**FY 2022 CACFP Revised Forms, Documents, Policies Chart**

| Form/Document/Policy Name | Program Area | Purpose of Form/Document/Policy | Method of Submission | Brief Description of Revision |
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| Racial and Ethnic Data Collection Form | Program Operations | Form used to collect racial and ethnic data at Program sites. | Maintained on file | The form was revised to remove the option to conduct visual observation to determine racial and ethnic data. |
| Child Care Center Monitoring Form | Program Operations | Form used to monitor sponsored sites/facilities for Program compliance. | Maintained on file | This form has been revised to capture the required non-profit food service and procurement assessment for sponsored sites/facilities. |
| Child Care Center Monitoring Form Instructions | Program Operations | To provide guidance to sponsors when monitoring sites/facilities for Program operations. | Maintained on file | This document has been revised to provide guidance on capturing the required non-profit food service and procurement assessment for sponsored sites/facilities. |
| Adult Day Care Center Monitoring Form | Program Operations | Form used to monitor sponsored sites/facilities for Program compliance. | Maintained on file | This form has been revised to capture the required non-profit food service and procurement assessment for sponsored sites/facilities. |
| Adult Day Care Center Monitoring Form Instructions | Program Operations | To provide guidance to sponsors when monitoring sites/facilities for Program operations. | Maintained on file | This document has been revised to provide guidance on capturing the required non-profit food service and procurement assessment for sponsored sites/facilities. |
| IES Household and Verification Letters | Program Operations | To provide parents or guardians the purpose for determining free and reduced-price eligibility. | Maintained on file | This document has been revised to include a table of contents and format that is user-friendly for identifying applicable information. |
| Preoperational Visit Form and Instructions | Program Operations | Form used to conduct preapproval visits for sponsored sites/facilities. | Maintain on file | This form has been revised to include the most current policy and guidance. |
| Time and Attendance Distribution Report | Program Operations | Form used to capture time, attendance and distribution of hours worked for Program and non-Program duties. | Maintain on file | This form was developed to capture time & attendance and time distribution on one [1] form. |
| Sponsoring Organization Minimum Review Worksheet | Program Operations | Form used to assist sponsor with calculating and determining the minimum number of reviews that are required by federal regulations and DECAL policy. | Maintained on file | This form has been developed to determine the minimum number of reviews and document the averaging system. |
| Income Eligibility Form - Effective Date Option | Application/Eligibility | Form used to select the option for capturing the effective date of Income Eligibility Statement. | Submitted via email to assigned Application Specialist | This form has been revised to capture the new submission guidance. |
| Invitation for Bid and Contract for FSMC | Procurement | Invitation for Bid FSMC template | Submitted to PPCO for review and approval prior to formal procurement process | Updated NDL Links |
| Invitation for Bid and Contract for Food Vendors | Procurement | Invitation for Bid for Food Vendors template | Submitted to PPCO for review and approval prior to formal procurement process | Updated NDL Links |
| Request for Proposal for FSMC | Procurement | Request for Proposal FSMC bid template | Submitted to PPCO for review and approval prior to formal procurement process | Updated NDL Links |
| Request for Proposal for Food Vendors | Procurement | Request for Proposal Food Vendor bid template | Submitted to PPCO for review and approval prior to formal procurement process | Updated NDL Links |
| Procurement Review Workbook (sample) | Procurement | Review Template | Use as a resource to assist sponsors with reviewing their facilities' procurement practices | New document |
| FY 2022 CACFP Renewal Application Instructions | Application/Eligibility | Provides guidance to CACFP institutions/sponsoring organizations on how to submit their new FY application in GA ATLAS. | Used as a reference | Updated submission and deadline dates. Updated contact information. |

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| Annual Save Affirmation Form | Application/Eligibility | Form used to verify lawful presence. | Submitted via mail,email or fax to assigned Application Specialist | Updated submission method |
| CACFP Electronic Enrollment/Update Form | Application/Eligibility | Form used to obtain GA ATLAS usernames and passwords. | Submitted via email or fax to Business Operations Representative | Updated submission method |
| Institution Change Notification | Application/Eligibility | Form used by CACFP institutions/sponsoring organizations to update any changes to the legal or governing body operating the CACFP. | Submitted via mail or fax to assigned Application Specialist | Updated submission method |
| Sample Media Release-Pricing Child Centers | Application/Eligibility | Signed form represents the institution/sponsoring organization's certification that a media release will be issued with the correct information, notifying the public if CACFP meal benefits. | Submitted with new application or add-a-site packaged and maintained on file | Updated with FY 2022 income eligibility guidelines. |
| Sample Media Release-Adult Care Centers | Application/Eligibility | Signed form represents the institution/sponsoring organization's certification that a media release will be issued with the correct information, notifying the public if CACFP meal benefits. | Submitted with new application or add-a-site packaged and maintained on file. | Updated with FY 2022 income eligibility guidelines. |
| Offer Versus Serve Option for School Food Authorities (SFA) | Application/Eligibility | Form used by SFA's to select the option that will be performed under CACFP. | Submitted via mail, email or fax to assigned Application Specialist | Updated submission method |
| Site Change Notification | Application/Eligibility | Form used by CACFP institutions to update site information. | Submitted via mail or fax to assigned Application Specialist | Updated submission method |
| Sponsor Update Form | Application/Eligibility | Form used by CACFP sponsoring organizations to update any changes to sponsored facilities. | Submitted via mail or fax to assigned Business Operations Representative. | Updated submission method |
| CACFP Advance Application | Budget | Form used to request DCH advances. | Submitted via mail to Budget Compliance Specialist | Updated contact information |
| Budget Guidance Manual | Budget | Manual provides federal regualtory and state policy guidance for budget requirements. | Used as a reference | Updated contact information |
| Policy Memorandum, CACFP Labor Cost and Benefits Documentation, 10/1/2021 | SD/Policy | Provides guidance on the documentation requirements for labor costs charged to the Program. | Used as a reference | Updated from previous version |
| Policy Memorandum, Monitoring Requirements, 10/1/2021 | SD/Policy | Provides guidance and assists sponsoring organizations in meeting the monitoring requirements for all sponsored facilities. | Used as a reference | Updated from previous version |
| Policy Memorandum, Monitoring Requirements – Monitoring Sponsored Centers Non-profit Food Service and Procurement Procedures, 10/1/2021 | SD/Policy | Provides guidance to sponsoring organizations regarding monitoring requirements of their sponsored centers non-profit food service and procurement procedures. | Used as a reference | New policy guidance |