

FY 2025 Happy Helpings Revised Forms-Documents-Policies Chart				
Form/Document/Policy Name	Program Area	Purpose of Form/Document/Policy	Method of Submission	Brief Description of Revision
Happy Helpings Site Update Form, Att. Q	Application/Eligibility	Provides guidance for submission of SFSP site updates and add a site applications.	Submitted with SFSP add a site applications or site updates via mail or email to the assigned Business Operations Specialist.	Revised to update contact information.
Application Instruction Booklet- Happy Helpings	Application/Eligibility	Provides instructions for completing the application and budget. Also, provides guidance on procurement and operating forms.	Used for reference	Revised to update contact information. Provided additional guidance on Max Meal Count (MMC) procedures and authorization letters. Added guidance regarding the approval of the application prior to the end of operations.
Application Update Procedures- Happy Helpings	Application/Eligibility	Provides instructions on how to complete and submit institution and/or site application updates and budget revisions.	Used for reference	Revised to update contact information.
Enrollee Release Certification, Att. C2	Application/Eligibility	Form used to certify that the sponsor has notified the public of all camps and/or closed enrolled sites and their meal service types and times.	Submitted with the application via mail, email or uploaded in GA ATLAS.	Revised to update income eligibility guidelines.
Sponsor Application Checklist- Happy Helpings, Att. A1	Application/Eligibility	Form used by the sponsor to ensure all required documents are submitted.	Used for reference	Added guidance regarding the approval of the application prior to the end of operations.
Annual Affirmation Statement- SAVE Requirements	Application/Eligibility	Form used to identify the person who is authorized to act and represent the SFSP organization.	Submitted with the application via mail, email or uploaded in GA ATLAS.	Revised to update contact information.
Policy #21 State Agency Monitoring Review Requirements	Policies and Procedures	The purpose of this policy is to explain and clarify State Agencies' monitoring requirements under the Summer Food Service Program (SFSP).	Used for reference	New Policy to outline State Agency monitoring requirements
Meal Service Requirements in the Summer Meal Programs with Questions and Answers (Revised)	Policies and Procedures	The purpose of this memorandum is to provide guidance on meal service requirements in the Summer Food Service Program (SFSP).	All	Included language of ineligibility of meals if served outside of approved operating dates at the time meals are served.
Meal Disallowances for SFSP	Policies and Procedures	The purpose of this memorandum is to provide guidance to sponsors as to meals that are ineligible for SFSP reimbursement.	Used for reference	Included language of ineligibility of meals if served outside of approved operating dates at the time meals are served; additional non-congregate related items from Administration guidance.
Rural Non-Congregate Meals in the SFSP	Policies and Procedures	This memorandum provides guidance and clarity on non-congregate meal service flexibilities that are available for SFSP sites in rural areas that do not have congregate meal services.	Used for reference	Included section on mobile routes and mobile route maker, additional example of hybrid sites, home delivery requires area eligibility/IES forms - submit documentation supporting area eligibility.
Ensuring Sponsors Implement Adequate Oversight and Internal Controls of SFSP Operations	Policies and Procedures	The purpose of this memorandum is to ensure that SFSP sponsors implement and maintain adequate oversight and internal controls of SFSP operations.	Used for reference	Updates to VCA requirements
Policy #11 - Audit Reports for Nonprofit Sponsors Participating in the Summer Food Service Program	Policies and Procedures	The purpose of this policy is to discuss the audit report requirements and procedures for nonprofit organizations participating in the Summer Food Service Program (SFSP).	Used for reference	Update to single audit threshold
Policy 15 - Serious Deficiency Process for Sponsors in the Summer Food Service Program (SFSP)	Policies and Procedures	The purpose of this policy is to describe the serious deficiency process and procedure for sponsors applying to or participating in the Summer Food Service Program (SFSP).	Used for reference	Updates to required notice language to include agreements in addition to applications and add that corrective actions must be implemented prior to operating the SFSP in subsequent Program years.

