

Completing the Application in GA Application- Helpful Hints

- 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, 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](https://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 back.
- 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 in 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.

Independent Centers who have questions or concerns regarding updates, please contact your assigned Application Specialist:

(0(zero-G) Jerald Savage at Jerald.Savage@dec.al.ga.gov or 770.405.7916

(H-P) Shericka Blount at Shericka.Blount@dec.al.ga.gov or 404.656.6411

(Q-Z) Vanessa Goodman at Vanessa.Goodman@dec.al.ga.gov or 404.591.6027

Sponsors who have questions or concerns regarding updates, please contact your assigned Business Operations Representative:

(0(zero-C), (H-P) Lavesia Ervin at Lavesia.Ervin@dec.al.ga.gov or 404.292.5258

(D-G), (Q-Z) Joveta Watson at Joveta.Watson@dec.al.ga.gov or 706.434.6831