



Volume 6, Issue 3

Bright from the Start: Georgia Department of Early Care and Learning

Food For Thought

Welcome to the third issue of
Food For Thought FFY 2005



Summer 2005

**Department of Early Care and Learning Nutrition Services' Vision Statement:
Working together with our partners to *eradicate* hunger and ensure nutritious meals for ALL Georgians!**



FROM THE CHAIR OF THE DIRECTOR

The new CACFP annual training and application process has been well received. We listened to your suggestions and reviewed the comments at previous trainings and have made several changes to improve the process of submitting applications, renewing agreements and receiving annual CACFP training.

New agreements between Bright from the Start and your institution to operate the CACFP will be *permanent* agreements and will not have to be resigned every year. Applications to participate in the program are now required once every three years instead of annually. Because the staff will have fewer applications to review each year, more emphasis can be put on the VCA indicators: financial viability, administrative capability and program accountability. Each institution that submits a three-year application must also answer questions to assess their understanding of CACFP requirements and operating procedures. These assessments will be used to develop more focused training and deliver technical assistance to address the specific needs of institutions.

Travel is no longer required to acquire annual training. Training material has been mailed to those institutions that are required to submit a three-year application. This material includes federal regulations, state policies, program handbooks, forms and other reference materials on compact disk that can also be used as a convenient reference for program operations.

The SFSP staff has also responded to feedback from previous summers by providing activity based training to program participants. This innovative training along with new budget worksheets contributed to sponsoring organizations' ability to operate the program effectively. SFSP staff will continue to provide more targeted technical assistance in the areas of budgets and reimbursement claims.

As always, your participation in the CACFP and SFSP is appreciated as we work together to improve the efficiency of program operations. If you have any questions about the renewal process, please contact your Nutrition Services Consultant.

-Jackie



TRAINING UPDATE FOR CACFP

With our new Annual Training process in full swing, it is important that you make sure that you submit your completed training assessment in a timely manner. If we do not receive it in our office, then you will not get credit for attending this year's annual training, and we will not be able to approve your FY 2006 application.

If for some reason you have not yet received your assessment package, please make sure to call our office immediately to register for training and to have your packet sent to you.

PERFECT REVIEWS

We recognize organizations that have had perfect reviews, and we commend the following sponsors for their perfect reviews for the third quarter of FY 2005:

90-day

East Central Tech Child Development Center in Fitzgerald

Boys and Girls Club of Dodge Co in Eastman

Three-year

Heard Co. Board Of Education in Franklin

Department of Army (DCH) in Ft. Benning

Great Beginnings in Eastman

Congratulations to the staff and management of these organizations. We look forward to recognizing YOU next quarter.



POLICY UPDATES

The following is a brief summary of CACFP Policy Memorandums and Policy revisions that were issued recently and sent to you in the mail.

Review Averaging-Policy Memorandum *Sponsoring Organizations only*

Federal regulations allow sponsors to utilize a review averaging system when completing their annual monitoring requirements. Review averaging allows sponsors to focus more attention on the sponsored facilities that have findings or are seriously deficient. This memo provides detailed guidelines that sponsors must follow when using review averaging.

Monitoring Requirements-Policy Memorandum

Sponsoring Organizations only

Federal regulations stipulate that sponsors must review each facility three times each federal fiscal year unless the sponsor has elected to use a review averaging system. Each facility would be expected to have three reviews conducted except when the facility does not operate the CACFP for the entire year. This memo provides guidance for sponsors who are required to review facilities that do not participate the full year, the method for determining minimum reviews that must be conducted, and other review requirements that must be conducted such as household contacts and five day reconciliation.

Household Contacts-Policy Memorandum *Sponsoring Organizations only*

Federal regulations require that sponsoring organizations utilize a

household contact system as part of the monitoring process. These contacts are made in order to verify the attendance and enrollment of the child and his/her specific meal service(s). It is also required that sponsors make annual household contacts with children enrolled in their facilities as part of the required monitoring visits to verify attendance, meal counts, discrepancies, and block claiming and document it on the Household Contact form provided by Bright from the Start.

Documentation of Labor Costs-Policy Memorandum

Institutions are required to document all labor costs in accordance with federal regulations. This memo provides additional guidance for documenting labor cost for various CACFP funded employees. It also specifies what information must be listed when documenting time and attendance and time distribution information and provides an alternative for completing both of these reports.

