

FY 2020 CACFP Revised Forms, Documents, Policies Chart

Form/Document/Policy Name	Program Area	Purpose of Form/Document/Policy	Method of Submission	Brief Description of Revision
Vendor Management Form	Applications/Finance	Verification form for payment from the State Accounting Office	Submission required for all new and updated bank accounts	Updated instructions and additional fields
FY 2020 Application Update Procedures	Applications/Eligibility	Provides instructions for completion and submission of institution and site application updates.	Used for reference.	Added food service permit requirement to "food service" fields
CACFP Meal Benefit Income Eligibility Statement Form	Program Operations	Form used to determine, and document participant eligibility based on household income.	Maintained on file.	Updated the eligibility determination from "Paid-Denied" to the word "Paid" and revised the verbiage listed in Part II B. All other sections and content remains the same.
At-Risk Weekly Menu and Food Service Record-Eff 10/1/2019	Program Operations	Form used to document weekly menu and food service for At-Risk facilities.	Maintained on file.	Updated the age groups to include 3-5 year old and updated the verbiage to include the word "whole grain-rich."
Budget Guidance Manual	Budget	To be used as a reference tool when completing the budget. Provides federal regulatory and state policy guidance for budget requirements.	Used for reference.	Contact information and wage guideline updated.
FY 2020 Budget Checklist	Budget	To be used as a reference tool when completing the budget.	Online tool	Updated questions
FY 2020 Projected Reimbursement Worksheet	Budget	Tool used to calculate projected operating and administrative reimbursement.	Via the Projected Annual Revenue section in the Budget Detail of ATLAS; or submit via fax/email.	Updated with 2020 meal rates and updated worksheet to reflect Atlas worksheet (yearly).
DCH Projected Reimbursement Worksheet	Budget	Tool used to calculate projected administrative reimbursement.	Via the Projected Annual Revenue section in the Budget Detail of ATLAS; or submit via fax/email.	Updated with 2020 meal rates and updated worksheet to reflect Atlas worksheet (yearly).
CACFP Advance Application	Budget	Form used to request DCH advances	Submission not required unless requesting DCH advance	Updated contact information
CACFP Mileage Record- Operating Staff	Budget	Record Keeping	Maintained on file	New form that must be completed if charging operating mileage costs to CACFP.
CACFP Mileage Record- Administrative Staff	Budget	Record Keeping	Maintained on file	New form that must be completed if charging administrative mileage costs to CACFP.

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Roster for Adult Day Care Center	Program Operations	Record Keeping	Maintained on file	New Roster in Excel that may be completed electronically and printed. New instructions have been created as a guide to assist in accurately completing the Roster and reconciling all records. The Roster should be completed each month, printed and included with the claim month records.
Roster for Child Care Center	Program Operations	Record Keeping	Maintained on file	Roster in Excel that may be completed electronically and printed. New instructions have been created as a guide to assist in accurately completing the Roster and reconciling all records. The Roster should be completed each month, printed and included with the claim month records.
Instructions for Filing a Claim	Program Operations	Reference Tool/Guide	Used for reference	An instruction guide was developed to assist all Institution's in accurately filing a claim for reimbursement. This tool provides detailed instructions and step by step guidance to reconcile, perform edit checks, prepare for filing an accurate CACFP claim and entering the claim information in Atlas.
Procurement Manual	Procurement	Procurement guidance	Used for reference	Revised bonding language, updated Small Purchase Documentation Form, revised formal advertisement language.
FSMC Agreement to Furnish Food (CACFP)	Procurement	Agreement for Sponsors and vendors when purchasing meals	Submission not required unless sponsors are entering into a food service agreement	Revised Bright from the Start liability language.
Procurement Policy Checklist	Procurement	Sponsors who draft their own procurement policy and opt not to use DECAL Procurement Policy template	Reference tool for creating a procurement policy	Revised heading
Procurement and Purchasing Policy Template	Procurement	Template for Sponsors and Institutions to use when drafting Procurement Policy	Send to PPCO for Formal Procurement. Maintain on file for Informal Procurement	Included language for Sponsors and Institutions using School Food Authority (SFA)
Sample Media Release-Pricing Adult Centers	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 2020 income eligibility guidelines.

