



June 16, 2025

Registration for FY 2026 CACFP Renewal Training Opens July 15; Enrollment Opens August 1

Participating CACFP Sponsors and Institutions are required to meet annual renewal requirements by September 30, 2025. The Nutrition Division will open registration for the required annual training on July 15, 2025, and open enrollment for the application renewal will be available beginning August 1, 2025.

Step 1: Complete Annual Training Requirements

Registration for the CACFP Annual Training requirements opens on July 15. These requirements include:

- Reviewing the CACFP 2026 Annual Training presentation in GA ATLAS
- Completing the CACFP 2026 Annual Training Test Assessment in GA ATLAS

Once the annual training assessment has been completed and submitted, you will receive access to the FY 2025-2026 CACFP application.

Step 2: Enroll in FY 2026

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 2026 on or after August 1, 2025

Step 3: Submit your FY 2026 Application on or before September 30

Original or Annual Budgets and Budget Amendments must also be submitted on or before September 30, 2025.

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.

Date	Task
July 15	Registration Opens for required 2026 CACFP Annual Training
August 1	Enrollment Opens for FY 2026 Upon completion of Annual Training and Assessment, Sponsors & Institutions may enroll in FY 2026
September 15	Deadline to submit any additional changes to the FY 2025 Application Any FY 2025 changes including: <ul style="list-style-type: none"> • updates to the application • management plan and budget • the addition/termination of centers/homes MUST be completed in GA ATLAS by September 15, 2025, to allow time for review and processing.
September 30	Deadline to complete 2026 CACFP Annual Training and Assessment Deadline to submit 2026 CACFP Application Deadline to submit original or annual budget and budget amendments.

If you have any questions or concerns, please contact your Application Specialist:

Application Specialists	Institution Assignment	Email	Phone Number
*Demetria Thornton	o (zero)- G	Demetria.Thornton@dec.al.ga.gov	(770) 405-7916
Shericka Blount	H-P	Shericka.Blount@dec.al.ga.gov	(404) 656-6411
Vanessa Goodman	Q-Z	Vanessa.Goodman@dec.al.ga.gov	(404) 591-6027

*Application Reviewer through July 30, 2025.

Is Your Institution Required to Submit an Annual Budget?

Original or Annual Budgets and Budget Amendments must be submitted on or before September 30, 2025. At a minimum, annual budgets are required when:

- An Independent Center with an approved budget in FY 2025 intends to use FY 2026 reimbursement funds for new operating and/or administrative costs that require prior approval, specific prior written approval, or formal procurement.
- An Independent Center with an approved budget in FY 2025 with approved costs and the same costs in FY 2026, but new supporting documentation must be submitted for review and approval (e.g., lease agreements for center space, equipment rental, etc.).
- All Administrative, Center and DCH sponsoring organizations must submit an annual budget.

Please follow links below for budget related tools and references:

[Budget Guidance Manual](#)

[Budget Checklist](#)

[Budget Allocation Worksheet](#)

For budget questions or concerns, please contact Gwendolyn Howard, Budget Compliance Supervisor, at 404.651.7191 or email Nutritionbudget@dec.al.ga.gov

Helpful Hints for Completing the CACFP Application

Follow these tips to ensure that your Child and Adult Care Food Program (CACFP) Application is complete.

- To minimize confusion and delays, only the program contact and/or authorized representative should be contacting the application reviewer. Keep in mind that the program contact is responsible for entering the information in the online application in GA ATLAS.
- 15-day Review Contact- Your Specialist has 15 days to review and respond via email to your initial application (including the budget) once it has been submitted.
- Complete all forms in their entirety. This includes the full legal name of the institution without any abbreviations, complete signatures, dates, agreement numbers and all required notary information as requested.

Password Reset

- If you have forgotten your password for GA ATLAS, please complete and submit the [CACFP Electronic Enrollment/Change Form](#) to NutritionVMFandEFF@dec.al.ga.gov

Institution Application

- CCR/SAMS Registration date should be updated annually.
- The Unique Entity Identifier (UEI) is obtained from [SAM.gov](#)
- If utilizing a food service management company (FSMC) or acting as FSMC, ensure that you respond correctly in the institution application.

