



**Georgia Dept
of Early Care
and Learning**
BRIGHT FROM THE START

July 19, 2024

Greetings CACFP Institutions and Sponsors,

**** Please take time to read this email in its entirety. This information is critical to your continued, uninterrupted participation in the CACFP. ****

Participating CACFP Sponsors and Institutions that intend to continue their participation in FY 2025 are required to meet annual renewal training and requirements by **October 15, 2024**.

Due to technical issues with accessing portions of FY 2025 CACFP Renewal Training, the date to begin registering for annual training has changed to **Wednesday, July 24, 2024**.

Step 1: Complete Annual Training Requirements

These requirements include:

- Reviewing the CACFP 2025 Annual Training presentation in GA ATLAS
- Completing the CACFP 2025 Annual Training Test Assessment in GA ATLAS

The Delegated Principal, also known as the Program Contact, must be the individual to complete the annual training and annual training assessment.

Prior to registering for training, institutions should:

- Select **Account Profile**
- Ensure that the **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.)
- Select **Save**

To register for Annual Training, Institutions must:

- Log in with your GA ATLAS username and password
- Select My Account in the blue menu bar
- Select My Training from the menu
- Select Register for Training
- Select CACFP in the Program dropdown box
- Select Search
- Select the **FY 2025 Annual** Training that applies to your institution type by clicking the title of the training
- Select the Session Name link for the location/session you would like to attend
- Review the Session Details and select Enroll to enroll in that session

A confirmation should be sent to your email address on file.

Once the annual training assessment has been completed and submitted, you will receive access to the FY 2024-2025 CACFP application.

Step 2: Enroll in FY 2025 CACFP

Upon completion of the Annual 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.

- Enroll into FY 2025

Step 3: Submit your FY 2025 Application on or before **October 15, 2024.**

Original or Annual Budgets and Budget Amendments must also be submitted on or before October 15, 2024.

Failure to complete FY 2025 Annual Training, the assessment questions, annual enrollment, certification statements, and to submit related application updates by October 15, 2024, will affect your availability to submit FY 2025 claims for reimbursement. If annual renewal is NOT completed, FY 2025 claims cannot be filed.

FY 2025 CACFP Renewal Application Access

Access to the FY 2025 CACFP application and annual certification statements will be granted to those institutions that have completed all required FY 2025 Annual Training and Assessment Questions.

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

Regards,

Nutrition Services

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This institution is an equal opportunity provider.

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Nondiscrimination Statement: Spanish





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