NUTRITION NEWS
Helpful Hints & Tips | TA (CACFP) Edition XI

Ga Atlas
GA Child, Adult & Summer Nutrition Programs

CNP 2000 will soon become the Georgia Atlas Nutrition Program. The Nutrition Services team is currently testing the new tool.

To fully support our institutions and sponsors, DECAL will release the new tool for the SFSP FY 2016 season. The system will be available for the CACFP in FY 2017.

Institutions will be required to attend training on GA Atlas in May 2016. Training will walk sponsors and institutions through GA Atlas to ensure a successful transition to the new tool.

• 2015-2016 Reimbursement Rates & Income and WIC Guidelines •

2015-2016 CACFP reimbursement rates are now available on DECAL's website **here**.

2015-2016 Income and WIC guidelines are now available on the DECAL website **here**.

Institutions (child care centers) must provide parents of enrolled children current information on the benefits and importance of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) and the eligibility requirements for WIC participation.

• CACFP Annual Renewal •

Annual renewal is around the corner, and we encourage you to begin preparing for the process. The timeline below outlines important annual renewal dates:

- August 12th - Training registration opens and instructions issued
- August 17th - Renewal training available in CNP 2000 (Note: This includes annual training and optional budget training.)
- August 17th - Annual certification requirements are made available
- October 1st - FY 2016 CACFP application available in CNP 2000

The annual renewal process includes the following steps:

- Complete web-based annual training (viewing presentation) and training assessment questions. (Note: Annual budget training is optional but highly recommended.)
- Complete web-based annual certification requirements
- Submit annual documents based on institution/sponsor type

We encourage you to complete annual training and certification requirements by **September 30, 2015**. Upon completing annual training and certification requirements, the 2016 <u>approved</u> CACFP application will be available in CNP 2000 on October 1, 2015.

The chart on page two outlines annual renewal documentation requirements. Click the "Annual Documents" name in Column 1 to access that document.

