records cover, a cost disallowance for the period the records cover, and/or the institution being declared seriously deficient.

Institutions and sponsors that previously received approval to use an alternate meal count/menu form(s), including use of Minute Menu, may continue to use the previously approved alternate form(s), as long as the alternate form(s) captures all of the information in the new form(s).

All revised forms are located at <http://www.decal.ga.gov/BftS/FormList.aspx?cat=CACFP>. Revised forms include:

- Weekly Menu and Food Service Record
- Infant Weekly Menu and Food Service Record
- At-Risk Weekly Menu and Food Service Record
- Adult Weekly Menu and Food Service Record
- DCH Weekly Menu Record
- DCH Weekly Meal Count Record
- Milk Calculation workbook

DECAL will offer additional technical assistance and resources early in FY 2018.

For questions concerning this memorandum, please contact the TA/Training team at NutritionTA@decal.ga.gov.