



Georgia Department of Early Care and Learning

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

Nutrition Services

POLICY	No.: CACFP/00-8	Effective Date:	11/18/1999
		Revised:	5/21/2007
		Revision Effective:	5/21/2007

SUBJECT: Effective dates for claiming reimbursement in the CACFP for Independent Centers, Center Sponsors, Day Care Home Sponsors, and Administrative Sponsors.

LEGAL AUTHORITY: FNS Instruction 788-10, 7 CFR § 226.7(g), 7 CFR § 226.11(a), 7 CFR § 226.18(b), O.C.G.A. § 20-1A-5

Cross Reference/See Also: CACFP/00-5, CACFP/02-18 and CACFP/02-19

I. PURPOSE

The purpose of this policy is to clarify the effective dates for claiming reimbursement in the Child and Adult Care Food Program (CACFP) for independent centers, center sponsors, day care home sponsors, and administrative sponsors.

II. APPLIES TO

This policy applies to independent centers, center sponsors, day care home sponsors, and administrative sponsors. It does not apply to day care home facilities, daycare home sponsors should refer to CACFP Policy 00-5 entitled Adding Providers to Day Care Home Sponsor Agreements.

III. DEFINITION(S)

"Administrative sponsor" means a non-profit organization that is entirely responsible for administration of the Program in any combination of two or more child care centers, adult day care centers, and outside-school-hours care centers, which are not part of the same legal entity as the sponsoring organization.

"Center sponsor" means one organization which is entirely responsible for administration of the Program in any combination of two or more child care centers, adult day care centers, and outside-school-hours care centers which are part of the same legal entity as the sponsoring organization.

POLICY # **CACFP/00-8**

Nutrition Services

POLICY	No.: CACFP/00-8	Effective Date: 11/18/1999
		Revised: 5/21/2007
		Revision Effective: 5/21/2007

"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 CFR § 226.2)

"Independent center" means a child care center, outside-school-hours care center or adult day care center that enters into an agreement with the State agency to assume final administrative and financial responsibility for Program operations. (7 CFR § 226.2) It also includes emergency and homeless shelters and "at-risk" after school care programs.

"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 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) or more than one day care center. (7 CFR § 226.2)

IV. POLICY

New Applicants:

New applicants will be approved to submit claims the first day of the month that the application process is complete. The application process is complete when the applicant has attended Program training, submitted a complete application packet that meets the eligibility requirements, received a satisfactory pre-operational visit, and received approval to participate. Compliance with the items previously listed allows Bright from the Start: Georgia Department of Early Care and Learning (Bright from the Start) to ensure that the new CACFP participant attends all of the required training and has the necessary tools to be in compliance with USDA regulations when claiming begins.

For new applicants, the first day of the month that the application process is complete is considered the Effective Date to Operate. This date is based on the following:

- The month that the application materials are complete and
- Satisfactory recordkeeping of point of service meal records and documents to support the claim for reimbursement for the entire month in which the application is complete.

Nutrition Services

POLICY	No.: CACFP/00-8	Effective Date: 11/18/1999
		Revised: 5/21/2007
		Revision Effective: 5/21/2007

Experienced Applicants:

Applicants with prior experience with the CACFP may be approved to submit claims the first day of the month preceding the month that the application is complete. Applicants with prior experience include organizations and/or principals that have successfully operated the CACFP within the last six months.

Center Sponsors and Administrative Sponsors Adding Sites to Existing Contracts:

A site 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 site, 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 site, 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 or under direct agreement with Bright from the Start.

Renewal Applications:

Deadlines to receive renewal applications for the fiscal year are dependent on the dates of annual training. In order to ensure participation in the program these deadlines must be met. The renewal application is complete when the applicant completed annual training and submitted a complete application packet that meets the eligibility requirements. Participants will be approved to submit claims the first day of the month preceding the month that the renewal application is complete and approved.

V. PROCEDURE(S)

New Applicants:

Example: On January 25, 2007, Bright from the Start receives a new application from the potential applicant who has attended Program Training. Bright from the Start reviews the application and on January 27, 2007, notifies the applicant that information is missing from the application. The applicant submits the required information to Bright from the Start on February 5, 2007. The application materials are complete on February 5, 2007 and a satisfactory pre-operational visit is conducted, which showed the participant maintained all daily menu and food service records. The applicant would be approved to submit claims effective February 1, 2007.

Experienced Applicants:

Example: On October 20, 2006, Bright from the Start receives an application from an institution that has met the requirements for annual training and is currently/was in good standing in the CACFP. Bright from the Start reviews the application and on October 31, 2006, notifies the applicant that information is missing. The applicant forwards the required information to Bright

Nutrition Services

POLICY	No.: CACFP/00-8	Effective Date:	11/18/1999
		Revised:	5/21/2007
		Revision Effective:	5/21/2007

from the Start on November 3, 2006. The applicant would be approved to submit claims effective October 1, 2006.

Center Sponsors and Administrative Sponsors Adding Centers to Existing Contracts:

New Applicant (Center/Principals without prior experience as defined by this policy)

Example: Bright from the Start receives the sponsor's add-a-site information on January 15, 2007. Bright from the Start reviews the add-a-site package and on January 23, 2007, notifies the applicant that information is missing. The sponsor forwards the required information on February 3, 2007 to Bright from the Start and the add-a-site package is complete. The sponsor would be allowed to submit claims for the new site effective February 1, 2007.

Experienced Applicant

Example: Bright from the Start receives the sponsor's add-a-site information on January 15, 2007. Bright from the Start reviews the add-a-site package and contacts the sponsor on January 23, 2007, notifying the applicant that information is missing. The sponsor forwards the required information on February 3, 2007 to Bright from the Start and the add-a-site package is complete. The sponsor would be allowed to submit claims for the site effective January 1, 2007 or the first month after the completion of the application and the last month claimed by the facility under a previous agreement. The facility must complete either a voluntary closure form or termination from sponsor form indicating the last month reimbursement will be claimed under the previous agreement.

Day Care Home sponsors adding providers under their sponsorship should reference CACFP/00-5 (Adding Providers to Day Care Home Sponsor Agreements) for policies and procedures regarding that action.

VI. COMMENT(S)

For questions concerning this memorandum, please contact the Policy Administrator at (404) 651-7181.