

## **CACFP Renewal Requirements and Instructions – FY 2025**

All participating institutions and sponsors are required to complete annual renewal requirements in order to continue participation in the CACFP. Each annual renewal requirement is outlined below. **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. Annual renewal requirements include:**

- Attendance/review of annual training presentation
- Completion of annual training assessment questions
- Enrollment for participation in FY 2025
- Completion of Annual Certification Statements
- Review and updating of the FY 2025 Application, which may include:
  - Review of the entire application
  - Revision to the Management Plan
  - Submission of the annual Budget
    - Required for all Sponsors
    - Required for Independent Centers with costs that require prior or specific prior written approval
    - Required for Independent Centers with administrative costs
  - Review and revision of center/home applications
- Submission of annual documents, if applicable

For assistance with annual **training registration**, please contact:

Leslie Truman at [Leslie.Truman@decals.ga.gov](mailto:Leslie.Truman@decals.ga.gov) or (404) 657-1779

For questions regarding FY 2025 CACFP annual renewal requirements, annual documents requirements or application updates, including the management plan, please contact your assigned Application Specialist:

**(0 (zero)- G)** Jerald Savage at [Jerald.Savage@decals.ga.gov](mailto:Jerald.Savage@decals.ga.gov) or (770) 405-7916

**(H-P)** Shericka Blount at [Shericka.Blount@decals.ga.gov](mailto:Shericka.Blount@decals.ga.gov) or (404) 656-6411

**(Q-Z)** Vanessa Goodman at [Vanessa.Goodman@decals.ga.gov](mailto:Vanessa.Goodman@decals.ga.gov) or (404) 591-6027

For questions regarding the **budget revisions/updates**, please contact:

**(0(zero)-M)** Kristy Lanier at [Kristy.Lanier@decals.ga.gov](mailto:Kristy.Lanier@decals.ga.gov) or (770) 359-4401

**(N-Z) and all Combo Sponsors** (operates multiple programs such as DCH/Centers, CACFP/SFSP) Gwendolyn Howard at [Gwendolyn.Howard@decals.ga.gov](mailto:Gwendolyn.Howard@decals.ga.gov) or (404) 651-7191

## **ANNUAL RENEWAL TRAINING REQUIREMENTS – Complete by October 15, 2024**

Participating CACFP Institutions and Sponsors are required to meet annual training requirements. **FY 2025 CACFP**

### **Annual Training Requirements includes:**

- Review the CACFP 2025 Annual Renewal training presentation, and
- Complete the CACFP 2025 Annual Renewal training assessment questions.

All participating CACFP institutions and sponsors that have entered into an agreement with Bright from the Start: GA DECAL, must complete training annually to continue or renew program participation. Annual training includes administrative and programmatic topics and training is offered via web-based in GA ATLAS. Institutions and sponsors are required to view the annual training PowerPoint presentation, all referenced policies and policy memorandum, and complete the training assessment. The annual training assessment must be completed and submitted prior to receiving access to the 2025 CACFP application, which will become available on or after July 24, 2024.

There will be two (2) types of annual training offered for FY 2025. Sponsors of affiliated or unaffiliated centers and sponsors of day care homes will complete the annual training for Sponsors. All institutions (independent centers), regardless of type of center, will complete the annual training for Institutions. Principal/Program Contacts responsible for the administration and operation of more than one organization/ sponsorship must complete training for each institution/sponsorship (Agreement) in order to continue participation in FY 2025.

### **See instructions below on how to register and complete FY 2025 Annual Training and Assessment Questions:**

- I. **Register** for the FY 2025 CACFP Annual Training
  - i. **Remember: Only the Principal/Program Contact can self-register in GA ATLAS for annual training.**
  - b. Log into GA ATLAS with your username and password
  - c. Select **My Account** in the blue menu bar
  - d. Select **Account Profile**
    - i. Ensure that the Principal/Program Contact's **First Name, Middle Initial, Last Name, Email Address, and Phone Number are correct.** Otherwise, the training will not be linked correctly and will cause issues with the training roster.
  - e. Select **Save**
  - f. Select **Finish**
  - g. Select **My Training**
  - h. Select **Register for Training**
  - i. In the Program dropdown box, **select CACFP**
  - j. Select **Search**
  - k. Select the **FY 2025 Annual Training** that applies to your institution type by clicking the title of the training
  - l. Select the Session Name link for the location/session you would like to attend
    - i. Annual Training for Sponsors, or
    - ii. Annual Training for Institutions/Independent Centers

- m. Review the Session Details and select **Enroll** to enroll in that session
- n. A confirmation email should be sent to your email address on file

- II. **View** the FY 2025 Annual Renewal Training PowerPoint presentation
- III. **Complete** the FY 2025 Annual Renewal Training Assessment Questions

**ANNUAL RENEWAL ENROLLMENT - Complete by October 15, 2024**

Upon completion of the Annual Renewal 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. Institutions and sponsors can “enroll” into FY 2025 **on or after August 1, 2024**, but not before completing the Annual Renewal Training. **Institutions that have completed the FY 2025 CACFP Annual Renewal Training and Assessment and have enrolled in the CACFP for FY 2025 will have access to the FY 2025 application on August 1<sup>st</sup>.**

Applications			
Program Year	Programs	Packet Status	Original Approved Date
2024 - 2025		Not Enrolled	
2023 - 2024	CACFP	Approved	07/20/2018
2022 - 2023	CACFP	Approved	07/20/2018
2021 - 2022	CACFP	Approved	07/20/2018
Expand Years			

**In order to enroll in the current year’s program, complete the following steps:**

- I. Select **2024-2025** to enroll in the CACFP for FY 2025.
- II. Click the Packet Status that will read **“Not Enrolled”**
- III. Select **Enroll**
- IV. Select **Yes**
- V. Next, institutions must successfully complete **Annual Certification Statements** before any other portion of the Application is accessible.
- VI. Complete application updates, including but not limited to the budget and management plan.
- VII. Submit the application containing updates for review/approval.