Board of Directors Section:

- Ensure that all sections are completed for each board member.
- Any changes made to the Board of Directors (BOD) need to be supported with board meeting minutes.
- Ensure that the "delegation of authority" form is completed and signed by an officer of the board (as defined on the form) and that the officer is currently listed in the board section of the online application.

Management Plan Section

- As you work to complete the Management Plan section, please save your work periodically. The system may "time-out" while you are working, and you may lose any unsaved data. It is recommended that the management plan information be typed into a word document and saved. If the typed information is not saved in the system, it can easily be copied and pasted.
- Be sure to read each question carefully as your response may require you to address more than one area.

Attachment List

- Supporting documents can be uploaded to the attachment list. To ensure that documents can be easily identified once uploaded in this section, please rename the document to include the Fiscal Year, Name of Program, i.e. CACFP, and the name of the document.
- Please keep documents that have multiple pages together in one attachment to be uploaded. Documents that support each other should be kept together as well. For example, the SAVE Affidavit and the form of ID used for verification should be uploaded together in one attachment.
- All documentation uploaded on behalf of the institution should be current and coincide with all the information entered into the online application. Submitting inconsistent documentation causes significant delays in the timeliness of the application process being completed.

Site Application

- All questions must be answered as they relate to your institution at the time of application submission.
- Driving Directions must be entered.

Budget

- When entering cost in the budget, you must select close at the end of each line item for the data to save.

Specific Prior Written Approval (SPWA) submission and approval process

- Sponsors with an emergency request, are required to email the [SPWA request form](#) with supporting documentation to Gwendolyn.howard@dec.al.ga.gov within 24hrs of purchase and then submit a budget revision to include the cost.
 - For all other requests, sponsors are required to submit a budget revision to include the cost, upload the [SPWA request form](#) and supporting documents to the attachments list section in GA ATLAS and notify the budget team via email at Nutritionbudget@dec.al.ga.gov at least 3 days prior to making the purchase.
 - DECAL will review the request and provide an approval or denial status in writing, including any special considerations or reasons. The SPWA will be signed and uploaded to the attachment list section in GA ATLAS.
-

Supplier Change Request (SCR) Form and Updates

Anytime changes are made to your banking account information, please notify DECAL by completing the Supplier Change Request (SCR) Form and submitting it to your organization's assigned Application Specialist.

The State Accounting Office (SAO) Vendor Management Group has an extensive process for verifying the bank accounts of any individual or organization for which payments are made. This is to prevent fraudulent banking and payments. Therefore, any updates made to your existing banking information may take up to four to five weeks to process.

Please see updates to the vendor management process below:

- The State Accounting Office (SAO) has issued a new **Supplier Change Request (SCR) Form** and **instructions** that must be used.
- The SAO is now requiring the supplier to enter the "county" on the Supplier Change Request (SCR) Form after the address.
- Supplier Change Request (SCR) Form must have a recent date by the vendor's signature. Electronic signatures will not be accepted on the SCR form. It must be a wet signature or digital signature with date. Recent date means less than 60 days.
- The VMG (vendor management group) will no longer accept voided checks or official bank letter for bank verification.
- **W9's** must be submitted using the March 2024 version. The version date is both in the top left and bottom right of the form. W9's must have an IRS specified recent date of 365 days or less. (If today is November 18, 2024, the earliest valid date is November 18, 2023.) Electronic signatures are NOT acceptable on the W9. It must be a wet signature or digital signature with date.
- W9's for businesses must be completed exactly as the IRS has the company name listed on their tax returns. Both DECAL and SAO verify Tax ID and Name combinations using IRS software. DECAL will not honor requests to setup new vendors where the Tax ID and Name combination does not match IRS records.

If you have any questions, please contact your assigned Application Specialist.

FNS Issues Guidance on Using Federal Funds to Purchase Local Foods

Using Federal Funds to Purchase Local Foods, May 6, 2025

This memorandum reminds schools, sponsors, and institutions participating in any U.S.

Department of Agriculture (USDA) Child Nutrition Program (CNP), including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Fresh Fruit and Vegetable Program (FFVP), Special Milk Program for Children (SMP), Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), and the Seamless Summer Option (SSO), of the many ways they can purchase local foods to serve in Program meals.

