

## FY 2017 CACFP Revised Forms, Documents, and Policies Chart

Form/Document/Policy Name	Program Area	Purpose of Form/Document/Policy	Method of Submission	Brief Description of Revision
<a href="#">Add-a-Site Checklist-Administrative Sponsor (Adding traditional child or adult care)</a>	Application/Eligibility	Form used to assist administrative sponsors with adding a new child/adult facility.	Hard copy mailed with add-a-site package.	Updated with GA ATLAS verbiage.
<a href="#">Add-a-Site Checklist-Center Sponsor</a>	Application/Eligibility	Form used to assist center sponsors with adding a new child/adult facility.	Hard copy mailed with add-a-site package.	Updated with GA ATLAS verbiage.
<a href="#">Add-a-Site Checklist-AtRisk &amp; OSHCC</a>	Application/Eligibility	Form used to assist administrative or center sponsors with adding an at-risk facility or outside school hours care center.	Hard copy mailed with add-a-site package.	Updated with GA ATLAS verbiage.
<a href="#">Electronic Enrollment/Change Form</a>	Applications/Eligibility	Form used to request access to GA ATLAS request changes to GA ATLAS.	Hard copy submitted to Training Coordinator on Day 2 of training or via mail, fax, or email.	Updated with GA ATLAS verbiage. Added Agency Types and County.
<a href="#">Institution Change Notification Form</a>	Application/Eligibility	Form used by institutions and sponsoring organizations as notification of institution/legal entity changes.	Submitted via mail, fax, or email.	Updated contact information for submission.
<a href="#">Sponsor Update Form</a>	Application/Eligibility	Form used by sponsoring organizations as notification changes/updates of sponsored facilities.	Submitted via mail, fax, or email.	Added submission contact information.
<a href="#">Annual SAVE Affirmation Form</a>	Application/Eligibility	Signed, notarized form used to affirm lawful presence of the Principal/Program Contact.	Submitted via mail or fax.	Updated contact information for questions and submission of form.
<a href="#">Media Release-Adult Pricing</a>	Application/Eligibility	Signed form represents the institution/sponsoring organization's certification that a media release will be issued with the correct information, notifying the public of CACFP meal benefits.	Hard copy submitted with new application or add-a-site package.	Updated with FY 2017 income eligibility guidelines.
<a href="#">Media Release-Child Pricing</a>	Application/Eligibility	Signed form represents the institution/sponsoring organization's certification that a media release will be issued with the correct information, notifying the public of CACFP meal benefits.	Hard copy submitted with new application or add-a-site package.	Updated with FY 2017 income eligibility guidelines.
<a href="#">Procurement Manual</a>	Financial Management/Procurement	Provides federal regulatory and state policy guidance on CACFP procurement standards and requirements.	Used for reference	See highlighted sections.
<a href="#">Procurement Contract Checklist</a>	Financial Management/Procurement	To guide institutions and sponsoring organizations on developing a detailed solicitation based on the procurement process they choose, and/or to develop and enhance their own written procurement policy and procedures.	Used for reference.	See highlighted sections.
<a href="#">Small Purchase Item Documentation Form</a>	Financial Management/Procurement	To document small purchases under the \$150,000 Federal threshold.	Form is maintained at the facility and sponsoring organization's main office. Upon request, attached to annual or budget amendment in ATLAS in the Attachment list, or submit via fax/email.	Verbiage added to require a minimum of two quotes from qualified sources, three are preferred.

