

August 15, 2023

Registration for FY 2024 CACFP Renewal

Registration for Annual Training Opened July 14; Enrollment Opened August 1

Participating CACFP Sponsors and Institutions are required to meet annual renewal requirements by September 30, 2023. The Nutrition Division opened registration for the required annual training on July 14, 2023, and opened enrollment for the application renewal on August 1, 2023.

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

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

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

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

Please Note: 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.

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: updates to the application management plan and budget the addition/termination of centers/homes
	MUST be completed in GA ATLAS by September 15, 2023 to allow time for review and processing.
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.

DATE

Task

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	Jerald.Savage@decal.ga.gov	(770) 405-7916
	V-Z		
Shericka Blount	H-P, Q-U	Shericka.Blount@decal.ga.gov	(404) 656-6411

Updated application process for CACFP Sponsors

In effort to streamline the add-a-site application process, sponsors are no longer required to submit a hard copy (paper) site application. Sponsors are still required to submit an online site application in GA ATLAS for each site that will be added. All add-a-site checklists have been updated to reflect this change.

If you have any questions or concerns, please contact your assigned Business Operations Representative:

Business Operations Representative	Institution Assignment	Email	Phone Number
Lavesia Ervin	o (zero)-C	Lavesia, Ervin@decal.ga.gov	(404) 293-5258
	H-P		
Edith Pierre	D-G, Q-Z	Edith.Pierre@decal.ga.gov	(404) 463-8314

Are you required to submit a FY2024 CACFP Annual Budget?

If you meet any of the below criteria, you must submit a FY2024 CACFP budget by September 30, 2023:

CACFP Independent Institutions (7 CFR 226.7 g)

- Required to submit a budget with their initial application and annually thereafter if:
- The center project costs that require prior, specific prior written approval or to use the

- meal reimbursement to pay for allowable administrative expenses;
- **or**, has previously approved FY2023 costs that require supporting documentation annually

Any costs that have been previously approved in FY2023 that were not self-prep food costs under \$250k, non-food costs under \$250k, and operating labor costs **will require** you to submit an annual budget.

CACFP Sponsors of Affiliated & Unaffiliated Centers (7 CFR 226.6 f)

• Required to submit a budget annually under all circumstances.

CACFP Day Care Homes (DCH) Sponsors (7 CFR 226.7 g)

• Required to submit a budget annually under all circumstances.

For questions or more information, please contactnutritionbudget@decal.ga.gov.

Stay Informed: CACFP Policy Updates

The following DECAL CACFP policies and CACFP memoranda have been revised for FY 2024. Nutrition Services encourages all Institutions to review each of the below revised documents.

Policy 12 – The Claiming of Meals by Family Child Care Learning Homes Licensed by the State of Georgia

This policy was revised to clarify Child Care Services (CCS) licensing requirements regarding the number of children in care in family child care learning homes.

Policy 18 – Recordkeeping Requirements in the Child and Adult Care Food Program

This policy was revised to include the requirement to maintain documentation to support eligibility of daycare homes and at-risk afterschool programs, and revisions to procedures regarding lost and destroyed records.

Policy 26 – Designation of the Principal/Program Contact in Organizations Participating in the Child and Adult Care Food Program

This policy was revised to further define what 'officer' means for the purposes of delegating authority to a Principal/Program

Policy 34 – Eligibility Requirements for Participating in the At-Risk Afterschool Meals Component of the CACFP

This policy was revised to clarify that afterschool programs must be licensed through CCS or be exempt, in order to participate in the Child and Adult Care Food Program (CACFP) as atrisk afterschool programs.

CACFP Appeal Procedures

The CACFP Appeal Procedures were revised to include an option for an Internal Review by DECAL in lieu of utilizing the right to appeal via a hearing or official review of record before the Office of State Administrative Hearings (OSAH). In addition, an optional Appeal Request Form was created for institutions to complete and submit when requesting an appeal.

