



January 25, 2021

HAPPY  
New  
Year

## CACFP Spotlight:

*Dublin City Schools keeps students fed and focused through CACFP*

Once the bell rings indicating the end of a school day, plenty of students are hungry before heading to afterschool activities. To ensure students stay focused, Dublin City Schools provides daily supper meals and academic enrichment through the Child and Adult Care Program (CACFP).

School Nutrition Director, **Pamela Jones**, explains that she was approached by the Superintendent with the opportunity to feed students through DECAL's CACFP. Offering enrichment activities as well as free supper meals after the regular school day ends, plays a vital role in improving the quality of life for at-risk children and teens.



This meal consisted of a beef BBQ patty sandwich, black beans, apple and a milk.



By utilizing the waivers, they were able to take the meals directly to the field house and feed the football team after their practice.

Alongside Pamela is cafeteria manager **Ricketa Carr** who helps run the program. “I am very fortunate to have Ricketa help with the implementation and running of our supper program,” said Pamela. “She loves her job, she loves the school district, and most importantly, she loves our students,” she added.

The high school’s Athletic Director and Head Football Coach, **Mr. Holmes**, attributes the supper meals program to helping his team win the State Football Championship in December 2019. He believes that the meals provided after school through CACFP kept his football team healthy.

Although the school faced challenges due to COVID, Pamela explains that the waivers allowed them to deliver meals directly to the specific areas on campus where students were located. She also says that prior to COVID, meals had to be consumed inside the cafeteria and within a certain timeframe. With the waivers in place, students were able to take their meals home.

Pamela suggests that maintaining excellent bookkeeping records and sharing ideas while utilizing your application specialist is important to the success of the program. “My application specialist, **Paula Lawrence** was instrumental in helping me obtain my waivers, which were completed with the utmost of ease,” said Pamela. She also believes that to successfully run the program, it helps to select a manager who is 100% on board, invested, and committed.

For more information, please visit Dublin City Schools’ [Nutrition page](#).



DHS Cafeteria Manager, Ricketa Carr, preparing meals.

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## Reminder to Review Online CACFP Applications

CACFP Institutions/Sponsors are required to review their online application monthly in GA ATLAS and ensure that any updates are made within 30 days. [Click here](#) to access CACFP application update procedures.

If you have any questions or concerns, please contact your assigned Business Operations Specialist:

Business Operations Specialist	Institution Assignment	Email	Phone Number
Temika Moore	o (zero)-G,	<a href="mailto:Temika.Moore@decal.ga.gov">Temika.Moore@decal.ga.gov</a>	(404) 463-1494
Kenya Taylor	H-P	<a href="mailto:Kenya.Taylor@decal.ga.gov">Kenya.Taylor@decal.ga.gov</a>	(404)656-4040
Edith Pierre	Q-Z	<a href="mailto:Edith.Pierre@decal.ga.gov">Edith.Pierre@decal.ga.gov</a>	(404) 463-8314

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## GA ATLAS Password Reset Tip



If you have forgotten your password for GA ATLAS, complete and submit the Electronic Enrollment Form to your assigned Application Specialist to have your password reset.

[Click here](#) to access the Electronic Enrollment form.

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## FDCH Carry Over Submission

**The due date has been extended to January 31, 2021.**

According to the CACFP Policy Memo, [Carry Over of Unused CACFP Administrative Reimbursement](#), dated October 1, 2020, Family Daycare Home (FDCH) Sponsors may only carry over 10% of administrative payments received into the succeeding fiscal year. Funds exceeding 10% must be returned to Bright from the Start or used in another USDA Child Nutrition Program. If the 10% carryover funds are not expended in the succeeding fiscal year, you are required to return the unused funds to Bright from the Start. FDCH sponsoring institutions also have the option of returning all excess funds without carrying funds into the subsequent period.

### **Additional Requirement:**

To support the calculation, a FDCH sponsor must submit a general ledger or the bank statement showing the total ending balance with the FDCH Carryover Letter to the Budget Compliance Supervisor, [Shonda Franklin](#), by **January 31, 2021**.

*Please note, an email providing the link to the Carryover Letter was sent out to FDCH Sponsors on October 28, 2020.*

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## Get Informed: Upcoming Training Opportunities

### **February 3, 2020 – Creative Meals and Menu Planning Webinar**

Are you having trouble including new food ideas into your menus? Do you serve participants who have special food requirements? Join this webinar session to learn:

- simple steps on developing creative meals for your monthly menus,
- food preparation ideas for participants that have a restrictive diet due to a disability or special dietary need and
- resources to meet Child Nutrition Program requirements.

