



Status **Active** PolicyStat ID **13760283**



**Georgia Dept  
of Early Care  
and Learning**

Origination 10/1/2002  
Effective 7/5/2023  
Last Revised 7/5/2023

Area **Numbered  
Policies**  
Programs **CACFP**

## **Designation of the Principal/Program Contact in Organizations Participating in the Child and Adult Care Food Program, CACFP #26 (02-26)**

### **LEGAL AUTHORITY**

7 C.F.R. § 226.15(c); O.C.G.A § 20-1A-4(3); 7 C.F.R. § 226.2

### ***Cross Reference/See Also***

DECAL Policy CACFP/02-18, CACFP/02-20, CACFP/04-14

### **I. PURPOSE**

The purpose of this policy is to clarify the role and responsibilities of the delegated Principal/Program contact in organizations participating in the Child and Adult Care Food Program (CACFP).

### **II. APPLIES TO**

This policy applies to all institutions participating in the CACFP.

### **III. DEFINITIONS**

"Institution" means a sponsoring organization, child care center, outside-school-hours care center, emergency shelter, or adult day care center participating in the CACFP. (7 C.F.R. § 226.2). It also includes homeless shelters and "at-risk" after school care programs.

"Delegated Principal/Program Contact" means an individual who is deemed by Bright from the Start: Georgia Department of Early Care and Learning (DECAL) to hold a management position within an institution or a sponsored center, including all members of the institution's board of directors or sponsored center's board of directors. A Program Contact's authority to act on behalf of the institution

must be granted by an officer of the Institution and documented on the Delegation of Authority Form. The delegated principal is the person listed on the institution's Delegation of Authority Form submitted to DECAL.

## IV. POLICY

DECAL requires all new and existing institutions to identify and designate an individual that will act on behalf of the institution, be DECAL's point of contact, and will bind the organization legally, financially and administratively as it pertains to the administration and/or operation of the CACFP. This Principal of the organization or 'Program Contact' is also subject to liability, separate and distinct, from the organization as it pertains to the administration and/or operation of the CACFP. Officers authorized to delegate authority to Principals/Program Contacts must be officers of the entity. Officers for the purposes of delegating authority to Principals/Program Contacts are as follows:

- Governing board members for public or private non-profit entities
- Partners within for-profit partnerships
- Council/commission representatives of government entities
- University/college presidents and/or Board of Regent members
- Church body leader (i.e., Board of Deacons or Trustees) for faith-based organizations that do not have a separate and distinct non-profit organization

Upon application to the CACFP and when any changes to the Principal/Program Contact are made, institutions and sponsors are required to submit DECAL's [Delegation of Authority from an Officer to a Principal](#) form. This form officially appoints the organization's CACFP Principal/Program Contact. The form must be signed by one of the above-listed officers, along with signed board minutes, a signed letter between partners, a signed letter from the university/college president, or council resolution or meeting minutes which advise of the acceptance of full responsibility to participate in the Program.

The delegated Principal/Program Contact is responsible for the successful operation of the CACFP in the organization; and therefore this person should be selected carefully. The delegated Principal/Program Contact must be:

- a legal employee of the organization in a management capacity;
- responsible for the management and daily operation of the CACFP in the organization;
- fully responsible for all activities conducted in the GA ATLAS web-based system while any individual is signed-on to the system (including requesting passwords; certifying that all Program requirements are met; checking/confirming certification statements; submitting valid, accurate claims; maintaining an accurate application; etc.) (See Policy No. 02-14, Use and Access to GA ATLAS);
- the point of contact for DECAL concerning all areas of management of the Program;
- in attendance at all DECAL mandatory training sessions;
- sufficiently trained and possess the Program knowledge to ensure success of the Program within the organization; and
- available to provide any information needed during a review or audit by USDA, DECAL, and its

agents.

Institutions are responsible for ensuring their delegated Principal/Program Contact has received the training necessary to manage the Program effectively and to operate the Program in compliance with federal regulations and DECAL policies. Institutions must also ensure there is a currently trained and knowledgeable delegated Principal/Program Contact within the organization at all times (see DECAL Policy CACFP/02-20 - Training requirements for the Child and Adult Care Food Program (CACFP)).

## **V. PROCEDURES**

### **New Institutions**

Prior to participation in the CACFP, new institutions must select a Principal/Program Contact and register that person for DECAL's CACFP Orientation and Program Training. The Delegation of Authority Form advising of the designated Principal/Program Contact must be submitted during the CACFP application process. Upon approval to participate in the Program, if the designated Program Contact terminates his or her employment or is no longer responsible for management of the Program, the institution must complete a new Delegation of Authority Form and must designate a new Principal/Program Contact. Institutions should notify DECAL in writing of the change in delegated Principal/Program Contact, as well as update their application/management plan, as soon as possible but no later than 30 days after the change. Institutions must also contact DECAL to register the new delegated Principal/Program Contact for CACFP Orientation and Program Training. The new delegated Principal/Program Contact must attend CACFP Orientation and Program Training no later than 90 days from the date written notification of the change in delegated Principal/Program Contact was received by DECAL.

## **VI. COMMENTS**

For questions concerning this policy, please contact the Policy Administrator at (404) 651-8193.