



Georgia Department of Early Care and Learning

**BRIGHT FROM THE START:
Georgia Department of Early Care and Learning**

Nutrition Services

POLICY	No.: SFSP/03-3	Effective Date: 4/1/2008
		Revised: 5/3/2016
		Revision Effective: 05/03/2016

SUBJECT: Use of and access to the GA ATLAS web-based system.

LEGAL AUTHORITY: 7 C.F.R. § 225.3; O.C.G.A. § 20-1A-4, FNS Memoranda 09-2007 dated June 15, 2007.

Cross Reference/See Also:

I. PURPOSE

The purpose of this policy is to discuss the use of and access to GA ATLAS (the Georgia Child, Adult and Summer Nutrition Program web-based system) by sponsors participating in the Summer Food Service Program (SFSP).

II. APPLIES TO

This policy applies to all sponsors participating in the SFSP.

III. DEFINITION(S)

"Sponsor" means a public or private nonprofit school food authority, a public or private nonprofit residential summer camp, a unit of local, municipal, county or State government, a public or private nonprofit college or university currently participating in the National Youth Sports Program (NYSP), or a private nonprofit organization which develops a special summer or other school vacation program providing food service similar to that made available to children during the school year under the National School Lunch and School Breakfast Programs and which is approved to participate in the Program.

"Principal" means any individual who holds a management position within, or is an officer of, a sponsor or a sponsored center, including all members of the sponsor's board of directors or the sponsored center's board of directors.

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"Delegated Principal" means the person listed the sponsor's Delegation of Authority Form submitted to DECAL.

IV. POLICY

Bright from the Start: Georgia Department of Early Care and Learning (DECAL) works to ensure effective operation and management of the SFSP and to simplify all areas of Program participation whenever possible. Sponsors participating in the SFSP are required to update their application information and submit reimbursement claims on an ongoing basis. In an effort to increase efficiency in submission of applications and claim information, DECAL provides sponsors participating in the SFSP with the use of a web-based system called GA ATLAS. GA ATLAS allows participating sponsors to maintain, update, and submit all application information and to submit claims for reimbursement. Internet access is required to use this system. The use of this system provides SFSP participants with the capability and flexibility to update and submit applications and claim information quickly and conveniently.

New Sponsors

New sponsors applying for participation in the SFSP must attend DECAL's SFSP New Sponsor Training in order to complete a SFSP application. Upon completion training, the delegated Principal/Sponsor Contact will make a request for access to the electronic application by completing the Electronic Enrollment Form. Upon approval for SFSP participation, DECAL will assign two (2) usernames and passwords to all sponsors currently participating in the SFSP. The two (2) usernames and passwords will be given to the individual of the SFSP sponsor who signed and entered into an agreement with DECAL. The usernames and passwords will allow access to the sponsor's application and claim information. The SFSP sponsor individual(s) who are given a username(s) and a password(s) will be able to change their password(s), update sponsor and application information, and once approved, submit claims for reimbursement through GA ATLAS.

As previously stated, user names and passwords will be assigned to the sponsor/sponsoring organization upon request by the delegated Principal/Sponsor Contact. It is the responsibility of the delegated Principal/Sponsor Contact to maintain the integrity of SFSP application and claims information by issuing the username and passwords to only staff/individuals performing duties related to SFSP. The delegated Principal/Sponsor Contact must not issue/share these credentials with anyone other than the individual(s) who:

- will be the individual(s) responsible for submitting claim information, and maintaining and updating application information in GA ATLAS;
- is a legal employee of the organization; and

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- has basic computer skills and knowledge of SFSP guidelines and policies to ensure claim information is submitted accurately and in a timely manner.

Through completion and submission of the Delegation of Authority Form, the delegated Principal/Sponsor Contact accepts and assumes full responsibility for all activities conducted (including certifying that all program requirements are met; checking/confirming certification statements; submitting valid, accurate claims; maintaining an accurate application; etc.) while any individual is signed-on the system under either of the user names and passwords. Additionally, the delegated Principal may be held civilly or criminally responsible for any violations of law, regulations, or policy that occur. Note: DECAL shall not be liable for any entries made in GA ATLAS that are late, incomplete or indicate a lack of business integrity by any authorized or unauthorized persons.

Experienced Sponsors

Sponsors who participated in the SFSP the year prior are required to attend one day of SFSP Experienced Sponsor Training annually. Experienced sponsors who were previously assigned GA ATLAS usernames and passwords may continue to use the same usernames and passwords to submit their claims for reimbursement and to update application information.

The usernames and passwords must be maintained in the same manner as outlined above for new sponsors. It is the responsibility of the delegated Principal/Sponsor Contact to maintain the integrity of SFSP application and claims information by issuing the username and passwords to only staff/individuals performing duties related to SFSP. The delegated Principal/Sponsor Contact in receipt of the user names and passwords must not share these credentials with anyone other than the individuals who:

- will be the individual(s) responsible for submitting claim information, and maintaining and updating application information in GA ATLAS;
- is a legal employee of the organization; and
- has basic computer skills and knowledge of SFSP guidelines and policies to ensure claim information is submitted accurately and in a timely manner.

Through completion and submission of the Delegation of Authority Form, the delegated Principal/Program Contact accepts and assumes full responsibility for all activities conducted (including certifying that all program requirements are met; checking/confirming certification statements; submitting valid, accurate claims; maintaining an accurate application; etc.) while any individual is signed-on the system under either of the user names and passwords. Additionally, the delegated Principal may be held civilly or criminally responsible for any violations of law, regulations, or policy that occur.

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Changes to Username and Password Assignees

If the delegated Principal/Sponsor Contact or individual(s) responsible for performing duties in the application or submitting claims has changed and the GA ATLAS user name and passwords are not known, the new delegated Principal/Sponsor Contact or Authorized Officer must immediately contact DECAL in writing to have the sponsor's username and passwords reset. This password could then be changed by the person who signed and entered into an agreement with DECAL and reassigned to the individual(s) of the SFSP sponsor who will now be updating application information and submitting claims on a monthly basis. When usernames and passwords are reassigned to a new individual(s) of the SFSP sponsor, the passwords should be changed to protect the security of the information in GA ATLAS. Passwords should always be changed when staff changes occur.

V. PROCEDURE(S)

New and experienced SFSP sponsors who, have completed the required training and have successfully completed and/or updated an SFSP electronic application, will be assigned two (2) GA ATLAS usernames and two (2) passwords. DECAL will provide the usernames and passwords to the delegated Principal/Sponsor Contact. That individual should then assign the usernames and passwords only to the individual(s) in the institution who is responsible for updating application information and submitting claims on a monthly basis. All application updates and claims for reimbursement may then be submitted in GA ATLAS by the individuals who have been assigned usernames and passwords.

It is the responsibility of the delegated Principal/Sponsor Contact to maintain the integrity of SFSP application and claims information by issuing the username and passwords to only staff/individuals performing duties related to SFSP. The delegated Principal shall be responsible for all activities conducted while signed-on in the system under either of the user names and passwords. Additionally, the delegated Principal may be held civilly or criminally responsible for any violations of law, regulations, or policy that occur. DECAL shall not be liable for any entries made in GA ATLAS that are late, incomplete or indicate a lack of business integrity by any authorized or unauthorized persons.

DECAL will provide GA ATLAS user manuals and ongoing technical assistance as needed to ensure successful and efficient use of the GA ATLAS web-based system by all SFSP participants.

VI. COMMENT(S)

Any questions regarding this policy should be directed to the Policy Administrator at (404) 651-

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