**Course Time: 10:00 a.m. - 12:00 p.m.**

**Registration is now open. Both steps are required:**

1. Click on [GA ATLAS](#) to register
2. Click on [GoToWebinar](#) to register (please remember to complete step 1)

## In Case You Missed It:

### ***Feeding Kids Year-Round: Transitioning from CACFP to SFSP***

Have you ever considered offering nutritious meals to children year-round by becoming a SFSP Sponsor? This webinar includes information about:

- CACFP vs SFSP (similarities and differences)
- Application process
- Training requirements
- Waivers

The following organizations are eligible to sponsor SFSP:

- public or private nonprofit schools
- units of local, municipal, county, tribal, or state government
- private nonprofit organizations
- public or private nonprofit camps
- public or private nonprofit universities or colleges

If you missed our webinar, *Feeding Kids Year-Round: Transitioning from CACFP to SFSP*, and would like to watch the recorded presentation, please click [here](#).

### ***Memo Monday! Food Service Permit***

*Memo Monday* webinars provide an overview of new and/or revised policy memorandums for the Child and Adult Care Food Program (CACFP) and/or the Summer Food Service Program (SFSP).

If you missed our December *Memo Monday*, the recorded webinar link is below and more previously recorded webinars are located on the [Training and Technical Assistance](#) webpage.

#### **Memo December 2020**

- [Requirements for Obtaining a Food Service Permit](#) dated 4.17.19
- [Food Service Permit Inquiry Form](#)

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## CACFP Meal Training Sessions Now Available!

In 2018, DECAL's Nutrition Division was awarded a Team Nutrition grant to support training sessions for the October 2017 updated CACFP meal patterns. As part of the grant, DECAL administered a survey to assess the training needs of CACFP organizations and the best platforms to utilize for training. Based on the responses, the Nutrition Division is offering five (5) self-paced virtual training sessions. These sessions will provide CACFP organizations with knowledge to better understand specific components of the CACFP meal patterns and enhance the meal appeal in their Programs. The five virtual training sessions are *free of charge* and *each provide one (1) hour of CEUs*. The training session topics include:

- CACFP Snacks in a Jiffy!
- All Aboard the Whole Grain Express!
- Embracing Culture and Expanding Your CACFP Menu
- Menu Building Basics: Utilizing CN Labels and USDA Recipes to Build a Cycle Menu
- Build It Once; Serve It Time and Time Again: Using Cycle Menus and Standardized Recipes

To register for the CACFP Virtual Training Sessions, please follow the [Quick Start Guide](#). The instructions are also detailed below.

## CACFP Virtual Training Registration:

1. Go to <https://decalnutritiontraining.com>
2. Scroll to find your desired course and click the **See more...** button
3. Click the **Take this Course** button
4. Enter the access code: **decalf** and click the **Submit** button
5. Click the **Add to cart** button
6. Click the **Proceed to checkout** button
7. Complete the form, and then click the **Place order** button when finished
  - NOTE: If you do not know your agreement number, put '00000'
8. Click on **My Account** at the top right of the screen
9. Click on your course.
10. Click on **Lesson 1**.
11. Click on the first topic to begin your course!

For help desk support, submit a ticket using the online form [here](#).

For additional questions, please contact the Nutrition Health Educator [Diana Myers](#).



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## FEMA's Child Care Provider Training

FEMA is offering a *Preparedness for Child Care Providers* course that will provide child care providers, in a variety of settings, with the information they need to identify, assess, and plan for hazards at their child care site.

This course is now available. For more information and to register, please click [here](#).

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## Updates to DECAL's Nutrition Division Child Health & Wellness Webpage Now Available!

Child Health & Wellness encompasses the whole child as a state of physical, mental, intellectual, social, and emotional well-being. Engage these available resources to improve the way you reinforce child health and wellness in your programs.

The newly updated webpage includes useful resources, knowledge, and information revolved around:

- Nutrition Education
- Meals and Menu Planning
- Farm to Child Nutrition Programs
- CACFP Meal Patterns
- USDA Recipe Box Food Safety
- Physical Activity
- Georgia SHAPE

Please click [here](#) to check out all of the available resources.

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## National CACFP Week is March 14 - 20, 2021

CACFP Week is a national education and information campaign sponsored annually the third week of March by the [National CACFP Sponsors Association](#). The campaign is designed to raise awareness of how the USDA's Child and Adult Care Food Program works to combat hunger. The CACFP brings healthy foods to tables across the country for children in child care centers, homes, and afterschool programs as well as adults in day care. Click [here](#) for more information, resources, and activities.

