

FY 2022 Happy Helpings Revised Forms-Documents-Policies Chart

Form/Document/Policy Name	Program Area	Purpose of Form/Document/Policy	Method of Submission	Brief Description of Revision
Daily Meal Count Form (Mobile Feeding Only), Att. 18A	General Recordkeeping/Daily Meal Service Operations	Form used to capture daily meal counts for multiple mobile sites/stops on one [1] form.	Maintained on file	New Form
Sponsor Serving as FSMC Form	General Recordkeeping/Daily Meal Service Operations	Form used to disclose business activities involving the sale of meals (serving as a vendor or FSMC), attest to proper allocation of shared cost and maintaining a separation of Program funds from non-Program funds.	Submitted with the application via mail or uploaded in GA ATLAS.	New Form
Policy #5 - Recordkeeping Requirements for All Sponsors and Sponsored Facilities Participating in the Summer Food Service Program (SFSP)	Policy/Adverse Action	To provide recordkeeping requirements under the SFSP.	Used for reference.	Revised to emphasize audits or compliance reviews can be announced or unannounced. In addition, further guidance is provided regarding loss or destruction of records.
Policy #6 - Training requirements for the Summer Food Service Program	Policy/Adverse Action	To provide training requirements under the SFSP.	Used for reference.	Revised to include additional definitions. Mentions training will be virtual and in-person.
Policy #10 - Designation of the Program Contact in Organizations Participating in the Summer Food Service Program	Policy/Adverse Action	To provide guidance on the responsibility of the Principal/Program Contact in the SFSP.	Used for reference.	Revised to include additional definitions. Added further guidance on the Principal/Program Contact's responsibility as it pertains to conducting activities in GA ATLAS.
Policy #14 - Sponsors Owing Outstanding Debts to the Summer Food Service Program	Policy/Adverse Action	To provide instruction for sponsors owing outstanding debt to the Program.	Used for reference.	Revised to include the definition of "recouped reclaims."
Policy #17 - Summer Food Service Program Sponsor Management Responsibilities	Policy/Adverse Action	To provide guidance on Sponsor management responsibilities.	Used for reference.	Revised to include additional definitions. Provides further guidance to management responsibilities. Recommends SFSP sponsors reference the SFSP Administration Guide and other instructional materials found on DECAL's website.
SFSP Appeal Procedures	Policy/Adverse Action	To provide appeal instructions.	Used for reference.	Revised to clarify and make a distinction between DECAL's responsibilities and Appellant responsibilities when an appeal is requested.
Policy Memorandum - SFSP Labor Cost and Benefits Documentation, January 15, 2022	Policy/Adverse Action	To provide participating SFSP sponsors with guidance on the documentation requirements for labor costs charged to the Program.	Used for reference.	Revised to include contract labor documentation as required documentation (when applicable) when charging labor and benefits to the SFSP. Provides further guidance regarding payroll documentation and contract labor.
Policy Memorandum, Mobile Feeding Options in Summer Feeding Programs, January 15, 2022	Policy/Adverse Action	To provide guidance on the use of the mobile feeding model in the SFSP.	Used for reference.	Revised to emphasize SFSP sponsors must complete and submit for DECAL approval, separate SFSP site applications within GA ATLAS for each mobile feeding location or vehicle stop.
Policy Memorandum, Restricting the Number of Sites Sponsors in the Summer Food Service Program are Approved to Operate, January 15, 2022 (v.2)	Policy/Adverse Action	To provide guidance on the total number of sites SFSP sponsors are approved to operate. Clarifies the requirements for appeal rights when the number of SFSP sites is restricted.	Used for reference.	Revised to include further guidance on appeal rights for site application denials.
Related Party Disclosure Form	Financial Management	DECAL requires that related party transactions be disclosed, when federal funds are planned for the execution of such transactions.	Uploaded to Atlas	Updated submission method.
Specific Written Prior Approval Form	Financial Management	To request items that are not customarily incurred in the routine operation of the SFSP/CACFP	Uploaded to Atlas	Updated submission method.
Pre-Award Costs Request Form	Financial Management	Sponsors submit this form when they request to use prior year excess SFSP funds	Uploaded to Atlas	Updated submission method.

Budget Guidance Manual	Financial Management	Used as a reference tool when completing annual budgets and revisions	Used for reference	Updated contact information and detailed the types of documents that should be submitted for durable, utility and cellular costs.
Annual Year-End Reconciliation Form Instructions	Financial Management	Used as a reference tool when sponsors have to complete their annual reconciliation form	Used for reference	Updated submission method and detailed how sponsors should include other program revenue on form.
Happy Helpings Site Update Form, Att. Q	Application/Eligibility	Provides guidance for submission of SFSP site updates and SFSP add a site applications.	Submitted with SFSP add a site applications or site updates via mail or email to the assigned Business Operations Representative.	Updated contact information.
Household Letter	Program Operations	To inform household to complete the income application (Att. 10).	Maintained on file	Updated with new income eligibility guidelines.
Application Update Procedures- Happy Helpings	Application/Eligibility	Provides instructions for completion and submission of institution and site application updates and budget revisions.	Used for reference	Updated contact information.
ATLAS Enrollment/Change Form, Att. N1	Application/Eligibility	Provides instruction to new and experienced sponsors on how to request new usernames and passwords for GA ATLAS.	Submitted to Business Operations Representative	Updated contact information.
Public Release Certification Enrolled/Camp, Att. C2	Application/Eligibility	Form used to certify that the sponsor has notified the public of the location of all camps or closed enrolled sites and their meal service types and times.	Submitted with the application via mail or uploaded in GA ATLAS.	Updated new income eligibility guidelines.
Sponsor Application Checklist- Happy Helpings, Att. A-1	Application/Eligibility	Provides guidance for submission of required Happy Helpings application forms.	Used for reference	Updated with requirements for sponsors serving as a Food Service Management Company (FSMC).
Application Instruction Booklet- Happy Helpings	Application/Eligibility	Provided instructions for completing the application, budget and procurement guidance, and operating forms and guidance.	Used for reference	Added information on Nationwide Waiver. i.e. mealtime, requirements for sponsors serving as a Food Service Management Company (FSMC) and mobile feeding. Updated contact information.