

FY 2024 CACFP Revised Forms-Documents-Policies Chart

Form/Document/Policy Name	Program Area	Purpose of Form/Document/Policy	Method of Submission	Brief Description of Revision
Meal and Cost Disallowances in the Child and Adult Care Food Program (CACFP)	Policy	Provides guidance to institutions as to meals that are ineligible for CACFP reimbursement and costs for which CACFP funds cannot be used	Used as a Reference	This is a new memorandum to fall in line with SFSP memos on meal and cost disallowances.
Use of CACFP funds towards Farm to Early Care and Education Costs, with Questions and Answers	Policy	Guidance seeks to advise of how Child and Adult Care Food (CACFP) institutions may use CACFP reimbursement towards Farm to Early Care and Education related costs.	Used as a Reference	Revision made to language regarding required form, added link
Area Eligibility for Summer 2022 and School Year 2022-2023	Policy	Guidance to State agencies as they transition from COVID-19 Nationwide waivers related to establishment of area eligibility in the Child Nutrition Programs for summer 2022 and SY 2022-2023.	Used as a Reference	Added a note under Purpose advising that information is not applicable to SY 2023-2024 as of now.
Policy 12 - The Claiming of Meals by FCCLHs Licensed by GA 06-29-23	Policy	Policy is to clarify which children may be claimed for meal reimbursement by family child care learning home providers under the Child and Adult Care Food Program (CACFP).	Used as a Reference	Updates to licensing requirements
Area Eligibility in Child Nutrition Programs	Policy	The purpose of this memorandum is to revise guidance on the use of school and census data to establish area eligibility in the Child and Adult Care Food Program (CACFP), the At-Risk Afterschool component of CACFP, and the Summer Food Service Program (SFSP).	Used as a Reference	Recordkeeping requirements revised to include sponsors maintaining documentation to support eligibility of day care homes and at-risk afterschool programs.
Policy 18 - Recordkeeping Requirements in the CACFP	Policy	The purpose of this policy is to explain and clarify the recordkeeping requirements under the Child and Adult Care Food Program (CACFP).	Used as a Reference	Recordkeeping requirements revised to include organizations maintaining documentation to support eligibility of day care homes and at-risk afterschool programs and revisions to lost and destroyed records.
Requirements for Obtaining a Food Service Permit	Policy	The purpose of this memorandum is to provide additional guidance to non-licensed Child and Adult Care Food Program (CACFP) institutions/facilities and Summer Food Service Program (SFSP) sponsors who prepare Program meals.	Used as a Reference	Added language about counties that should receive a food service permit inquiry form
Policy 34 - Eligibility Requirements for Participating in the At-Risk Afterschool Meal Component of the CACFP	Policy	The purpose of this policy is to provide guidance on the expansion of At-Risk Afterschool meals in the Child and Adult Care Food Program (CACFP).	Used as a Reference	Updates to licensing/approval to operate requirements.
CACFP Appeal Procedures	Policy	Appeal procedures for adverse actions	Used as a Reference	Revised language to fall more in line with Federal Regulations, inclusion of DECAL's internal review and new optional Appeal Request Form
Policy 26 - Designation of the Principal/Program Contact in Organizations Participating in the Child and Adult Care Food Program	Policy	The purpose of this policy is to clarify the role and responsibilities of the delegated Principal/Program contact in organizations participating in the Child and Adult Care Food Program (CACFP).	Used as a Reference	Further defining what 'officer' means, added information regarding colleges/universities
Delegation of Authority from an Officer to a Principal	Application/Eligibility	Delegating authority to Principal/Program Contact	Submitted with new application or when change in PC	Further defining what 'officer' means, added information regarding colleges/universities

Food Service Permit Inquiry Form	General Recordkeeping	The purpose is to assist Child and Adult Care Food Program (CACFP) institutions and Summer Food Service Program (SFSP) sponsors with determining food service permit requirements for non-licensed Program facilities based on the type of meal service operation	Submitted by non-licensed Programs upon application or when there is change in the organization's preparation or service of meals.	Provided more detail on which county health authority should receive this form for review.
Loss or Destruction of Records Form	General Recordkeeping	To advise and record documentation lost or destroyed and circumstances surrounding the loss	Submitted by approved programs if records are lost or destroyed	Updated the amount of days and manner of notifying DECAL of lost or destroyed records.
FY 2024 CACFP Renewal Application Instructions	Application/Eligibility	Provides guidance to Child and Adult Care Food Program (CACFP) institutions/sponsoring organizations on how to submit their new FY application in GA ATLAS.	Used as a Reference	Updated submission and deadline dates. Updated contact information.
CACFP Field Trip & Closure Notification Form	Program Operations	Form used by institutions/sponsoring organizations to notify DECAL of field trips and/or site closure dates.	Submitted when field trips and/or closures occur.	Updated submission guidance.
Sample Media Release- Pricing Child Centers	Application/Eligibility	Signed form represents the institution/sponsoring organization's certification that a media release will be issued with correct information notifying the public of Child and Adult Care Food Program (CACFP) meal benefits.	Submitted with new application or add-a-site application package and maintained on file.	Updated with FY 2024 Income eligibility guidelines.
Sample Media Release- Pricing Adult Center	Application/Eligibility	Signed form represents the institution/sponsoring organization's certification that a media release will be issued with correct information notifying the public of Child and Adult Care Food Program (CACFP) meal benefits.	Submitted with new application or add-a-site application package and maintained on file.	Updated with FY 2024 Income eligibility guidelines.