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<p>Sample Media Release-Pricing Child Centers</p>	<p>Program Operations</p>	<p>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.</p>	<p>Copy submitted with new application or add-a-site package and maintained on file.</p>	<p>Updated with FY 2020 income eligibility guidelines.</p>
<p>Policy Memo- Charging Net Allowable Admin Costs to the CACFP (October 1, 2019)</p>	<p>Policy/Adverse Action</p>	<p>Provides guidance to CACFP institutions and sponsors on the correct application and use of charging administrative costs to the Program.</p>	<p>Used for reference</p>	<p>Clarifies how the administrative fee is calculated; requires the TYD Administrative Fee Reconciliation document to be uploaded in ATLAS by November 30th after the close of each Program year; and provides updated examples for organizations to use to ensure that the admin fee is calculated correctly.</p>
<p>Policy Memo - Excluding Cash-in-Lieu when Calculating the Maximum Amount Available for Administrative Use (October 1, 2019)</p>	<p>Policy/Adverse Action</p>	<p>Clarifies that CIL is excluded when evaluating organizations' maximum amount available for administrative use.</p>	<p>Used for reference</p>	<p>Notifies organizations that enhancements to the claim summary in ATLAS have been made to allow sponsors to review the total meal reimbursement and CIL received for each site. Also provides screenshot images from ATLAS to assist organizations.</p>
<p>Policy Memo- Updated Guidance for Determining and Calculating Enrollment for Child Care Centers and Adult Day Care Homes (October 1, 2019)</p>	<p>Policy/Adverse Action</p>	<p>Provides updated guidance on the procedures for calculating enrollment of participating children in the CACFP.</p>	<p>Used for reference</p>	<p>Details how to determine when to reclaim meals based on enrollment. Also clarifies what "enrolled" means and what documentation is required for a child to be considered "enrolled."</p>
<p>Policy Memo - Excess Funds in the CACFP and SFSP (January 25, 2019 (v. 3))</p>	<p>Policy/Adverse Action</p>	<p>Provides guidance on the proper procedures for CACFP institutions and SFSP sponsors to follow when accumulating an excess balance of CACFP or SFSP funds in their Program food service accounts.</p>	<p>Used for reference.</p>	<p>Clarifies the term 'excess funds' and the requirements surrounding them.</p>
<p>Policy Memo- DECAL Disaster Preparedness Information (August 15, 2019 (v.3))</p>	<p>Policy/Adverse Action</p>	<p>Reminds organizations of various flexibilities when preparing for or experiencing a disaster.</p>	<p>Used for reference</p>	<p>Clarifies how waiver requests are submitted; Adds new disaster menu templates to aid organizations with disaster preparation as well as with adhering to the required meal pattern requirements following the disaster; and an entire section on food safety as it relates to disaster situations. [CACFP General Information]</p>
<p>Policy Memo- Ensuring Institutions Implement Adequate Operations (October 1, 2019)</p>	<p>Policy/Adverse Action</p>	<p>To ensure institutions implement adequate oversight and internal controls of CACFP operations.</p>	<p>Used for reference</p>	<p>Clarifies what is expected to ensure compliance with VCA; updates board of director requirements to align with Policy 28 and Georgia law.</p>

<p><u>CACFP Policy # 16 - Terminating Day Care Home Providers</u></p>	<p>Policy/Adverse Action</p>	<p>To identify the procedures sponsoring organizations must include in their policy for terminating the CACFP Agreement with DCHs under their sponsorship.</p>	<p>Used for reference</p>	<p>Adds language urging sponsoring organizations to refer to State issued guidance on the SD process specific to them.</p>
<p><u>CACFP Policy #31 - Administrative Sponsor</u></p>	<p>Policy/Adverse Action</p>	<p>To provide guidance to administrative sponsors when implementing policy and procedures for terminating their CACFP Agreement with sponsored centers.</p>	<p>Used for reference.</p>	<p>Requires Admin Sponsors of unaffiliated centers to follow the same Federal guidance issued for sponsors of DCHs.</p>
<p><u>CACFP Policy #38 - Institutions, Principals, and Disqualified List</u></p>	<p>Policy/Adverse Action</p>	<p>To provide guidance to disqualified institutions, principals, and individuals seeking early removal from the NDL or Georgia Disqualified List</p>		<p>Requires an institution, principal, and/or individual to wait one (1) year from the effective date of Program disqualification to request early removal from the NDL or Georgia Disqualified List. Also clarifies that the procedures for early removal from the NDL are the same as those for the Georgia Disqualified with one added exception.</p>

