



Georgia Department of Early Care and Learning

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

Nutrition Services

POLICY	No.: CACFP/00-4	Effective Date:	9/1/1999
		Revised:	8/1/2008
		Revision Effective:	8/1/2008

SUBJECT: Administrative Advances for Day Care Home Sponsors

LEGAL AUTHORITY: 7 C.F.R. § 226.10, O.C.G.A. § 20-1A-5

Cross Reference/See Also:

I. PURPOSE

The purpose of this memorandum is to define the policy for the receipt of administrative advances by day care home (DCH) sponsors.

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. DEFINITION(S)

"Advance" means financial assistance made available for Program costs prior to the month in which such cost will be incurred.

"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)

"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

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Section 226.10 of the Code of Federal Regulations authorizes the payment of advances. It is the policy of Bright from the Start: Georgia Department of Early Care and Learning (Bright from the Start) to only issue administrative advances to day care home sponsors. Administrative advances can only be used for Child and Adult Care Food Program (CACFP) administrative expenditures. Any day care home sponsor in "good standing" may request an advance. "Good standing" means the day care home sponsor must not be declared seriously deficient or terminated from the program. The day care home sponsor makes application for an administrative advance by completing the advance application and submitting the application to the CACFP Program Managers.

The advance may not total more than the sponsor's prior month's administrative budget reimbursement. A day care home sponsor may receive up to two advances each federal fiscal year. However, a second advance will not be awarded until the first advance has been recovered in full.

Repayment of administrative advances is automatically collected through the claims payment system. If advance monies are still owed after the final claim for a fiscal year has been submitted, the day care home sponsor is required to reimburse Bright from the Start for the full balance due.

V. PROCEDURE(S)

The day care home sponsor makes application for an administrative advance by completing the advance application and submitting the application to the CACFP Program Managers. Copies of the application may be obtained from the Bright from the Start web site at www.decal.ga.state.us (CACFP Forms/DCH Sponsor Forms).

The administrative advance payment is calculated on the basis of the estimated administrative reimbursement, "rate times homes." Bright from the Start will also determine the advance payment by reviewing the following:

1. Prior reimbursement claims
2. Fluctuation in enrollment
3. CACFP program review results
4. Agreed Upon Procedures and A-133 results
5. Outstanding advances
6. Excess Summer Food Service Program (SFSP) reimbursement funds

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VI. COMMENT(S)

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