**ANNUAL RENEWAL APPLICATION REQUIREMENTS - Complete by October 15, 2024**

To continue participating in the CACFP in FY 2025, all institutions and sponsors must complete annual renewal application requirements in GA ATLAS. **Annual renewal application requirements include:**

- Completion of Annual Certification Statements
- Review and updating of the FY 2025 Application, which may include:
  - Review of the entire application
  - Revisions to the Management Plan
  - Revisions of the annual Budget
    - Required for all Sponsors
    - Required for Independent Centers with costs that require prior or specific prior written approval
    - Required for Independent Centers with administrative costs

- Review and revision of center/home applications
- Submission of annual documents, if applicable

FY 2025 CACFP Application Update Procedures can be found on Bright from the Start’s website at <http://www.decal.ga.gov/documents/attachments/CACFPApplicationUpdateProcedures.pdf>

**Institutions that do not complete the annual renewal requirements will not have an approved 2025 application, and therefore will not continue participating in the CACFP during the FY 2025 operating period.**

**Failure to complete required 2025 application updates and submit documents by September 30, 2024, may impact the ability to seek CACFP reimbursement, and may impact your organization’s ability to use reimbursement funds for costs that require prior or specific prior written approval when incurred prior to approval of the FY 2025 application.**

**ANNUAL RENEWAL DOCUMENTATION REQUIREMENTS - Submit by October 15, 2024**

Please refer to the **FY 2025 CACFP Renewal Annual Documentation Requirements** document to determine if your institution/sponsoring organization is required to submit annual documents. **The FY 2025 CACFP Renewal - Annual Document Requirements document is available on Bright from the Start’s website at <http://www.decal.ga.gov/documents/attachments/CACFPAnnualDocumentRequirements.pdf>.** If applicable, all annual documents must be submitted to Bright from the Start on or before September 30, 2024. **Institutions have the ability to upload required documentation in their applications within the Checklist Summary section or Attachment List section in GA ATLAS.**

**KEY FACTORS TO REMEMBER**

DATE	Task
July 24	Registration Opens for required 2025 CACFP Annual Training
August 1	Enrollment Opens for FY 2025  Upon completion of Annual Training and Assessment, Sponsors & Institutions may enroll in FY 2025
September 15	Deadline to submit any additional changes to the FY 2024 Application  Any FY 2024 changes including <ul style="list-style-type: none"> <li>● updates to the application</li> <li>● management plan and budget</li> <li>● the addition/termination of centers/homes</li> </ul> <p><b>MUST be completed in GA ATLAS by September 15, 2024, to allow time for review and processing.</b></p>

October 15	Deadline to complete 2025 CACFP Annual Training and Assessment  Deadline to submit 2025 CACFP Application  Deadline to submit original or annual budget and budget amendments.
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- **“How to Complete the Application in GA ATLAS”** online training is available for interested institutions. We encourage institutions to complete this training as it provides step-by-step instructions on how to complete the application. Note: this training is optional. This training is available on Bright from the Start’s website at: <http://www.decal.ga.gov/Nutrition/GAAtlas.aspx>.
- The small purchase document must be maintained on file for purchases between **\$10,000 - \$250,000** or more restrictive amount based on organization’s policy. Under the Budget Q&A tab in GA ATLAS, please select the option that best describes which procurement method will be used based on procurement threshold amounts. Please follow formal procurement procedures for costs exceeding the small purchase threshold amount of \$250,000.
- Please contact Tempest Harris, Procurement and Purchasing Compliance Specialist at **(678) 444-1794** or via email [Tempest.Harris@decal.ga.gov](mailto:Tempest.Harris@decal.ga.gov) for further guidance on formal procurement procedures.
- **Original or Annual Budgets and Budget Amendments must be submitted on or before October 15, 2024. At a minimum annual budgets are required when:**
  - An Independent Center with an approved budget in FY 2024 intends to use FY 2025 reimbursement funds for **new** operating and/or administrative costs that require prior, specific prior written approval, or formal procurement.
  - An Independent Center with an approved budget in FY 2024 with approved costs and will have the same costs in FY 2025, 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 refer to DECAL website for Budget related tools and references:**
  - Budget Guidance Manual - <http://www.decal.ga.gov/documents/attachments/budgetguidancemanual.pdf>
  - Budget Checklist - <http://www.decal.ga.gov/BftS/FormList.aspx?cat=CACFP>
  - Budget Allocation Worksheet - <http://www.decal.ga.gov/CACFP/Handbook.aspx>
- **Budget Revisions:**  
All costs must be approved in the budget prior to using CACFP reimbursement for the cost. Documentation to support costs can be uploaded in GA ATLAS, or submitted via email. **Please refer to the Budget Guidance Manual for guidance on budget revisions.**

For budget questions contact:

**(0(zero)-M)** Kristy Lanier at [Kristy.Lanier@decal.ga.gov](mailto:Kristy.Lanier@decal.ga.gov) or (770) 359-4401

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