For questions or for additional information, please contact Tempest Harris, Procurement Compliance Specialist at Tempest.Harris@dec.al.gov.

The Outdoor Learning School

A Unique Approach to Farm to ECE

The Learning Tree Academy, a 3 Star Quality Rated Program, is a full-service Preschool and **Outdoor Learning School** (OLS).

The OLS was created to provide a safe and nurturing environment for students to learn and grow. Director Logan Harris described the center as “a way for children to learn while being active and able to get their hands dirty.” The OLS consists of cabins that house first through fifth grade classrooms. Harris emphasized that “their goals for the children are to become confident problem solvers and to take ownership of their learning, allowing them to drive their own explorations.”

The school includes traditional classroom instruction but also takes advantage of natural play spaces and outdoor learning opportunities, exploring topics from a variety of vantage points.

Click [here](#) to continue reading.



Celebrate Farm to Summer Week

June 23-27, 2025



Join DECAL's Nutrition Services as we celebrate **Farm to Summer Week**, an initiative that brings the joy of fresh, local food and hands-on learning to children and families during the summer months.

Farm to Summer Week is all about engaging kids through fun, experiential activities that connect them to where their food comes from. It's a great way to improve the quality and appeal of summer meals, increase access to fresh fruits and vegetables, and ensure children stay nourished while school is out.

Each day of the week features a special theme to inspire learning and creativity:

- **Monday – What is Farm to Summer?** Introduce kids to the concept of Farm to

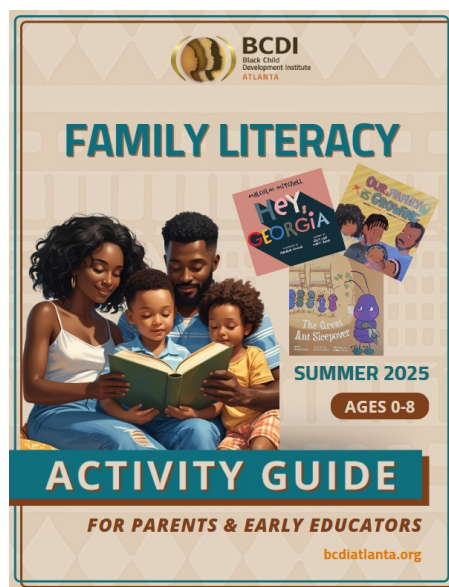
Summer and explore how food gets from the farm to their plates.

- **Tuesday – Gardening & Physical Activity:** Get moving with garden-based activities that teach how food grows while encouraging physical activity.
- **Wednesday – Cooking & Taste Testing:** Involve children in preparing and tasting fresh fruits and veggies to build healthy habits and curiosity around food.
- **Thursday – Locally Grown in Meals & Snacks:** Highlight local produce in meals and snacks, and talk about the importance of supporting local farmers.
- **Friday – Literacy, Music & Movement:** Wrap up the week with farm-themed books, songs, and movement activities that make learning about food fun and memorable.

We encourage all summer programs to participate by incorporating these themes into your daily activities. Whether it's planting a garden, hosting a taste test, or reading a farm-themed story, every activity helps children build a stronger connection to healthy food and where it comes from. Visit the [Farm to Summer Week](#) webpage for resources, activity ideas, and more.

☐ Share your photos with us throughout the week! Show us how your program is celebrating Farm to Summer Week by posting on social media using #GAFarmtoSummer or by emailing your photos to morgan.chapman@decal.ga.gov.

Summer 2025 Family Literacy Activity Guide is Now Available



Created for parents and early educators of children ages 0-8, Black Child Development Institute (BCDI) Atlanta is excited to share the [Family Literacy Activity Guide](#).

This season's guide features engaging stories including "**Our Family is Growing**," "**The Great Ant Sleepover**," and "**Hey, Georgia**", all chosen to spark curiosity, creativity, and connection within Black families and communities.

Filled with fun, culturally responsive activities that promote early learning and literacy, this guide is the perfect summer companion for growing readers.

Upcoming Training Dates:

July 1, 2025

Tuesday Tip! Identifying Common Allergens on Food Packaging

1:30 – 2:15 pm

Do you need help with managing multiple food allergens in your program?