• Annual Renewal Documentation Requirements •

Annual Documents	Description	Institution Type	Requirement	Submission Requirement	Due Date
Criminal Records Check	This form serves as verification that any DECAL employees and/or subcontractors and their employees that may perform work at a licensed child care facility on behalf of DECAL have a satisfactory fin-gerprint-based criminal records check.	**All** Independent Centers Administrative Sponsors Center Sponsors DCH Sponsors	All employees (new employees or employees whose clearance has expired) that **may** enter a licensed child care center, afterschool program, family or group day care home when children are present. This includes, but is not limited to, any staff performing monitoring duties, training, or providing technical assistance. Institutions that do not provide CACFP services in licensed facilities are exempt from this requirement. A satisfactory clearance is valid for five years.	• Every five years, or • Upon submission of new application or • Hire of new staff	N/A
Employment Eligibility Verification & Immigration Affidavit and Agreement (eVerify)	This form verifies that business entities in agreement with and performing services on behalf of DECAL have registered with and are authorized to use the federal work authorization program (eVerify)	Administrative Sponsors Center Sponsors DCH Sponsors	Institutions and sponsoring organizations of affili-ated or unaffiliated child care centers, afterschool programs, outside school hour programs, family or group day care homes are required to enroll the business entity and receive a Federal Work Authorization User Identification Number, access the federal website **here**. **(Military, Govt, SFAs/BOEs and colleges and universities are exempt from this requirement)**	• Upon submission of new application or • Hire of new staff	N/A
Annual SAVE Affirmation Form (or New SAVE Affidavit Form)	This form verifies that the Principal/Program Contact is a U.S. citizen.	**All** Independent Centers Administrative Sponsors Center Sponsors DCH Sponsors	Institutions and sponsoring organizations are required to annually acknowledge participation in a public benefit (CACFP) and attest to previously submitting verification of U.S. citizenship via the Annual SAVE Affirmation Form or must submit the SAVE Affidavit Verifying Applicant Status for Public Benefits. **(Military, Govt, SFAs/BOEs and colleges/universities are exempt from this requirement.)**	• **Annually for participating institutions/sponsors** • Upon submission of new application	10/31/2015
Valid Health/Kitchen and Fire Inspections	These documents serve as verification that participating centers that are not licensed by DECAL are meeting local health and safety requirements.	Independent Centers Administrative Sponsors Center Sponsors	Unlicensed affiliated or unaffiliated centers includ-ing at-risk, outside school hours, adults, shelters are required to submit a valid health/kitchen inspection and fire inspection for the central kitchen location for self-prep meal service and for the food man-agement service company (FMSC) for vended meal service. Valid inspections must be current and have been completed within the last 12 months. In cases where the local state agency exempts an institution or sponsoring organization from adherence to the full health/safety requirements, the exemption should be documented in writing by the relevant state agency and submitted to DECAL for review.	• Upon expiration • Upon submission of new application	10/31/2015
Budget Package	Institutions and sponsoring organizations must document allowable costs that are in-curred in the operation and/or adminsitration of the CACFP. All costs must be authorized and approved via the CACFP budget prior to using CACFP funds to pay for costs.	**All** Independent Centers Administrative Centers Center Sponsors DCH Sponsors	All institutions and sponsoring organizations, unless a waiver has been granted (only SFAs/BOEs may submit a waiver), are required to submit an annual budget when any portion of the meal reimburse-ment is used for operating costs that require specific prior written approval and/or when any portion of the meal reimbursement is used for administrative costs.	• **Annually for participating institutions/sponsors** • Upon submission of new application • When new costs require prior approval, specific prior written approval or formal procurement.	10/31/2015
Adult Day Program License Requirement	This document verifies that adult day care centers have approval to operate and have met the state licensure require-ment.	Independent Centers Administrative Centers Center Sponsors	All adult centers. As of January 7, 2015, state law requires adult day care centers which provide adult day care services to be licensed. Adult day centers are required to annually submit a license renewal fee.	• Upon expiration • Upon submission of a new application	10/31/15
Multi-State Requirement	This form letter documents whether there are shared costs among the multiple states in which institutions/sponsors operate the CACFP. Federal regulations 7 CFR Part 226.7 requires sponsoring organi-zations to submit an annual administrative budget indicat-ing all costs and appropriate allocation methodologies. State agencies are required to inden-tify sponsors that participate in multiple states and determine if CACFP administrative costs are shared among sponsored facilities in each state.	**All** Independent Centers Administrative Centers Center Sponsors DCH Sponsors	Institutions/sponsoring organizations participating in CACFP in multiple states are required to inform DECAL on cost principles for shared costs among the multiple states in which institutions/sponsors oper-ate the CACFP. DECAL will identify and issue requests for certification to institutions and sponsoring organizations with instructions for completion and submission of the multi-state form letter certifica-tion responses.	• **Annually**	10/31/2015
Management Plan [Access Section K within the application to review/update]	Documents the institutions/sponsors CACFP operations for staffing, meal service, training, monitoring, recruitment and eligibility.	Independent Centers Administrative Centers Center Sponsors DCH Sponsors	All institutions and sponsoring organizations unless a waiver is granted are required to submit and main-tain a current Management Plan that documents effective, efficient processes and procedures that are compliant with federal regulations and state policies.	• **Annually or when revisions are needed** • Upon submission of new application	10/31/2015
Waiver of Management Plan and Budget	Federal policy allows SFAs/BOEs that participate in the NSLP flexibilities when either transitioning or applying to the CACFP.	Independent Centers Center Sponsors	**SFAs/BOEs only.** This form is a formal request to waive the submission of the annual budget and management plan for School Food Authorities and Boards of Education.	• **Annually** or • Upon submission of a new application	10/31/2015
Waiver of Monitoring Requirements for At-Risk Afterschool Programs	Federal policy allows flexbil-ities for SFSP sponsors that transition into the At-Risk After-school Meals component of the CACFP. Sponsors operating both the SFSP and At-Risk Af-terschool program may elect to follow one monitoring schedule for both programs.	Administrative Sponsors Center Sponsors	Sponsors with facilities participating in the SFSP and CACFP. This is a formal request for organizations approved to operate both SFSP and CACFP to imple-ment one monitoring schedule for both programs.	• **Annually** or • Upon submission of a new application	10/31/2015