CACFP Abbreviated Appeal Procedures

The CACFP Abbreviated Appeal Procedures were revised to include definitions and provide further clarification on the abbreviated appeal review process.

Meal and Cost Disallowances in the Child and Adult Care Food Program NEW!

This memorandum was created to provide guidance to institutions as to meals that are ineligible for CACFP reimbursement and costs for which CACFP funds cannot be used.

Area Eligibility in Child Nutrition Programs

This memorandum was revised to include the recordkeeping requirement that independent operators and sponsors of at-risk afterschool programs must maintain documentation supporting that a facility's location is in the zone area of a school that has 50% or more of the children eligible for free and reduced-price meals.

Area Eligibility for Summer 2022 and School Year 2022-2023

This memorandum was revised to include a note that no USDA guidance has been issued advising that this memorandum is applicable to SY 2023-2024 or any future years.

Requirements for Obtaining a Food Service Permit

This memorandum was revised to clarify that if an organization desires to prepare and/or serve meals in any Georgia county, that county's environmental health office must receive a completed Food Service Permit Inquiry Form for review.

For questions, please contact Robyn Parham at Robyn.Parham@decal.ga.gov.

Statewide Unanticipated School Closure Waivers will be Requested for At-Risk Programs

Nutrition Services will soon request statewide waivers for At-Risk Afterschool Meal Component programs to utilize during <u>unanticipated school closures</u>. Based upon information recently provided by the USDA, the following waivers may be available, if approved, during unanticipated school closures resulting from natural disasters, unscheduled major building repairs, court orders relating to school safety or other issues, labormanagement disputes or when approved by DECAL for similar unanticipated causes.

The waivers that will be requested are for the following:

- Non-Congregate Meal Service
- Parent and Guardian Meal Pick-up
- Meal Service Times
- At-Risk Enrichment Activities

If and when these waivers are approved by the USDA, Nutrition Services will notify program operators.

Guidelines for Developing Procurement Monitoring Procedures

Has your organization developed procurement monitoring procedures for Fiscal Year 2024? To remain compliant with Monitoring Requirements - Monitoring Sponsored Centers Non-Profit Food Service and Procurement Procedures Policy, follow these guidelines:

A. <u>Monitoring Procurement Procedures and Ensuring Required</u> Procurement Practices

Federal regulations require a non-Federal entity to use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurement procedures conform to applicable Federal law and the standards [2 CFR 200.318(a)].

Effective Monitoring Procedures - Procurement Policy

The list below provides actions sponsoring organizations must take to effectively review and

monitor each sponsored centers' procurement policy:

- The Sponsor can conduct the procurement assessment during one of the three monitoring reviews during the federal fiscal year.
- The Sponsor must ensure all centers (100%) develop and implement a procurement policy as stated in 2 CFR 318(a). The Sponsor must make this assessment annually, once during the federal fiscal year, regardless of the number of centers under the sponsor.
- Sponsors should encourage centers to use the State Agency approved Procurement and Purchasing Policy Template located **here**.
- The template may be revised to include more organization specific language but may not remove the State Agency template language.

Effective Monitoring Procedures - Executed Procurement Practices

The list below provides actions sponsoring organizations must take to effectively monitor each sponsored centers' procurement practices (formal, informal, or micro-purchase):

- Sponsors must validate the compliancy of the procedures and must ensure the center's procurement procedures are being followed.
- Sponsors would be required to review contractual agreements and supporting documents as part of the monitoring review process for centers.
- Maintain a list of all centers of which the sponsor conducted a procurement review and which centers did not have a procurement review for each federal fiscal year.
- If the sponsor has more than 50 centers, the sponsor should use the list in the next year to determine who to review, so that the same centers are not reviewed each year. The Sponsor will be responsible for ensuring all centers are reviewed and for tracking all monitoring requirements. (Refer to Section D. Number of facilities to Monitor/Review below).
- Use the CACFP Monitoring Review**Form** (Child Care or Adult Care) checklist and instructions to complete the procurement assessment. Additionally, sponsors may use the sample Procurement Review **Workbook** developed by DECAL to determine if the center is following their procurement procedures.
- Attach copies of the applicable procurement documents reviewed to the monitoring review form. (e.g., Monthly Record of Costs, invoices and receipts, Procurement Policy, Procurement Review Workbook).

