



Georgia Dept of Early Care and Learning

BRIGHT FROM THE START

2 Martin Luther King Jr. Drive SE, Suite 754, East Tower, Atlanta, GA 30334
(404) 656-5957

Brian P. Kemp
Governor

Amy M. Jacobs
Commissioner

October 1, 2021

Dear Sponsor,

Re: Notification of Election for FDCH Excess Funds - Child and Adult Care Food Program (CACFP)

Thank you for your participation in the Child and Adult Care Food Program (CACFP) and your continued commitment to ensure Georgia's children receive healthy and nutritious meals while in care. According to CACFP Policy Memo "Carry Over of Unused CACFP Administrative Reimbursement" dated Oct. 1st, 2020, Family Daycare Home (FDCH) Sponsors may only carry over 10% of administrative payments received into the succeeding federal fiscal year (Oct-Sept). Funds exceeding 10% must be returned to Bright from the Start or used in another USDA Child Nutrition Program. If the 10% carryover funds are not expended in the succeeding fiscal year, you are required to return the unused funds to Bright from the Start. FDCH sponsoring institutions also have the option of returning all excess funds without carrying funds into the subsequent period.

In order to accurately calculate your excess funds, your total administrative costs reported in your final revised claim for reimbursement for the federal fiscal year (Oct-Sept) must be validated. Please follow your own process for validating that your costs are allowable, verifiable, and accurately reported in your final revised claim. At a minimum, verifiable expenses are necessary and reasonable for CACFP purposes, are approved in your budget, are incurred and paid within the proper period, and are properly documented.

Because a change in your expenses could impact your excess calculation, Bright from the Start is requesting that you confirm your expenses are accurately reported and notify us of your intentions before we calculate excess funds.

To support the calculation, each FDCH sponsor must submit a system-generated general ledger or the bank statement showing the total ending balance as of September 30th of each fiscal year along with the FDCH Carryover Letter. (See Page 2).

Further instruction will be given upon receipt of your response. Failure to respond by the **November 30th** of each fiscal year deadline will result in final calculation being made according to the last revised claim for each fiscal year. Notification of that final calculation will follow. If you have any questions concerning this matter, please feel free to contact me at 470.330.4265.

Sincerely,

Gwendolyn Howard
Budget Compliance Specialist

Please see the statements below and check all that apply. Afterwards, please submit your bank statement/system-generated general ledger on or before November 30, via fax at 770.342.3156 or email Gwendolyn.Howard@dec.al.ga.gov.

If it is necessary to submit a revised claim, please contact Aneshia Harris at Aneshia.Harris@dec.al.ga.gov or 404-656-3325.

Excess Funds Election:

If you determine that your administrative costs reported in your final revised claim for reimbursement for federal fiscal year **20**_____ are valid, please make one of the following elections for each fiscal year and sign below the certification:

Carry over the maximum of 10% of Administrative Reimbursement earned in _____ *(must be reflected in the upcoming fiscal year budget)*

Transfer 100% of excess funds for **fiscal year**_____ *to another USDA Child Nutrition Program within 90 days*

Return 100% of excess funds for **fiscal year**_____

No excess funds for **fiscal year**_____

Organization's Name and Agreement Number

Signature of Delegated Principal/Program Contact

Date

Revised Claim Election:

Check the statement below that applies to your organization and sign below the certification:

For fiscal year _____ a revised claim will will not be submitted

Signature of Delegated Principal/Program Contact

Date