Join this webinar to learn:

- the top nine [9] food allergens and
- how to recognize what food products contain these allergens.

Participants can earn one [0.50] state-approved hour(s) for attending this training in its entirety.

[Register Now]

Notes: This is a two-step process:

- Step 1: After registering in GA ATLAS, you will receive a Training Confirmation email immediately from Georgia DECAL Help Desk -helpdesk@cnpus.com with a registration link to attend the webinar (**check your spam/junk folder**).
- Step 2: You must then register for the training using the link provided on the Training confirmation e-mail. If you should have an issue with registering, please contact Leslie Truman prior to the day of training.

Click [here](#) if you need a refresher on how to register for training in GA ATLAS.

Please note: Only the Program Contact (PC) can self-register within GA ATLAS. If an additional person will be attending, please contact Leslie Truman, Administrative Assistant, at (404) 657-1779 or email leslie.truman@dec.al.ga.gov for assistance.

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 the [Product Formulation Statement \(PFS\) & CN Labels webinar](#). It discussed how Product Formulation Statements & CN Labels provide a way for a manufacturer to demonstrate how a processed food product may contribute to the meal pattern requirements in child nutrition programs (CNP).

Snack Attack *New Recipes!*

The [National CACFP Sponsor Association](#) has shared snack options for program operators that are #CACFPCreditable.

- Mini bagel and boiled egg
- Toast and guacamole
- Edamame and cherries
- Banana bread and applesauce
- Croissant and mixed fruit

Meal Pattern Minute *New!*

The [National CACFP Sponsor Association](#) has developed quick CACFP meal pattern tips, recipes, resources, and videos. View the videos of the following meal pattern minute tips below.

- [Tomato-Based Pizza Sauce *New!*](#)
- [Plantains *New!*](#)
- [Edamame *New!*](#)
- [Crediting Dried Fruit *New!*](#)
- [Quick Breads *New!*](#)

Quick Guide to Plant-Based Proteins (Meatless Monday)

The [National CACFP Sponsor Association](#) has shared menu options from [Meatless Monday resources](#) to help providers offer a combination of plant-based foods that ensure a balanced intake of protein, fiber, and other essential vitamins, minerals, and nutrients.

[Get the Guide](#)



Nutrition Ed Nook

Juicy, Red Tomatoes!

Tomatoes are the June Harvest of the Month (**English** and **Spanish**) spotlight! Juicy and succulent, tomatoes are packed with vitamins and nutrients that promote good health. They are rich in fiber, vitamins A & C, and potassium. Additionally, tomatoes are an important source of lycopene, a powerful antioxidant with numerous health benefits.

Tomatoes come in a variety of sizes and colors, including red, yellow, orange, green, and purple. Some common types are red round, cherry, grape, pear, Roma (Italian plum), and heirloom tomatoes. Tomatoes are incredibly versatile in the kitchen. They can be stuffed, stewed, baked, and used in sauces, casseroles, and soups. Raw tomatoes are perfect for salads, sandwiches, or as a quick snack!

In Georgia, tomatoes are in season from March through November. As a warm-season crop, they do not tolerate frost and require about 6-8 hours of full sun daily to grow. When purchasing fresh tomatoes, look for those with bright, shiny skin and firm flesh.

Fun Fact: Tomatoes are botanically a fruit, but we often place them in the vegetable food group.

Integration:

- **Pico de Gallo**
- **Avocado Rice Cakes**
- **Pizza Kebab**
- **Tofu Taco**
- **Quick Chili**

Education:

