



Georgia Department of Early Care and Learning

**BRIGHT FROM THE START:
Georgia Department of Early Care and Learning**

Nutrition Services

POLICY	No.: CACFP/00-5	Effective Date:	9/1/1999
		Revised:	10/1/2018
		Revision Effective:	10/1/2018

SUBJECT: Adding Providers to a Day Care Home Sponsor Agreement

LEGAL AUTHORITY: 7 C.F.R. § 226.16, O.C.G.A. § 20-1A-4

Cross Reference/See Also:

I. PURPOSE

The purpose of this policy is to define the policy for the addition of providers to a day care home (DCH) sponsor's Child and Adult Care Food Program (CACFP) agreement.

II. APPLIES TO

This policy applies to all sponsoring organizations having program agreements with day care home providers participating in the Child and Adult Care Food Program (CACFP).

III. DEFINITION(S)

"Day Care Home" means an organized nonresidential child care program for children enrolled in a private home, licensed or approved as a family or group day care home and under the auspices of a sponsoring organization. (7 C.F.R. § 226.2)

"Sponsor" or "Sponsoring organization" means a public or private nonprofit organization that is responsible for administering the food program for one or more day care home(s).(7 C.F.R. § 226.2)

IV. POLICY

Section 226.16 of the Code of Federal Regulations authorizes Bright from the Start: Georgia Department of Early Care and Learning (DECAL) to verify that day care homes applications are in compliance with state licensure and registration requirements.

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V. PROCEDURE(S)

Day Care Home sponsors may add providers to their CACFP contract by submitting to DECAL a completed Enrolled Homes and Update Form and Enrolled Homes and Update Summary Form. Completion of these forms includes correct, legible information and copies of current registration for each provider added.

The effective date of participation for these added providers is based on the date DECAL receives the application. DECAL must receive written requests by mail for additions to day care home sponsors' contracts by the 5th of the month that the provider wishes the change to be effective. The date of receipt is determined by the date stamped by the mailroom. However, if DECAL receives the request by the 5th of the month but the paperwork is incomplete, the effective date of the change will be based on the date of the receipt of completed paperwork. All additions to the sponsor's contract must be made to the web-based system by the last day of the preceding month that the provider wishes the change to be effective. (See CACFP/01-14 Use of and access to the Child Nutrition Program (GA ATLAS) web-based system.) Any additions to the sponsor's contract that are made in GA ATLAS after the last day of the preceding month will be effective the following month.

VI. COMMENT(S)

Any questions regarding this policy should be directed to the Policy Administrator at (404) 651-8193.