



Georgia Dept of Early Care and Learning

BRIGHT FROM THE START

August 18, 2023

Greetings CACFP Institutions and Sponsors,

**** Please take time to read this email in its entirety. This information is critical to your continued, uninterrupted participation in the CACFP. ****

Participating CACFP Sponsors and Institutions that intend to continue their participation in FY 2024 are required to meet annual renewal training and requirements by **September 30, 2023**.

Please follow these steps:

Step 1: Complete Annual Training Requirements

Registration for the CACFP Annual Training requirements opened on July 14. These requirements include:

- Reviewing the CACFP 2024 Annual Training presentation in GA ATLAS
- Completing the CACFP 2024 Annual Training Test Assessment in GA ATLAS

The **Delegated Principal**, also known as the **Program Contact**, must be the individual to complete the annual training and annual training assessment.

Prior to registering for training, institutions should:

- Select **Account Profile**
- Ensure that the **Program Contact's First Name, Middle Initial, Last Name, Email Address, and Phone Number are correct.** (Otherwise, the training will not be linked correctly and will cause issues with the training roster.)
- Select **Save**

To register for Annual Training, Institutions must:

- Log in with your GA ATLAS username and password
- Select My Account in the blue menu bar
- Select My Training from the menu
- Select Register for Training
- In the Program dropdown box, select CACFP
- Select Search
- Select the **FY 2024 Annual** Training that applies to your institution

- type by clicking the title of the training
- Select the Session Name link for the location/session you would like to attend
- Review the Session Details and select Enroll to enroll in that session
- A confirmation email should be sent to your email address on file.

Once the annual training assessment has been completed and submitted, you will receive access to the FY 2023-2024 CACFP application.

Step 2: Enroll in FY 2024 CACFP

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 2024

Step 3: Submit your FY 2024 Application on or before **September 30, 2023.**

Original or Annual Budgets and Budget Amendments must also be submitted on or before September 30, 2023.

Failure to complete FY 2024 Annual Training, the assessment questions, annual enrollment, certification statements, and submit related application updates by September 30, 2023, will affect your availability to submit FY 2024 claims for reimbursement. If annual renewal is NOT completed, FY 2024 claims cannot be filed.

FY 2024 CACFP Renewal Application Access

Access to the FY 2024 CACFP application and annual certification statements will be granted to those institutions that have completed all required FY 2024 Annual Training and Assessment Questions.

| DATE | Task |
|---------------------|---|
| July 14 | Registration Opened for required 2024 CACFP Annual Training |
| August 1 | Enrollment Opened for FY 2024 Upon completion of Annual Training and Assessment, Sponsors & Institutions may enroll in FY 2024 |
| September 15 | Deadline to submit any additional changes to the FY 2023 Application Any FY 2023 changes including: <ul style="list-style-type: none"> • updates to the application • management plan and budget • the addition/termination of centers/homes <p>MUST be completed in GA ATLAS by September 15, 2023 to allow time for review and processing.</p> |
| September 30 | Deadline to complete 2024 CACFP Annual Training and Assessment Deadline to submit 2024 CACFP Application Deadline to submit original or annual budget and budget amendments. |

Regards,

Nutrition Services

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

This institution is an equal opportunity provider.

Nondiscrimination Statement: English

Nondiscrimination Statement: Spanish



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