

NUTRITION NEWS

Helpful Hints & Tips | CACFP Edition XXIV

• FY 2017 Renewal Instructions •



Institutions and sponsors must enroll in the FY 2017 CACFP program year via GA ATLAS. After enrolling via ATLAS, participating institutions and sponsors must complete annual renewal certification requirements to maintain an agreement with Bright from the Start and to continue participating in the CACFP. Institutions and sponsors must respond to all annual certification requirements to gain access to the approved 2017 application on or after October 1, 2016.

Institutions that do not complete the annual renewal requirements will not have an approved 2017 application, and therefore will not continue participating in the CACFP during the FY 2017 operating period. Failure to complete required 2017 application updates and submit documents by October 31, 2016 may impact the ability to seek CACFP reimbursement for October and November 2016 and may impact your organization's ability to use reimbursement funds for costs that require prior or specific prior written approval when incurred in October and November 2016.

FY 2017 CACFP renewal instructions can be found on DECAL's website [here](#). Please take time to review the entire document, as it contains important information regarding renewal.

If you have questions regarding FY 2017 CACFP Renewal, contact your assigned Application Specialist.

• GA ATLAS Password Reset Tip •



If you have forgotten your password for GA ATLAS, complete and submit the Electronic Enrollment Form to your assigned Application Specialist to have your password reset.

The Electronic Enrollment Form can be found [here](#).

• Updated Policy Guidance and Memoranda •

Nutrition Services released new policy guidance for Child and Adult Care (CACFP) institutions including:

- [Vegetable and Fruit Requirements in the CACFP, with Questions and Answers](#)
- [Meal Service During Unanticipated School and Day Care Closures](#)
- [Conducting Five-Day Reconciliation in the CACFP, with Questions and Answers](#)

All policies and policy memoranda information is available on DECAL's website [here](#) and [here](#).

• CACFP Application Renewal Helpful Hints •

The following helpful hints should make your application renewal process a bit easier!

Blank Fields

All sections or fields of the FY 2017 application that are blank or unfilled should be reviewed and completed. This includes institution and site application information.

Board of Directors

This section is required for private non-profit or for-profit corporations. However, due to a temporary system error, other organization types may be asked to complete this section to submit the application. If you are an “other organization types” that is asked to complete the Board of Directors section, simply enter one person in the Board of Directors section to allow submission of the application. Contact your assigned Application Specialist if you have questions about completing with this section.

Management Plan

As you complete the Management Plan section, save your work periodically. The system may “time-out” while you are working, and you may lose any unsaved data. We recommend that you complete and save the Management Plan information as a Word document. That way, if the Management Plan does not save in the system, it can easily be copied and pasted back.

Attachment List - Uploading Required Documents

Annually required documents can be uploaded in the Attachment List section. To ensure that documents can be easily identified once uploaded in this section, rename the document to include the Fiscal Year, Name of Program, i.e., CACFP, and the name of the document. For example: FY 2017 CACFP Save Affirmation.pdf or FY 2017 SFSP Immigration Affidavit and Agreement Form.pdf

Refer to the FY 2017 CACFP Annual Document Requirement chart to determine which documents are required to be submitted. This chart can be found on Bright from the Start’s website or by clicking [here](#).

Application Assistance

For general questions regarding FY 2017 CACFP Annual Renewal Requirements, annual document requirements, or GA ATLAS, contact one of the “Help Desk” Business Operations Specialists:

Ashley Austin at Ashley.Austin@dec.al.ga.gov or (404) 463-8313

Valesia Jones at Valesia.Jones@dec.al.ga.gov or (404) 651-5170

For questions regarding application updates, including the budget and management plan, contact your assigned Application Specialist:

0 (zero) - G: Demetria Thornton at Demetria.Thornton@dec.al.ga.gov or (404) 463-2182

H - P: Paula Lawrence at Paula.Lawrence@dec.al.ga.gov or (404) 463-2111

Q - Z: Shericka Blount at Shericka.Blount@dec.al.ga.gov or (404) 656-6411