Infant Meals-Policy Memorandum

This memo is a compilation of nine previously issued infant meal, and infant formula memos. Those memos have been rescinded and replaced by the Infant Meal Memo date 7/7/05.

Compensation Plans-Policy Memorandum

FNS Instruction 796-2 Rev. 3 requires institutions to establish and maintain a written compensation plan for every element of compensation charged to CACFP. Elements of compensation include salaries/hourly rates, employment taxes and fringe benefits, overtime compensation, holiday pay and incentive payments/awards and severance pay. This policy memo

provides additional guidance for organizations when developing compensation plans and should be used with federal and state regulations to sufficiently address compensation costs.

Revision to Policy CACFP/02-19

This policy was updated to reflect Bright from the Start's current change of ownership procedures for participation in the CACFP. If an institution has a change in ownership resulting in the lease, purchase, or transfer of rights from one legal entity to another, a new owner(s) is/are considered a new applicant and must apply for participation in the CACFP. Failure of either the previous owner to notify Bright from the Start of the change or the new owner to submit an application for CACFP, while continuing to claim reimbursement under the previous owner's agreement, may result in the termination of participation of one or both organizations. Along with submitting an application and completing other requirements for participation, the new owner must ensure that the new Program Contact has attended Bright from the Start's Program training.

Revision to Policies CACFP 16 and CACFP 31

These policies were revised to include the definition of "key staff" and listed failure of key staff of sponsored facilities to attend/participate in mandatory training as a serious deficiency.

Revision to Policy CACFP/00-9

This policy was revised to include the definition of a "new institution" and the corrective action and termination procedures for new institutions.

A New Resource

The HHS Child Care Bureau is pleased to announce the launch of **Fit Source**-an interactive Web site for child care and afterschool providers looking for resources to help address the nation's childhood obesity epidemic. The site

allows providers to easily search for a variety of physical activity and nutrition resources by age, topic, and keywords. Providers will find: games and activities, lesson plans, healthy recipes, information for parents, fitness campaigns, funding strategies, informational resources, and Spanish

language Web sites. The site links to existing federal resources and was developed after receiving input from over 100 child care providers about their needs. Fit Source is found on the *National Child Care Information Center's* Web site at www.nccic.org/fitsource.

Ask Pierre Baguette



Dear Pierre,
I recently hired a CPA firm to do an audit for my organization. I am very confused about whether the CACFP & SFSP money I get from Bright from the Start is considered State or Federal funds? Also, do I have to send Bright from the Start a copy of the audit they do for me?

Signed,
Auditing On My Mind

Dear Auditing:
In answer to your first question, CACFP and SFSP monies are Federal funds even though they are sent

to you by a State agency. On your second question, CACFP policy 27 states that according to Federal Regulations, if a non-profit receives funds from the Federal Government (this includes CACFP, SFSP and any other Federal funding) of \$500,000 or more, they have to engage in an A-133 audit, and submit the report to the Federal Audit Clearinghouse within 9 months, and according to State law, Bright from the Start within 6 months of their fiscal year end.

In addition, non-profits who receive \$100,000 or more in

State funds must submit an audit to the Georgia Department of Audit and Accounts and to Bright from the Start within 6 months of their fiscal year end.

Finally, those non-profits who receive \$25,000 up to \$100,000 in state funds have to submit their financial statements, audited or unaudited (what ever is produced for the their own purposes) to the Georgia Department of Audit and Accounts and to Bright from the Start within 6 months of their fiscal year end.

So Auditing, you must determine if you meet any of these conditions to see if you must submit your audit to Bright from the Start.

Sincerely,
Pierre

FROM THE DESK OF THE AUDIT COORDINATOR:



The dollar threshold for A-133 Audit reports has increased from \$300K to \$500K. This new threshold was effective beginning January 2004. Please note that if you engage to have an A-133 audit **and are not required** to do so, the cost of the audit is **not an allowable cost** to the nutrition program(s).

60 percent of adults in Georgia overweight or obese; rate rises three percent each year

Georgia is suffering from an obesity crisis, where nearly 1 in 10 deaths in the state are a direct result of obesity-related health problems such as diabetes, high blood pressure, heart attacks, and strokes. Officials want to remedy the problem by focusing on teaching children to be more active and eat healthier, but others worry that directing the message to kids will be fruitless without engaging the families. A third of the state's middle school students are already overweight. A quarter of children under five are overweight or obese, as well. Less than a third of Georgian middle and high school students attend physical education classes.