Appeal Procedures	Policies and Procedures	The purpose of the appeal procedures is to provide sponsors or food service management companies the opportunity to appeal adverse actions pursuant to the Georgia Administrative Procedure Act.	Used for reference	Added fines (SFAs) to the list of appealable actions.
Mobile Feeding Options in the Summer Food Programs	Policies and Procedures	The purpose of this memorandum is to provide guidance on the use of the mobile feeding model in the Summer Food Service Program (SFSP) and the Seamless Summer Option (SSO) of the National School Lunch Program (NSLP).	Used for reference	Added information on Rural Non-Congregate mobile routes and mobile route maker
Policy #4 - 30/60 Day Claim Procedure and Revised Claims Limitation for the SFSP	Policies and Procedures	This policy explains the 30/60-day claim for reimbursement procedure and limits the number of revised claims a sponsor may submit to Bright from the Start: Georgia Department of Early Care and Learning (DECAL).	Used for reference	Added information regarding combined claims.
Policy #16 - Monitoring Requirements of Sponsors Participating in the Summer Food Service Program	Policies and Procedures	The purpose of this policy is to state and briefly discuss monitoring requirements of sponsors participating in the Summer Food Service Program (SFSP).	Used for reference	Added FNS recommendations on the number of monitors for number of sites.
Policy #18 - Advance Payments in the SFSP	Policies and Procedures	The purpose of this policy is to provide procedures for requesting advance payments in the SFSP.	Used for reference	Added language about the sponsor certifying that it is operating the number of sites for which the budget was approved and sponsor must conduct training sessions before receiving the second advance payment. Training sessions must cover Program duties and responsibilities for the sponsor's staff and for site personnel.
Agreement to Furnish Foods for the Summer Food Service Program (SFSP)	Procurement	For sponsors entering into an agreement to receive food items from a food vendor	Submitted as part of the application and uploaded to GA Atlas by the sponsor	This form was revised to include a Civil Rights Assurance Statement; a clause on action taken for failure to maintain adequate records or lack of integrity by the SFSP Sponsor and/or the Food Service Management Company/Vendor; and minor wording adjustments.
Food Service Management Company Agreement to Furnish Meals for the Summer Food Service Program (SFSP)	Procurement	For sponsors entering into an agreement to receive unitized meals/snacks from a food service management company	Submitted as part of the application and uploaded to GA Atlas by the sponsor	This form was revised to include a Civil Rights Assurance Statement; a clause on action taken for failure to maintain adequate records or lack of integrity by the SFSP Sponsor and/or the Food Service Management Company/Vendor; and minor wording adjustments.
Food Service Management Company Contracted Labor Agreement to Furnish Meals – Pay per Meal (SFSP)	Procurement	For sponsors who purchase bulk food items and utilize contracted labor to prepare meals. Goods/Services are paid per meal delivered.	Submitted as part of the application and uploaded to GA Atlas by the sponsor	This form was revised to include a Civil Rights Assurance Statement; a clause on action taken for failure to maintain adequate records or lack of integrity by the SFSP Sponsor and/or the Food Service Management Company/Vendor; and minor wording adjustments.
Food Service Management Contracted Labor Agreement to Furnish Meals – Pay per Staff (SFSP)	Procurement	For sponsors who purchase bulk food items and utilize contracted labor to prepare meals. Goods/Services are paid per staff person.	Submitted as part of the application and uploaded to GA Atlas by the sponsor	This form was revised to include a Civil Rights Assurance Statement; a clause on action taken for failure to maintain adequate records or lack of integrity by the SFSP Sponsor and/or the Food Service Management Company/Vendor; and minor wording adjustments.
Invitation for Bid/Contract with Food Service Management Company for SFSP Sponsors	Procurement	For sponsors bidding a food contract with a FSMC. Goods procured exceed the small purchase threshold.	Submitted as part of the application and uploaded to GA Atlas by the sponsor	This form was revised to include a Civil Rights Assurance Statement; a clause on action taken for failure to maintain adequate records or lack of integrity by the SFSP Sponsor and/or the Food Service Management Company/Vendor; and minor wording adjustments.

Invitation for Bid and Contract with Food Vendor Company for the SFSP	Procurement	For sponsors bidding a food contract with a FSMC. Goods procured exceed the small purchase threshold.	Submitted as part of the application and uploaded to GA Atlas by the sponsor	This form was revised to include a Civil Rights Assurance Statement; a clause on action taken for failure to maintain adequate records or lack of integrity by the SFSP Sponsor and/or the Food Service Management Company/Vendor; and minor wording adjustments.
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