- **Watch** the **Georgia Tomatoes** video to discover the history of tomatoes, explore the different varieties, learn about their production including how they are grown and harvested, understand their nutritional benefits, and ways to enjoy them.
- **Explore** different tomato varieties by selecting several for children to try. Encourage them to use their senses to observe, smell, feel, and taste the tomatoes. Create an observation chart to record their observations and discuss the similarities and differences between the varieties.
- **Taste** tests a variety of tomatoes. Is there a favorite from the exploration activity? You can make a quick and easy fresh tomato salsa. Dice a few tomatoes and add garlic, onions, peppers, cilantro, or basil and you have a perfect snack to eat with whole grain tortilla chips!
- **Read *I Will Never Not Ever Eat a Tomato*** by Lauren Child. Lola is a fussy eater. A very fussy eater. She won't eat her carrots (until Charlie reveals that they're orange twiglets from Jupiter). There are many things Lola won't eat, including — and especially — tomatoes. Or will she? Two endearing siblings star in a witty story about the triumph of imagination.
- **Talk** with families about how children can help with meal preparation including rinsing and drying tomatoes to be served with a meal.
- **Bonus:** Send recipes home with families for them to incorporate tomatoes into their meals!
- **Want ECE tomato-themed resources?** Check out Quality Care for Children's **Harvest of the Month toolkit** for more ways to engage ECE students.

Conversation:

- Have the children you served eaten tomatoes before?
- What is their favorite way to eat tomatoes?
- What other red fruits and vegetables do they like to eat?

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

Physical Activity Corner

Be Active All Summer Long!

Hello Summer Activities! This is the perfect time to venture outdoors, bring out those running shoes, get ready to play and get in some physical activity.

It is recommended that children and adults get at least one hour of physical activity every day. Physical activity doesn't have to mean structured exercise and instead can be a way to integrate movement in your day while being outdoors. Unstructured and structured play are both forms of physical activity.

Be prepared with activity ideas when children say, "I'm bored." Have less screen time, turn off TVs, and electronic devices and get everyone moving at set times during the day. It may be helpful to brainstorm with the children a list of activities in advance that your family enjoys.

Here are a few summer activities for the children and families:

- Go on a group bike ride.
- Go on a trail walk, jog, or run with your family.
- Take time to go to local community pools early in the morning.
- Play games like *Freeze Tag* and *Red Light/Green Light*.
- Have a backyard garden party—invite the neighbors and friends to harvest a variety of fruits and vegetables.
- Draw different shapes with sidewalk chalk and practice moving over, around, frog hops, and counting numbers like hopscotch.
- Play catch with a water balloon.
- Walk like different animals—bear, crab, chicken, dog, snake, etc.
- Set up a variety of targets—old bottles, cans, buckets. Then work on throwing a ball at them from different distances.



Integration:

- [Getting Started: Georgia Farm to ECE Guide](#)
- [Explore Georgia - Summer Family Adventure](#)
- [Georgia Master Gardeners: Gardens of Georgia](#)
- [Quality Care for Children – Eat, Learn & Grow Georgia](#)
- [UGA Extension's on Gardening](#)
- [Georgia Department of Natural Resources](#)

Education:

- Read out loud, [And Then Comes Summer](#), by Tome Brenner.
- Watch the video on [Summer Safety Tips – Outdoor Exercise](#).
- Talk with families about ways to get moving in the summer, whether at home, outside, in their local community, at your childcare site, or at their local recreational areas.
- Bonus: Share [#GetMoving](#), [#BeActive](#), [#SummerMoves](#), [#InstaMoves](#), [#KeepKidsMoving](#) pictures and events that are happening in your communities.

Conversation:

- What are some of your favorite summer indoor & outdoor activities?
- How do you beat the heat in sports?
- Why is being hydrated in summer important?
- What is the best exercise in extreme heat?

Share your [#GetMoving](#), [#BeActive](#), [#SummerMoves](#), [#KeepKidsMoving](#), [#InstaMoves](#) stories and pictures with Physical Activity Specialist, Tina McLaren, MPH at



Follow DECAL on Pinterest

Do you need ideas to help incorporate nutrition education and physical activity at your site?

Check out DECAL's Pinterest for CACFP, Happy Helpings& Harvest of the Month recipes, physical activity ideas, healthy holiday celebrations, and more click [here](https://bit.ly/DECALpins).

Nutrition and Physical Activity pins are saved and added weekly.

Questions or suggestions, submit to morgan.chapman@dec.al.ga.gov or tina.mclaren@dec.al.ga.gov.

Nourishing Healthy Eaters

Interactive, Online Courses by Nemours Children's Health

As a child care professional, you work to ensure healthy development for those in your care. Making sure they eat nutritious foods and build healthy habits is a crucial part of their development.