If the sponsored centers will be executing formal procurement procedures, sponsors as well as DECAL must review contracts, agreements and supporting documentation related to this process according to Program regulation.

B. <u>Implementation Timelines</u>

Since monitoring the financial and procurement practices of sponsored centers may be a new requirement for sponsoring organizations, DECAL informed sponsors to begin implementing this new monitoring process in stages.

The following timeline illustrates the deadlines sponsors have followed in the past or must follow in the future for each stage of this process. Please note: Beginning **October 1, 2023**, sponsors must begin imposing findings/adverse actions for sponsored facilities not in compliance with procurement practices.

Action	Deadline
Start developing a plan to incorporate monitoring center non-profit food service and procurement for all centers.	October 1, 2021
Train all sponsor and center staff and finalize the monitoring plan.	June 1, 2022
Centers required to meet non-profit food service and procurement requirements.	October 1, 2022
Begin monitoring all centers based on guidelines set forth effective this date.*	October 1, 2022 (during FY 2023)
Effective date to begin imposing findings/adverse actions.	October 1, 2023 (during FY 2024)

The complete memo can be accessed **here**. Watch the Monitoring of Procurement Practices webinar for more depth information **here**.

For questions regarding procurement, please contact Tempest Harris, Procurement Compliance Specialist at tempest.harris@decal.ga.gov.

"And Justice for All" Posters Shipment Delayed

Nutrition Services has placed an order for the current And Justice for All posters; however, the shipment has been delayed.

In the interim, you can download the poster and print it in the specific size of 11" width x 17" height. The cost for printing posters is an approved program expense and should be allocated to the *Publication*, *Printing and Reproduction* budget line item in GA ATLAS.

• [Download Poster]

Make Sure Kids Don't Lose Medicaid or CHIP Coverage

In collaboration with the U.S. Department of Health and Human Services (HHS) Centers for Medicare and Medicaid Services (CMS), we are reaching out for your help to prevent Child Nutrition Program participants from losing Medicaid or Children's Health Insurance Program (CHIP) coverage as a result of the end of the Federal public health emergency (PHE).

You can partner with your local child nutrition agency and community partners to encourage participants and their families on Medicaid or CHIP to do the following:

- *UPDATE* your contact information with your State Medicaid or CHIP agency.
- RESPOND to the Medicaid/CHIP renewal form when it arrives to keep your coverage.
- *PARENTS* should respond even if you don't think you're eligible your kids could still be eligible!
- CONSIDER OTHER COVERAGE OPTIONS: If you are no longer eligible for Medicaid or CHIP, check if you can get coverage through your employer, through the Affordable Care Act Marketplace at HealthCare.gov, or through Medicare.

Share the enclosed template **letters** and downloadable flyer(s) (available in**English** and **Spanish** on CMS's **website**) with child nutrition program participants via local child nutrition agencies.

Are you pumped for "Pepper

Palooza?"

Farm to School Month 2023

Each year, Georgia Organics coordinates a statewide campaign to get kids eating, growing, and learning about a locally grown fruit or vegetable during October Farm to School Month. This year's campaign will be celebrating *Pepper Palooza*!



To participate in "Pepper Palooza" at your school, home, early care center, or in your community, visit the website to register.

Participants will receive access to a free electronic toolkit filled with pepper-themed activities, standards-based lesson plans, fact sheets, recipes, school nutrition resources, and more!

• The sign-up is now live.

Share your "*Pepper Palooza*" pictures and activities on social media with #pepperpalooza. Each week during October, anyone who has used this hashtag will be entered to win a prize and at the end of the month there will be a grand prize winner.

If you have questions, visit October Farm to School Month FAQ pagehere or email yaza@georgiaorganics.org.

