



**Georgia Dept  
of Early Care  
and Learning**  
BRIGHT FROM THE START

September 16, 2024

Greetings Nutrition Institutions/Sponsors,

Participating CACFP Sponsors and Institutions are required to meet annual renewal requirements by **October 15, 2024**.

**Step 1: Complete Annual Training Requirements**

These requirements include:

- Reviewing the CACFP 2025 Annual Training presentation in GA ATLAS
- Completing the CACFP 2025 Annual Training Test Assessment in GA ATLAS

Once the annual training assessment has been completed and submitted, you will receive access to the FY 2024-2025 CACFP application.

**Step 2: Enroll in FY 2025**

Upon completion of the Annual Training and Assessment, the CACFP application for the associated program year will change the institution or sponsor's status to "Not Enrolled" and the "Enroll" button will be available.

- Enroll into FY 2025

**Step 3: Submit your FY 2025 Application on or before October 15.**

Original or Annual Budgets and Budget Amendments must also be submitted on or before October 15, 2024.

Your institution is required to submit a budget revision for FY25 if it meets one of the following criteria:

- An Independent Center with an approved budget in FY24 that intends to use FY25 reimbursement funds for new operating and/or administrative costs that require prior approval, specific prior written approval, or formal procurement.
- An Independent Center with an approved budget in FY24 with approved costs and the same costs in FY25, but new supporting documentation must be submitted for review and approval (ex: lease agreements for center space, equipment rental, etc.).
- All Administrative, Center and Day Care Home sponsoring organizations.

Please complete a budget for FY2025 by **October 15, 2024**, to continue participation in CACFP.

If you need further guidance on submittal requirements for costs, please refer to the Budget Guidance Manual:

<http://www.decal.ga.gov/documents/attachments/budgetguidancemanual.pdf>  
or contact the Nutrition Budget team at [nutritionbudget@decal.ga.gov](mailto:nutritionbudget@decal.ga.gov).

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

If you have any questions or concerns, please contact your assigned Application Specialist:

Application Specialists	Institution Assignment	Email	Phone Number
Jerald Savage	o (zero)-G	<a href="mailto:Jerald.Savage@decalf.ga.gov">Jerald.Savage@decalf.ga.gov</a>	(770) 405-7916
Shericka Blount	H-P	<a href="mailto:Shericka.Blount@decalf.ga.gov">Shericka.Blount@decalf.ga.gov</a>	(404) 656-6411
Vanessa Goodman	Q-Z	<a href="mailto:Vanessa.Goodman@decalf.ga.gov">Vanessa.Goodman@decalf.ga.gov</a>	(404) 591-6027

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*Together, we can help feed Georgia's Children & Adults.*

***This institution is an equal opportunity provider.***

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Bright from the Start:GA Dept of Early Care & Learning | 2 MLK Jr. Drive | Atlanta, GA 30334  
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