



## FY 2018 Renewal Reminders

Planning for Summer 2018 has begun! Please see a list of action items below to ensure your organization is prepared for the summer season.

- Register and attend 2018 SFSP training session
- Enroll in Program Year FY 2018
- Complete Annual Certification Statements
- Review and update the FY 2018 Application, which may include:
  - Review of entire application
  - Revision to Management Plan
  - Submission of annual Budget
  - Review and revision of site applications
  - Submission of annual documents

Note: Dual sponsors that have already enrolled in FY 2018 CACFP do not have to re-enroll and do not need to complete annual certification statements.

## SFSP End-of-Summer Survey Results Coming Soon



Thank you to all of the sponsors that completed the SFSP End-of-Summer Survey! We issue and compile the responses to this survey on an annual basis to ensure that Nutrition Services is providing you the support needed to effectively administer the SFSP in your communities across the state. We are working to compile the results of the survey and will be providing a summary review in a coming newsletter.

Thank you again for completing the survey! We appreciate your feedback.

## You Can Now Find Nutrition Services on Twitter!

Nutrition Services has joined Twitter! You can find us @DECALNutrition. We will provide timely updates, tips, and share information that we think you will find useful. We hope this new channel to engage us will make us even more accessible and provide you another way to receive pertinent information and find relevant content regarding the SFSP.

Follow us [here!](#)





## Budget 101 & Procurement 101 Training Available

Nutrition Services will be hosting webinar training sessions for sponsors covering the basics of budgeting and procurement in the SFSP. More information on both sessions is below:

### Budget 101 Training

**Date: March 6, 2018**

**Time: 10:00am-12:00pm**

Course description: This webinar session on the budget process complements the current web-based session currently available in GA ATLAS. This webinar session is designed to enhance an institution/sponsor's understanding of the purpose of the budget package in the Child and Adult Care Food Program (CACFP) or Summer Food Service Program (SFSP), how to prepare and develop a complete budget package for submission in GA ATLAS, define how an institution/sponsor's income and expenses will be utilized, and understand the purpose of all the line items in the CACFP or SFSP budget.

### Procurement 101 Training

**Date: February 22, 2018**

**Time: 10:00am-12:00pm**

Course Description: This webinar session complements the Procurement session currently available in GA ATLAS. This webinar session is designed to provide information on procurement regulations, requirements, and processes. Institutions and sponsors will learn how to develop solicitations, and receive guidance on developing a standard procurement policy. A procurement policy template has been developed by DECAL and will be shared during this webinar training session.

Institutions must self-register in [GA ATLAS](#) and on GoToWebinar. For additional information please contact, Leslie Truman, Division Administrative Assistant, at (404) 657-1779.

#### **Budget 101 Training Registration Instructions**

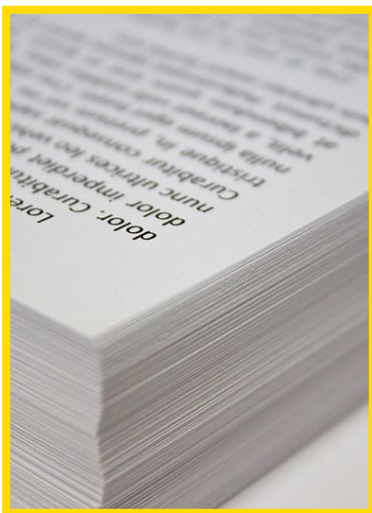
1. Log in with your GA ATLAS username and password
2. Select My Account in the blue menu bar
3. Select My Training
4. Select Register for Training
5. In the Program dropdown box, select CACFP
6. Select Search
7. Select the **Budget 101 session**
8. Review the Session Details and select Enroll to enroll in that session.
9. After enrolling in the session, please click this [GoToWebinar link that will include webinar details you will need to log-in and participate: \*\*<https://attendee.gotowebinar.com/register/7121513012617805058>\*\*](#)

#### **Procurement 101 Training Registration Instructions**

1. Log in with your GA ATLAS username and password
2. Select My Account in the blue menu bar
3. Select My Training
4. Select Register for Training
5. In the Program dropdown box, select CACFP
6. Select Search
7. Select the **Procurement 101 session**
8. Review the Session Details and select Enroll to enroll in that session.
9. Review the Enrollment Successful Page and you will see **Link to access training session**, as this is the **GoToWebinar** link. You must register to receive Webinar information.
10. After registering, you will receive a confirmation email containing information about joining the webinar.



## New SFSP Policy Guidance and Memoranda



### [DECAL Policy Memorandum, Requirements for Obtaining a Food Service Permit](#) (v3):

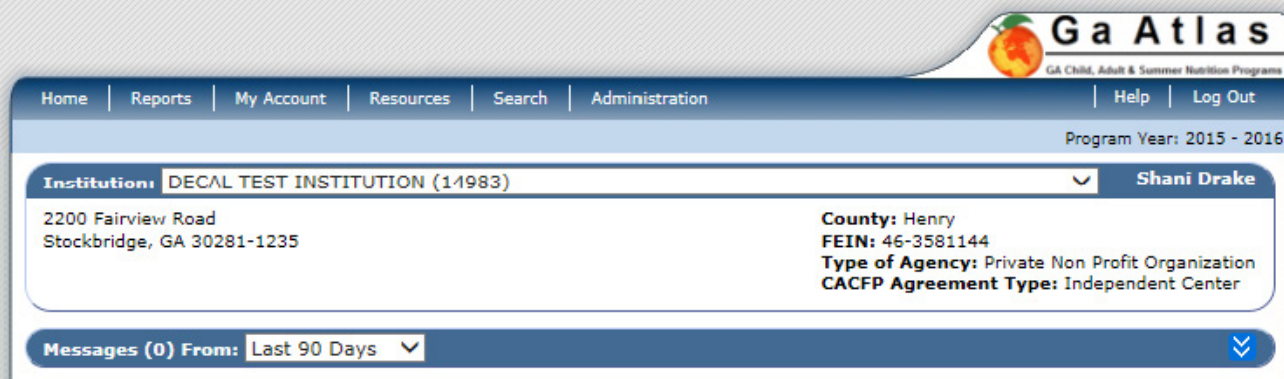
Revised from a previous version, this memorandum provides additional guidance to non-licensed Child and Adult Care Food Program (CACFP) institutions/facilities and SFSP Summer Food Service Program (SFSP) sponsors who prepare Program meals. This guidance further explains the requirements for completing the food service permitting process (including a food service inspection), which are required for non-licensed facilities serving CACFP and/or SFSP meals that are manipulated or handled by CACFP/SFSP staff.

Additionally, this memorandum was revised to clarify the distinction between a food service permit and a food service inspection based upon additional guidance from the Georgia Department of Public Health – Environmental Health Section. To clarify, a food service permit cannot be issued until a facility receives a satisfactory score on an opening inspection. When a permit is initially issued, the facility must receive one or more regular routine inspection(s) during the Program operational period.

All SFSP policies and policy memoranda can be found on DECAL's website [here](#) and [here](#).

Nutrition Services released new policy guidance for all Summer Food Service Program (SFSP) sponsors.

## Checking Emails in GA ATLAS



Don't forget you can check the messages you receive from Nutrition Services within GA ATLAS. Navigate to the home page and you will see a section for messages just below your institution information!