Get Informed: Upcoming Training Dates

August 16, 2023

Engaging Families in Meaningful Ways

Are you thinking of creative ways to engage families in meaningful ways through sharing, connecting, and family support? If so, join this webinar.

 Participants can earn two [2] state-approved hours for attending this training in its entirety.

August 29, 2023

Tuesday Tip! How to Support Breastfeeding in CACFP

Are you ready to learn how to support breastfeeding moms within your child nutrition program? Join this webinar to learn tips on ways to enhance support for breastfeeding moms in CACFP.

• Participants can earn [0.50] state-approved hours for attending this training in its entirety.

September 5, 2023

Tuesday Tip! Serving Snacks in CACFP

Do you need a 30-minute tip session on serving snacks in CACFP? Join this webinar to learn CACFP requirements on incorporating credible snacks into your meal service.

• Participants can earn [0.50] state-approved hours for attending this training in its entirety.

September 20, 2023

Fostering Multicultural Connections

Are you interested in fostering children's connections with various cultures across the world? Food is an optimal way to build this connection through hands-on experiences. Join this webinar to learn recipes and ways to add multicultural connections through the dramatic play area and literature!

• Participants can earn two [2] state-approved hours for attending this training in its entirety.

Training Resources

In Case You Missed It: Webinar Recordings Now Available!

If you missed a *webinar*, please visit the **Training and Technical Assistance** webpage for previously recorded webinars. This month's training highlight is **Allocating Cost in Child Nutrition Programs (CNP)**. It discussed how to allocate popular shared costs in Budget Details section of GA ATLAS and required budget forms.

Food Buying Guide (FBG) for Child Nutrition Programs Interactive Web-based Tool *New Yields!*

New yields are now available in the Food Buying Guide for Child Nutrition Programs Interactive Web-based (FBG) Tool and FBG Mobile App! New yield data is available for: individually quick-frozen red beans, frozen diced potatoes, frozen cubed sweet potatoes, brown lentils, and canned black turtle beans. Stay tuned for additional yield data releases coming soon. Explore the Food Buying Guide for Child Nutrition Programs today.

Crediting Tip Sheets in Child Nutrition Programs (CNPs) New Spanish Options Team Nutrition has developed these great tip sheets to provide handy references for program operators on how to credit the five meal components in child nutrition programs. Each tip sheet provides simple, easy-to-use information for one meal component.

- Fruits
- Milk
- Meat/meat alternates

Ahora disponible: iConsejos en español para la acreditación de frutas, carnes/sustitutos de carne y leche líquida en los Programas de Nutrición Infantil! Descargue hoy las hojas de consejos para la acreditación de frutas, carnes/sustitutos de carne y leche líquida en los Programas de Nutrición Infantil. Estos consejos sencillos destacan los requisitos básicos para la acreditación de estos tres componentes alimenticios para todos los Programas de Nutrición Infantil.

- Frutas
- Leche Iíquida
- Carnes/sustitutos de carne



Nutrition Ed Nook A Summertime Classic

Watermelon is August's Harvest of the Month (English and Spanish) spotlight! Watermelon is not just a juicy, delicious, refreshing snack, meal-maker, ingredient or summertime celebrity, it is an all-year-round, naturally-nutritious pick. At 92% water, it is a delicious way to rehydrate.

Each slice, ball or bite delivers fiber, minerals phytonutrients and vitamins. Watermelon is high in vitamins A, B6, & C, potassium, magnesium, thiamin, and phosphorous. This sweet fruit is also high in lycopene, which gives it its red color and is a powerful antioxidant that helps keep us healthy.

Watermelon season in Georgia is between June and September. A warm-season crop related to cantaloupe, cucumber and pumpkin, most watermelons are grown in Central Georgia or along our southern Coastal Plains. Georgia watermelon season kicks off with a "quality" crop expected to have the crispest, sweetest, most refreshing flavor.

Fun Facts: July is National Watermelon Month and August 3 was National Watermelon Day. Cordele, located in Crisp County is known as "The Watermelon Capital of the World."