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<a href="#">Invitation for Bid and Contract for Vendors</a>	Financial Management/Procurement	Template to assist Institutions/sponsors to contract with a food vendor.	Completed form is submitted to the Procurement and Purchasing Compliance Officer for review.	See highlighted sections.
<a href="#">Invitation for Bid and Contract FSMC</a>	Financial Management/Procurement	Template to assist Institutions/sponsors to contract with a food service management company.	Completed form is submitted to the Procurement and Purchasing Compliance Officer for review.	See highlighted sections.
<a href="#">Budget Guidance Manual</a>	Budget	Provides federal regulatory and state policy guidance on CACFP budget requirements.	Used for reference.	Updated the FNS Instruction to include Atlas verbiage and direction. Added Ashley Austin 404-463-8313 and Grushan Robinson 478-251-5394
<a href="#">Related Party Disclosure Form</a>	Budget	To document all related party disclosures for costs paid with CACFP reimbursement.	Attached to annual or budget amendment in ATLAS in the Checklist Summary for categories were related party transactions are projected, or submit via fax/email.	Added the upload location for Atlas, Revision date updated
<a href="#">Specific Prior Written Approval Request Form</a>	Budget	Required for CACFP costs that require Specific Prior Written Approval	Attached to annual or budget amendment in ATLAS in the Checklist Summary for categories were related party transactions are projected, and where the costs submitted in the Budget Detail require SPWA; or submit via fax/email.	Added the upload location for Atlas, Revision date updated
<a href="#">Equipment &amp; Depreciation Record</a>	Budget	To record equipment and facilities that are being depreciated.	Attached to annual or budget amendment in ATLAS in the Checklist Summary at B4 or B7 when the cost submitted represents depreciation, or submit via fax/email.	Added the upload location for Atlas, Revision date updated
<a href="#">Budget Guidance-Allocation Tool Worksheet</a>	Budget	A customer resource to assist with allocation methods, calculations, and documentation requirements.	To be maintained on file.	N/A
<a href="#">Prior Approval Items -CACFP Budget</a>	Budget	Costs requiring Prior Approval / Specific Prior Written Approval - FNS Instruction 796-2 Rev.4.	Annual and budget amendments are to be submitted via ATLAS	Submit to IT / for Replacement/In Budget Manual
<a href="#">FY 2017 Projected Reimbursement Worksheet</a>	Budget	Calculation of administrative reimbursement	Via the Projected Annual Revenue section in the Budget Detail of ATLAS; or submit via fax/email.	Updated with 2017 reimbursement rates.
<a href="#">DCH Projected Reimbursement Worksheet</a>	Budget	Calculation of administrative reimbursement	Via the Projected Annual Revenue section in the Budget Detail of ATLAS; or submit via fax/email.	Added the upload location for GA ALAS.
<a href="#">Budget Checklist</a>	Budget	Use it to assist with complete and accurate disclosure and documentation of costs to be covered with the CACFP and/or SFSP meal reimbursement.	N/A	N/A
<a href="#">Monthly Record of Costs</a>	Claim	To record expenditures related to each sponsorship type and each program type.	N/A	N/A

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<a href="#">CACFP Policy Memo - Infant Feeding in the CACFP</a> <a href="#">(May 3, 2016)</a>	Policy/Policy Guidance	Provides federal and state requirements for institutions to follow when providing infant meals.	N/A	This memorandum was revised from its previous version to include additional requirements on infant formula for centers licensed by DECAL's Child Care Services Division (CCS). [Category: Meals/Food Service]
<a href="#">CACFP Policy Memo - Guidance for Establishing a Written Compensation Plan</a> <a href="#">(May 20, 2016)</a>	Policy/Policy Guidance	Provides federal and state requirements for institutions to follow when developing an organizational procurement policy.	N/A	This policy memorandum was revised to provide a comprehensive overview for institutions and sponsors on developing a written compensation plan. Organizations participating in the CACFP and SFSP are reminded that a written compensation plan must be established as part of their Program operations. The plan illustrates how the organization incorporates employee compensation into its overall business practices. Additionally, the organization's compensation plan must demonstrate how employee compensation is consistently applied throughout the organization and for all its activities, whether Program or non-Program related. [Category: Recordkeeping - Financial]
<a href="#">Policy CACFP 02-14 - Use of and Access to GA ATLAS</a>	Policy/Policy Guidance	Provides guidance on use and access of CNP 2000.	N/A	This policy was revised to provide institutions with information on accessing DECAL's new web-based database system for child nutrition programs, GA ATLAS. This system replaces CNP 2000.
<a href="#">Policy CACFP 00-2 - One Time Exception Policy</a>	Policy/Policy Guidance	Provides federal and state guidance on filing claims for reimbursement.	N/A	This policy was revised to reflect the new web-based system GA ATLAS.
<a href="#">Policy CACFP 00-9 - Serious Deficiency Process for Applying (New), Renewing and Participating Institutions</a>	Policy/Policy Guidance	Provides federal and state guidance on the Serious Deficiency (SD) Process	N/A	This policy was revised to expand the definition of corrective action and to emphasize the five key elements that must be included for each corrective action request.
<a href="#">Policy CACFP 01-15 - 30/90 Day Claim Reimbursement</a>	Policy/Policy Guidance	Provides federal and state guidance on filing claims for reimbursement.	N/A	This policy was revised to reflect the new web-based system GA ATLAS.
<a href="#">Policy CACFP 02-20 - Training Requirements</a>	Policy/Policy Guidance	Provides federal and state guidance on Program training.	N/A	This policy was revised to reflect the new web-based system GA ATLAS. Additionally, this memorandum clarifies when there is a change in delegated Principal/Program Contact, the institution must notify DECAL within 30 days of the change <u>and</u> ensure the new delegated Principal/Program contact has registered and attended CACFP Orientation and Program training no later than 90 days from the date of notifying DECAL.
<a href="#">Policy 02-26 - Designation of Principal/Program Contacts</a>	Policy/Policy Guidance	Provides federal and state guidance on the role and responsibilities of the delegated Principal/Program Contact.	N/A	This policy was revised to reflect the new web-based system GA ATLAS. Additionally, this memorandum combines the definition of delegated Principal/Program Contact, so that the titles are used interchangeably. Both positions hold the same level of CACFP responsibility and must act on behalf of the institution.

