

FY 2018 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
<u>NEW! CACFP Field Trip & Closure Notification Form</u>	Applications/Eligibility	Form used to notify BFTS of meals and snacks served during field trips and/or facility closings.	Submitted via fax or email.	New CACFP form requirement.
<u>CACFP Center/Site Application</u>	Applications/Eligibility	Form used to submit application information for new centers/sites.	Hard copy submitted with new application or add-a-site package.	Updated to mirror electronic center/site application in GA ATLAS.
<u>Institution Change Notification Form</u>	Applications/Eligibility	Form used by institutions and sponsoring organizations as notification of institution/legal entity changes that require review/approval.	Submitted via mail, fax, or email.	Updated to remove fields that do not require review/approval per GA ATLAS enhancements. Added "FSMC" field.
<u>Site Change Notification Form</u>	Applications/Eligibility	Form used by institutions and sponsoring organizations as notification of center/site changes that require review/approval.	Submitted via mail, fax, or email.	Updated to remove fields that do not require review/approval per GA ATLAS enhancements. Added "Food Service" field.
<u>FY 2018 Application Update Procedures</u>	Applications/Eligibility	Provides instructions for completion and submission of institution and site application updates.	Used for reference.	Updated to remove fields that do not require review/approval per GA ATLAS enhancements. Added "Food Service Management Company (FSMC) and "Food Service" fields.
<u>Vendor Management Form</u>	Applications/Eligibility/Finance	Form used by institutions and sponsoring organizations for verification and set up of automatic bank deposit.	Hard copy submitted with new application and/or when changes occur with bank account that is used to receive claim reimbursement payments.	Updated to include additional email contact fields, in-form signature fields, and update to action types (Section 3).
<u>Income Eligibility Statement</u>	Program Operations	Form used to determine and document participant eligibility based on household income.	Maintained on file.	Updated "Official Use Only Section" to reflect more accurate verbiage in accordance with current requirements.
<u>Roster for Adult Day Care Center</u>	Program Operations	Used to document enrollment and categorical eligibility for adult care participants.	Submitted with new application and maintained on file.	Changed verbiage to read: An "X" should be denoted for the month(s) that the participant(s) was NOT in attendance.
<u>Roster for Child Care Center</u>	Program Operations	Used to document enrollment and categorical eligibility for child care participants.	Submitted with initial application and maintained on file.	Changed verbiage to read: An "X" should be denoted for the month(s) that the participant(s) was NOT in attendance.
<u>Sample Media Release-Pricing Adult Centers</u>	Program Operations	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.	Copy submitted with new application or add-a-site package and maintained on file.	Updated with FY 2018 income eligibility guidelines.
<u>Sample Media Release-Pricing Child Centers</u>	Program Operations	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.	Copy submitted with new application or add-a-site package and maintained on file.	Updated with FY 2018 income eligibility guidelines.
<u>At-Risk Weekly Menu and Food Service Record</u>	Program Operations	Form used to document weekly menu and food service for At-Risk facilities.	Maintained on file.	Updated in accordance with updated meal pattern requirements..

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Child Care Weekly Menu and Food Service Record	Program Operations	Form used to document weekly menu and food service for child care facilities.	Maintained on file.	Updated in accordance with updated meal pattern requirements..
Infant Weekly Menu and Food Service Record	Program Operations	Form used to document weekly menu and food service for infants.	Maintained on file.	Updated in accordance with updated meal pattern requirements..
DCH Weekly Menu Record	Program Operations	Form used to document weekly menu for DCH providers facilities.	Maintained on file.	Updated in accordance with updated meal pattern requirements..
DCH Weekly Meal Count Record	Program Operations	Form used to document weekly meal counts for DCH providers.	Maintained on file.	Updated to reflect weekly formatting and to capture the number of meals served to adults.
Adult Weekly Menu and Food Service Record	Program Operations	Form used to document weekly menu and food service for adult care facilities.	Maintained on file.	Updated in accordance with updated meal pattern requirements..
Sample - Sponsor and Provider Agreement (DCH)	Program Operations	Form can be used as a sample agreement between DCH sponsors and providers. Details responsibilities of sponsoring organization and DCH provider.	Maintained on file.	Updated with specific verbiage regarding Tier II options for receiving reimbursement and collection and determination of IES forms. Updated verbiage highlighted on form.
Building for the Future	Program Operations	Used to notify the public of a sponsored facility's CACFP participation and eligibility requirements.	Submitted with initial application and posted in each facility.	Updated in accordance with updated meal pattern requirements.
FY 2018 Projected Reimbursement Worksheet	Budget	Calculation of operating and administrative reimbursement	Via the Projected Annual Revenue section in the Budget Detail of ATLAS; or submit via fax/email.	Updated with 2018 reimbursement rates.
DCH Projected Reimbursement Worksheet	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 ATLAS.
Budget Checklist	Budget	Provides assistance with complete and accurate disclosure and documentation of costs to be covered with the CACFP and/or SFSP meal reimbursement.	Used for reference.	Updated section on Labor Costs/staff size.
Budget Guidance Manual	Budget	Provides federal regulatory and state policy guidance on CACFP budget requirements.	Used for reference.	Updated sections on General Allowable Costs and Labor Costs.
CACFP Policy #18 - Recordkeeping Requirements	Policy/Policy Guidance	Provides federal and state requirements for CACFP institutions to follow when maintaining all required Program records.	Used for reference.	This policy was revised to include additional instruction on required documents to justify labor costs. Revisions are currently highlighted in yellow. The highlighted section(s) will be removed after 90 days.
CACFP Policy #31 - Administrative Sponsor Procedures for Center Termination	Policy/Policy Guidance	Provides state guidance for Administrative Sponsors on terminating unaffiliated sponsored facilities.	Used for reference.	This guidance was revised to remove the provision of placing unaffiliated sponsored facilities on the USDA National Disqualified list once terminated from the CACFP. Instead, unaffiliated sponsored facilities will be placed on the Georgia Disqualified List.
CACFP Policy #39 - Financial Recordkeeping in the CACFP and SFSP	Policy/Policy Guidance	Provides federal and state requirements for CACFP institutions and SFSP sponsors to follow when maintaining required Program financial records (source documents).	Used for reference.	This policy was revised to include additional instruction on required documents to justify labor costs. Revisions are currently highlighted in yellow. The highlighted section(s) will be removed after 90 days.

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<p><u>Guidance for Establishing a Written Compensation Plan-October 1, 2017</u></p>	<p>Policy/Policy Guidance</p>	<p>Provides federal and state guidance for all CACFP and SFPS participants on developing and maintaining a compensation plan.</p>	<p>Used for reference.</p>	<p>This policy was revised to include additional instruction on required documents to justify labor costs. Revisions are currently highlighted in yellow. The highlighted section(s) will be removed after 90 days. [Category: Recordkeeping - Financial]</p>
<p><u>Guidance to Developing and Applying Administrative Review (Appeal) Procedures - Sponsors Unaffiliated Centers-October 1, 2017</u></p>	<p>Policy/Policy Guidance</p>	<p>Provides state guidance for Administrative Sponsors on the appeals process for unaffiliated sponsored facilities.</p>	<p>Used for reference.</p>	<p>This guidance was revised to remove the provision of placing unaffiliated sponsored facilities on the USDA National Disqualified list once terminated from the CACFP. Instead, unaffiliated sponsored facilities will be placed on the Georgia Disqualified List.</p>