Integration:

Watermelon and Fruit Salad

- Watermelon Cooler
- Watermelon Breakfast Parfait A Go Go
- Watermelon Kiwi Smoothie
- Watermelon Slushy
- Watermelon Kebabs

Education:

- *Watch* the *Harvest with Holly* video that explores the Harvest of the Month spotlight, how these items grow, where they grow in Georgia, and how they get from the farms to school meals all across the state of Georgia.
- **Compare & Contrast** Make a list of similarities and a list of differences between watermelon and another melon, like cantaloupe or honeydew melon. Are there more similarities or differences?
- Read 'One Watermelon Seed' by Celia Barker Lottridge . In this deceptively simple counting book, Max and Josephine tend their garden while readers follow along, counting from one to ten as the garden is planted.
- *Talk* with families about how participants can help with meal preparation such as using a plastic knife or cookie cutter to cut watermelon into cubes or fun and various shapes. **Bonus:** Send recipes home with families for them to incorporate watermelon into their meals!

Conversation:

- Have the children you serve eaten watermelon before?
- What is their favorite way to eat watermelon?
- What other melons do the children you serve like to eat?

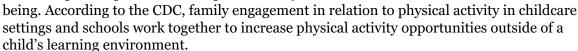
Share your Harvest of the Month stories and menu integration of watermelon with Nutrition Education Specialist, Morgan Chapman, MPH, MCHc at morgan.chapman@decal.ga.gov.

Physical Activity Corner:

Family Engagement through Physical Activity

Family engagement during the earliest years of a child's life is one of the most powerful factors of their growth development.

The positive outcomes of engaging parents, staff, and caregivers increases the support for children's learning at home, empowers parents, and improves family well-



Family engagement improves cognitive development and academic performance, better social-emotional development, and improved health. Their families are children's first teachers, and it is the quality of parent-child relationship and interactions that create the foundational skills that children need at home, in school and their community.

Family Engagement & Physical Activity Ideas & Tips for Families:

- **Have a Family Picnic** Social interactions boost children's cognitive and communication abilities. Have a family picnic in the backyard of your home, outside on the lawn, or at a nearby park. Consider bringing a blanket, basket, toss and catch, kickball, running, etc. to get active!
- Plan a day outdoors As a family, schedule a time each day for an outdoor activity



- with your children. Hike a local nature trail/park or ride a bicycle path.
- Choose toys appropriately and wisely Give children toys that encourage physical activity, such as balls, hopscotch, hula hoops, and jump ropes. Choose the Do it Yourself (DIY) materials on active play indoors and outdoors.
- **Limit Screen Time** As per the CDC, one to two hours of screen time a day should be the limit for children. As a family, set boundaries, keep the television and electronics out of the child's bedroom and limit computer usage to school projects.
- **Gardening** Caring for the plants gives the children a reason to get outside each day. Learning how to grow a garden teaches about the origins of our food and encourages healthy eating and active living habits.

Engaging families as partners early in the physical activity space allows parents to establish strong home-school and community connections that support their children's growth and development in the long-term. It is an essential component of high-quality early care and education. Let Us Keep Family Engagement Moving!

Integration:

- Bright From the Start: Georgia Department of Early Care and Learning Family Engagement and Resources
- CDC Involve Families in Physical Activities in Schools
- Strengthening Families Georgia
- CDC Parent Engagement (Strategies for Involving Parents in School Health

Education:

- Read aloud, "We Move Together," by Kelly Fritsch, Anne McGuire and Eduardo Trejos.
- Watch the video on Family Engagement: "Molly Wright: How Every Child Can Thrive by Five." | by TED Talk.
- Talk with families about ways to bring family together and to promote physical activity on family engagement all year round, whether at home, outside, in their local community, at your childcare site, or at their local community recreational areas. Bonus: Share #FamilyEngagement, #InstaFitness, #MoveYourWay #OutdoorFamilyActivities, #ActiveIndoors pictures and events that are happening in your communities.