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<a href="#"><u>CACFP Policy Memo - Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions in the Child and Adult Care Food Program, Questions and Answers</u></a>	Policy/Policy Guidance	Provides federal and state requirements for institutions to follow on serving fluid milk.	N/A	This memorandum was revised to explain all nutrition requirements for fluid milk and non-dairy milk substitutes in the CACFP and provides guidance on implementation. The guidance also compares current fluid milk requirements to the updated meal pattern beginning October, 1 2017. [Category: Meals/Food Service]
<a href="#"><u>Policy 00-12 - The Claiming of Meals by Family Child Care Learning Homes (Day Care Homes) Licensed by the State of Georgia</u></a>	Policy/Policy Guidance	Provides state requirements for institutions to follow when establishing and operating a day care home.	N/A	This policy was revised to update the eligibility requirements for Informal Providers.
<a href="#"><u>CACFP Policy Memo - Excess Funds in the CACFP (September 15, 2016)</u></a>	Policy/Policy Guidance	Provides federal and state requirements for institutions to follow when accumulating excess Program funds.	N/A	This memorandum was revised to provide additional guidance/procedures on the use of excess funds for institutions operating both the CACFP and the SFSP. [Category: Recordkeeping/Financial]
<a href="#"><u>CACFP Policy Memo - Excluding Cash-in-lieu When Calculating the Maximum Amount Available for CACFP Administrative Use (September 15, 2016)</u></a>	Policy/Policy Guidance	Provides federal requirements for institutions and sponsors to follow when calculating the amount available for administrative use.	N/A	This memorandum explains cash-in-lieu must now be excluded when determining the maximum amount available for administrative use. This procedural change impacts independent centers and sponsors of affiliated and unaffiliated centers. The procedure is already in place for day care home providers. [Category: Recordkeeping/Financial]
<a href="#"><u>CACFP Policy Memo - Standards for Development of Procurement Policy Consistent with CACFP and SFSP Federal Requirements (September 1, 2016)</u></a>	Policy/Policy Guidance	Provides federal and state requirements for institutions to follow when developing an organizational procurement policy.	N/A	This memorandum provides updated guidance on procurement standards for the CACFP and SFSP.
<a href="#"><u>CACFP Policy Memo - Taking Food Components Off-site in the At-Risk Afterschool Component of the Child and Adult Care Food Program (September 1, 2016)</u></a>	Policy/Policy Guidance	Provides federal requirements for institutions to follow when participants of the At-Risk Afterschool program on take food components off site.	N/A	This memorandum extends to the At-risk Afterschool component of the CACFP the flexibility to take certain food items off-site. This flexibility is currently permitted in the Summer Food Service Program (SFSP). This flexibility only applies to the At-risk Afterschool component of the CACFP. [Category: Meals/Food Service]