

FY 2023 CACFP Revised Forms-Documents-Policies Chart

Form/Document/Policy Name	Program Area	Purpose of Form/Document/Policy	Method of Submission	Brief Description of Revision
CACFP Policy No. 18-39 - Financial Recordkeeping in the CACFP and SFSP	SD/Policy	Explains specific financial recordkeeping requirements and procedures for both Programs.	Used as a Reference	This guidance was revised July 15, 2022 to provide information on transfers of CACFP funds and the use of credit cards.
Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions in the Child and Adult Care Food Program, Questions and Answers, July 7, 2022 (v.4)	SD/Policy	Explains the nutrition requirements for fluid milk and fluid milk substitutes in the Child and Adult Care Food Program (CACFP) and includes questions and answers.	Used as a Reference	This guidance was revised to include policy changes since the publication of the Question and Answer Guidance on the Final Rule Child Nutrition Programs: Transitional Standards for Milk, Whole Grains, and Sodium Effective July 1, 2022 which would allow the serving of flavored low-fat (1%) milk to children ages six and older and adults. This memorandum also includes 2016 guidance, past guidance which remains relevant, and questions and answers
Offer Versus Serve and Family Style Meals in the Child and Adult Care Food Program, January 10, 2017 (January 15, 2022 (v.2))	SD/Policy	Outlines the use of offer versus serve (OVS) in the adult day care and at-risk afterschool settings in the Child and Adult Care Food Program (CACFP) and the use of family style meals in the CACFP. Also includes clarification on the differences between OVS and family style meal service and contains frequently asked questions and answers in the Attachment.	Used as a Reference	This guidance was revised January 15, 2022 to be consistent with DECAL Policy Memorandum, Offer Versus Serve Guidance for SFAs Participating in the CACFP and the SFSP, March 28, 2019 (v.3) and USDA Policy Memorandum SFSP 01-2019.
Optional Best Practices to Further Improve Nutrition in the Child and Adult Care Food Program Meal Pattern, July 8, 2022	SD/Policy	Explains the nutrition requirements for fluid milk and fluid milk substitutes in the Child and Adult Care Food Program (CACFP) and includes questions and answers.	Used as a Reference	This guidance was revised to mention mentions flavored low-fat (1%) milk is permitted for children ages 6-18 and adults effective July 1, 2022 as per Question and Answer Guidance on the Final Rule Child Nutrition Programs: Transitional Standards for Milk, Whole Grains, and Sodium, Effective July 1, 2022 and that meals will be reclaimed for one-year-olds when insufficient whole milk is purchased/served.
Policy and Procedure for Reclaiming Meals due to a Milk Shortage, July 8, 2022 (v.5)	SD/Policy	Assists Administrative Sponsors (Sponsors) with: (1) calculating the number of meals, per facility, that was served with milk; and (2) determining the number of meals to reclaim per facility due to a milk shortage.	Used as a Reference	This guidance was revised to mention mentions flavored low-fat (1%) milk is permitted for children ages 6-18 and adults effective July 1, 2022 as per Question and Answer Guidance on the Final Rule Child Nutrition Programs: Transitional Standards for Milk, Whole Grains, and Sodium, Effective July 1, 2022 and that meals will be reclaimed for one-year-olds when insufficient whole milk is purchased/served.
The Use of Vending Machines in School Food Authority CACFP At-Risk Afterschool Meals Programs	SD/Policy	Provides guidance on the use of vending machines in at-risk afterschool meals programs operated by school food authorities	Used as a Reference	New policy guidance.
Procurement Manual and Forms	Forms	A display of resources and templates for institution use when procuring goods and services.	Used as a Reference	Please note the procurement manual as well as all vendor/FSMC contract and agreement templates have been updated with the new non-discrimination statement. Please ensure the undated forms are used for any new bid contracts or agreements.

FY 2023 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.
Sample Media Release Pricing- Child 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 2023 income eligibility guidelines.
Sample Media Release Pricing- 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 2023 income eligibility guidelines.
Sponsor Update Form	Application/Eligibility	Form used by CACFP sponsoring organizations to update any changes to sponsored facilities	Submitted via email to assigned Business Operations Representative.	Updated submission method.
Food Service Permit Inquiry Form	Application/Eligibility	To assist CACFP institutions and HH sponsors with determining food service permit requirements for non-licensed Program facilities based on the type of meal service operation.	Submitted with new application or add-a-site package when facilities are not licensed.	Submission requirement updated.
CACFP Forms	Forms	Forms used by Institutions and/ or Sponsors for CACFP	Submission method indicated on individual forms.	All forms have been updated with the new non-discrimination statement. Please ensure the undated forms used.