Nemours Children's Health have an interactive course to help you learn how to nourish healthy eaters – they even have a course focused on preschool-aged children.



Nourishing Healthy Eaters and **Nourishing Preschoolers** are interactive, online courses for child care professionals (Head Start and Early Head Start teachers, family child care providers, child care providers) to explore the role of nutrition in early childhood development and deepen their understanding of how children learn to become healthy eaters.



Eat Healthy and Live Active

Georgia Early Care and Education Harvest of the Month 24-25 Calendar

The Georgia Early Care and Education Harvest of the Month is a collaborative campaign between Quality Care for Children, Georgia Department of Early Care and Learning, Georgia Department of Human Services, and Georgia Organics. The campaign aims to encourage healthy eating habits by promoting a different local, seasonal fruit or vegetable each month.

Visit Quality Care for Children's Farm to ECE [webpage](https://www.qualitycareforchildren.org/farm-to-ece) to access a variety of classroom resources, ideas, a book list, and family newsletter to help you promote a new vegetable or fruit each month.

For school-age children resources, visit the Georgia Department of Education's Harvest of the month

CACFP Resources:

The following documents were covered in previous newsletters:

- [Updates to Child and Adult Care Food Program Procurement Documents](#)
- [Stay Informed: At-Risk Afterschool Waivers Available during Unanticipated School Closure](#)
- [Check your Email Messages & Update Your Email Address in ATLAS](#)
- [CACFP Policy 41 – State Agency Monitoring Requirements in the Child and Adult Care Food Program](#)
- [Reimbursement Rates for CACFP Providers](#)
- [Updated Procurement Forms to include Civil Rights Assurance Statement](#)
- [Updated Agreements for DCH and Administrative Sponsors](#)
- [Updated Suspension & Disbarment Certification Information](#)
- [How to File a CACFP Claim for Reimbursement](#)

You can find archived CACFP Newsletters [here](#).

Dates to Remember

DATE	EVENTS
June	Harvest of the Month: Tomatoes
June 19	Holiday: Juneteenth
July 1	Tuesday Tip! Identifying Common Allergens on Food Packaging- Webinar
July 15	Registration Opens for Required 2026 CACFP Annual Training
August 1	Enrollment Opens for FY 2026 CACFP Annual Training
September 15	Deadline to submit any additional changes to the FY 2025 Application
September 30	Deadline to complete 2026 CACFP Annual Training and Assessment
September 30	Deadline to complete 2026 CACFP Application
September 30	Deadline to Submit Original or Annual Budget Amendments

Join Us for a NEW DECAL Download!

Evaluating COVID Relief Funding



The banner features a green and blue background with a bar chart on the right. It includes the text 'On the next ... DECAL Download' with a download icon, 'New Episodes Every Wednesday!', and 'This Week's Topic: Evaluating COVID Relief Funding'. Below the text are four headshots of the hosts: Dr. Rachel Abenavoli, Shayna Funke, Dr. Dale Richards, and Rob O'Callaghan, each with their title. At the bottom are social media icons and the Georgia Department of Early Care and Learning logo.

On the next ...
DECAL Download
New Episodes Every Wednesday!

This Week's Topic:
Evaluating COVID Relief Funding

Dr. Rachel Abenavoli
Research Scientist,
Child Trends

Shayna Funke
Director of Research
Partnerships & Business
Supports

Dr. Dale Richards
Research Scholar,
Child Trends

Rob O'Callaghan
Director of Institutional Research
& Data Quality

Georgia Dept
of Early Care
and Learning
BRIGHT FUTURE FOR EVERY CHILD

This week on DECAL Download: We're talking about the more than \$2 billion in federal relief funds DECAL received from 2020–2023 to support GA's child care providers, workforce, and

families.

Hear how we partnered with @ChildTrends to measure the impact. #DECALDownload
#EarlyEdGA

Listen to the episode [here](#).

How was my Customer Service?

*Provide feedback on your experience
with the Nutrition Team*



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



**Nutrition Services Marketing &
Outreach Team**

Cindy Kicklighter
Joann Kilpatrick

This institution is an equal opportunity provider.

[Nondiscrimination Statement: English](#)

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