Overview:

- Being overweight contributes to nearly one in 10 deaths in Georgia, a state health study found.
- Obesity has been climbing about 3 percent each year among Georgia adults and nearly 60 percent of adults were either overweight or obese in 2002, according to the study by the Georgia Division of Public Health.
- The study also found that obesity is responsible for \$2.1 billion in health care costs each year and about 6,700 Georgians die yearly from obesity-related health problems that include diabetes, high blood pressure, heart attacks and strokes.
- Health officials are trying to teach Georgia children

healthy eating habits and to be more active.

- About a third of the state's middle school students and more than a quarter of the high school students already are overweight or obese, the study found.
- "We like getting them when they're young, they are at the formative stage and they're forming better habits," said Frances Cook, nutrition director for the health division. "We probably have a better chance working with the youth than working with adults."
- State health officials want more daily exercise in schools and to increase students' access to healthier food, Cook said.
- A study in February by the Healthcare Georgia Foundation found that 41 percent of Georgia adolescents do not get 20 minutes or more of physical activity three or more days each week as recommended.
- Less than a third of Georgia middle and high school students attend physical education classes daily.
- But children need at least an hour a day of exercise, said Catherine Davis, an assistant professor of pediatrics at the Medical College of Georgia.
- In addition, health officials need to work with parents to help combat childhood obesity, she said. The study found more than a quarter of Georgia children under 5 were overweight or obese.

By Daniel Yee, Associated Press Writer May 20, 2005

From the Finance Department

Here are some reminders about the claim process:

- Payments are processed once a week, and it could take up to 5 "business" days from the "paid date" in CNP 2000 before the funds are accessible in your bank account.
- An original claim for reimbursement must be submitted in CNP 2000 within 60 "calendar" days to avoid unnecessary delays requiring additional exception approval. Keep in mind that this exception approval is not guaranteed, and you may not get your claim paid if it is submitted after the 60th calendar day.

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Nutrition Staff News



We are happy to announce the arrival of our new Policy Coordinator, Marissa Hamm, and our new SFSP Administrative Assistant, Collette Brown. Marissa comes to us from Morehouse School of Medicine, and Collette comes from Hillsborough Community College in Tampa Florida. Welcome Marissa and Collette!

We are sad to report that our Nutrition Services Training Coordinator, Lorie Flacker, will be leaving us to go to work for the Georgia Merit System as their Strategic Planner. Best of luck Lorie!



Food That's In When School Is Out! (SFSP)

Let's Take a Look Back...

With summer coming to a close, it is the perfect opportunity for SFSP sponsors to conduct an evaluation of their organization's SFSP operation. One of the keys to growth and successful SFSP operation is to evaluate each and every summer. It is critical that SFSP sponsors be able to identify their strengths and weaknesses, challenges and successes. USDA suggests the following areas for evaluation.

- 1) Sponsor personnel,
 - 2) Site personnel,
 - 3) Food preparation,
 - 4) Activities,
 - 5) Organization,
 - 6) State Agency
- Please refer to page 90 of the 2005

SFSP Administrative Guidance Handbook for more details and feel free to contact the SFSP team if you have questions.

SFSP Sponsors: Have You Been Shining This Summer?

I am not talking about your glowing tan! We are calling all SFSP Sponsors to share their success stories. We want to hear about your achievements and any other highlights that occurred

this summer for your SFSP operation. You can send pictures, articles and written stories. Also, if your organization wants to learn how to apply for the USDA Sunshine Award for 2005, which recognizes outstanding sponsor

achievements in the categories listed below, please contact us at 404-656-6411 for a copy of the application. The deadline is August 15th.

1. Service to Special Populations
2. Successful Expansion
3. Programs that Emphasize Improved Nutrition and Physical Activities
4. Community and Faith Based Organization
5. Partnering With Other Organizations or Groups

For Your Information

The CACFP is an equal opportunity program. If you believe you have been discriminated against because of race, color, national origin, age, sex, or disability, write immediately to the Secretary of Agriculture, Washington, DC 20250.