

NUTRITION NEWS

Helpful Hints & Tips | TA (CACFP) Edition X

• CACFP Renewal •

That time of the year when institutions will be required to complete FY 2016 CACFP annual training and requirements is quickly approaching.

CACFP annual training is required for all participating CACFP institutions that plan to participate in FY 2016. CACFP annual training covers the following program areas:

- CACFP meal pattern requirements
- Recordkeeping requirements
- New policies/policy revisions
- Monitoring requirements
- Annual budget requirements
- Application update procedures and more

Annual training (viewing the presentation and answering assessment questions) must be completed by the Principal/Program contact listed on the FY 2015 application. More information is forthcoming regarding annual training timeframes. For any questions, email NutritionTA@decals.ga.gov.

• Audits & Compliance Complaint Line •

To submit a complaint concerning a Child and Adult Care Food Program or Summer Food Service Program sponsor, child care facility, day care home provider or Summer Food Service Program site, email NutritionComplaints@decals.ga.gov or call 678.717.5364.

• New Policy Guidance Available Online •



Newly released policy guidance for CACFP institutions is now available online. The guidance covers a number of topics from “Local Foods in the CACFP with Questions and Answers” to “CN Labels Copied with a Watermark - Acceptable Documentation.”

To access the policies and guidance, visit [here](#) and [here](#).

• CACFP Center Spotlight •



Congratulations to Little Ones Learning Center for receiving a grant from the Captain Planet Foundation!

The “Captain Planet Learning Garden Project” grant will provide the center “with strategies for building effective and long-lasting garden-based learning programs.” The center will receive intense training, equipment, an outdoor learning garden kitchen and other goods!

Center Director Wande Okunoren-Meadows explains DECAL’s role in receiving this grant. “Had we not attended [the Farm to Preschool Conference] that [DECAL] helped sponsor, I probably would not have learned of the grant opportunity.”

Congratulations again to Little Ones Learning Center. Continue to check out Nutrition News for grant opportunities!

• Budget Tips •



Ensuring your CACFP budget is up-to-date and revised when necessary is critical to maintaining program compliance and running an efficient program. Check out some budget tips below.

• Making Purchases •

When making purchases using CACFP funds, ensure costs meet the following criteria:

- Are necessary and reasonable for proper and efficient administration of the program
- Are authorized and not prohibited under state or local laws or regulations
- Conform to regulatory limitations or exclusions
- Consistent with 2 CFR 200
- Not chargeable to, or included as cost to any other federally funded programs
- Treated consistently through the application of Generally Accepted Accounting Principles (GAAP)
- Net of all credits
- Current, properly allocated and documented

For more information regarding use of CACFP funds, see FNS Instructions 796-4 Rev. 4 VII A 3.

• Budget Revisions •

For your budget revisions, be sure that expenditures that are made with program funds have been approved in the budget. Even with approved expenditures, unnecessary, undocumented and unallocated expenditures for any program or non-program purchases, are unallowable. Be sure to implement prudence when revising your budget.

Budget revisions are required at least 30 days prior to a new cost being incurred, or when:

- An approved cost that required specific prior written approval, is more than originally projected
- Line items change by 20% or more
- Sponsored homes increase or decrease by 10% or more

• Close Out •

When closing out, be sure to maintain all records appropriately and in accordance with Policy No.: CACFP/02-18.

For all budget and procurement related questions, contact [Tanya Astin](#).