Conversation:

- What physical activities are good for family engagement?
- How do you encourage families to engage in physical activity (indoor/outdoor)?
- Why is family engagement important in children?
- How does family impact physical activity?

Share your **#FamilyEngagement**, **#InstaFitness**, **#OutdoorFamilyActivities**, **#MoveYourWay**, **#ActiveIndoor**, stories and pictures with Physical Activity Specialist, Tina McLaren at **tina.mclaren@decal.ga.gov**.

Eat Healthy and Live Active

Georgia Early Care and Education Harvest of the Month 23-24 Calendar

Harvest of the Month (HOTM) is the Georgia Department of Education School Nutrition Program's farm to school initiative that highlights an item each month that can be sourced locally and served in Georgia's school meals.

DECAL's Harvest of the Month calendar aligns with the

Georgia Department of Education's Harvest of the Month initiative and was created in partnership with Quality Care for Children, Georgia Organics, and the Farm to Early Care & Education (ECE) Coalition for ECE settings.

Visit the Georgia Department of Education's HOTM webpage and Quality Care for Children webpage. Upon viewing, you can find tips and tricks for preparing produce items, curriculum connections, activity lists and book alignment for your early care classrooms.



CACFP Resources:

The following documents were covered in previous newsletters:

- Post-Public Health Emergency Resources Available
- Reminder PolicyStat available on Nutrition Services' Webpage
- Middle Georgia Aquaponics Greenhouse teaches Students about Alternative and Sustainable Gardening Options
- Updated Business Operations Representative Assignments
- How to File a CACFP Claim for Reimbursement
- SNAP, Inc. receives scholarship from National CACFP Association
- Check your Email Messages & Update Your Email Address in ATLAS
- Updated Application Specialists
- New Interactive Map shows CACFP Participation in Georgia
- Interactive State Policy Map
- Guidance on Collecting Race and Ethnicity Data
- Be a Health Hero Health Empowers You
- Forecasting Purchases for CACFP
- Update Your Banking Information
- Non-profit Food Service & Procurement Procedures Monitoring
- Newly Revised CACFP Memorandum-Civil Rights Complaint Procedures

You can find archived CACFP Newslettershere.

Dates to Remember

DATE	EVENTS
August	Harvest of the Month: Watermelon
August 1	Enrollment opened for FY24 CACFP Renewal Training
August 16	Engaging Families in Meaningful Ways Webinar
August 29	Tuesday Tip! How to Support Breastfeeding in CACFP Webinar
September 5	Tuesday Tip! Serving Snacks in CACFP Webinar
September 15	Deadline to submit any additional changes to the FY23 Application
September 20	Fostering Multicultural Connections Webinar
September 30	Deadline to complete renewal training and application
September 30	Deadline to submit original or annual budget and budget amendments
October	Farm to School Month 2023: "Pepper Palooza"
October 1	Sponsors must begin imposing findings/adverse actions for sponsored facilities not in compliance with procurement practices

How was my Customer Service?

Provide feedback on your experience with the Nutrition Team



Click on the icon at right to participate in the customer service survey. Responses are anonymous.

Join Us for a NEW DECAL Download!

Preparing for Georgia's Pre-K Program



At the beginning of a new school year, there can be many new feelings, thoughts, and questions. That is especially true for the tens of thousands of young children across Georgia who are preparing to enter Georgia's Pre-K Program.

Several areas of the state started school in late July, but the majority are starting in the first two weeks of August. In this week's

episode of DECAL Download, we hope to answer some of those questions to help parents and their young learners have a great Georgia Pre-K first day and a great Georgia Pre-K year.

Joining this week's episode to talk about starting school are Megan McGraw and Jessi Slater from our Inclusion and Behavior Support Division and two Georgia Pre-K Specialists, Karen Mobley and Megan O'Bara.

Listen to the episodehere.

Nutrition Division

Marketing & Outreach Team

Cindy Kicklighter Carl Glover



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