Stay tuned for DECAL's CACFP Week activities!



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## Georgia Food Oasis Network Mini Grants

*Deadline January 25, 2021*

**Georgia Food Oasis Network Q1 2021 Planning Mini-Grants** are open until midnight **January 25, 2021**. They recognize that communities continue to face uncertainty with challenges brought on by the pandemic and they seek to support a successful start to the 2021 growing, market, and program seasons. Awards will be announced on **February 1, 2021** and will range between \$2,500-4,000 per award.

**Applicants should be able to demonstrate:**

1. How they are/will directly support local and regional farmers and/or urban growers; and
2. How this grant will enhance consumer engagement, participation, retention, or marketing strategies.

*Examples might include: assistance for crop planning with farmers, market incentives*

and/or supplies, market ambassador stipends, physical or digital marketing expense, transportation or delivery assistance for consumers, CSA incentive or affordability program, etc.

Click [here](#) for the Q1 Mini-grant Application:  
Click [here](#) for the GFO Community Profile.

For more information on Georgia Food Oasis, click [here](#).

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## Updated Link to the CACFP National Disqualified List (NDL)

Please be aware that the website to the CACFP National Disqualified List (NDL) changed in December. Please use the link below to access the NDL:

<https://snp.fns.usda.gov/ndlweb>

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## Update on Nationwide Waivers During COVID-19

In light of the exceptional circumstances of the current public health emergency, the Food and Nutrition Service (FNS) has extended Nationwide Waivers to support access to nutritious meals while minimizing potential exposure to the novel coronavirus.

Waiver request forms that were previously approved for both CACFP and SFSP do not need to be re-submitted. If you were previously approved for a SFSP only waiver, but would like to continue utilizing the waiver in your CACFP operations, please submit a request to utilize the waiver for the CACFP. Similarly, if you were previously approved for a CACFP only waiver but wish to utilize the waiver in your operation of the traditional SFSP, a SFSP waiver request is required.

Waiver requests can be submitted to [Leslie Truman](#). For any waiver-related questions, please contact [Kate Alexander](#).

### **NATIONWIDE WAIVERS**

#### **DECAL Participation of Nationwide Waivers due to COVID-19**

*For full details on the CACFP & SFSP waivers below, please click on the links to read the actual waiver memo or [click here](#) for more information on DECAL's website.*

#### **CACFP Only**

##### **At-Risk Area Eligibility Requirements**

Under this waiver, schools and afterschool care centers, regardless of their location, are allowed to serve at-risk afterschool meals and snacks to students after the regular school day.

**\*\*Waiver in effect until June 30, 2021\*\***

#### **CACFP & SFSP**

##### **Parent Pick-Up:**

Under this waiver, Program operators in a State with an approved waiver allowing non-congregate meal distribution during COVID-19 related operations may distribute meals to a parent or guardian to take home to their eligible children. **\*\*Waiver extended to June 30, 2021\*\***

##### **Meal Pattern Flexibilities:**

The requirement to serve meals that meet the meal pattern requirements is waived during

the public health emergency. **\*\*Waiver extended until June 30, 2021\*\***

### Meal Times Waiver:

The requirement that meals must follow meal service time requirements is waived during the public health emergency. **\*\*Waiver extended until June 30, 2021\*\***

### Non-Congregate Feeding:

The requirement that meals be served in a congregate setting and must be consumed by participants on site is waived during the public health emergency. **\*\*Waiver extended to June 30, 2021\*\***

### Onsite Monitoring Requirements

FNS waives, for all CACFP sponsoring organizations, that CACFP monitoring requirements included at 226.16(d)(4)(iii) be conducted onsite. To ensure Program integrity during this time, sponsoring organizations should, to the maximum extent practicable, continue monitoring activities of Program operations offsite (e.g., through a desk audit). **\*\*Waiver in effect until September 30, 2021\*\***

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## Updated CACFP Sponsor Monitoring Guidance during COVID-19

### New Guidance and Fact Sheets regarding Off-Site Monitoring in Child Nutrition Programs During the Pandemic

On November 13, 2020, USDA issued guidance and fact sheets regarding Program monitoring in the CACFP, SFSP and the National School Lunch Programs. Each correspondence reiterates monitoring requirements as well as flexibilities for State agencies and Program operators as a result of the pandemic. The flexibilities mentioned in the guidance are extended through September 30, 2021. To review copies of the guidance, click [here](#) and see *Nationwide Waivers – Policy Guidance*.

A Sponsor Monitoring Guide was created to provide guidance on monitoring during COVID-19, monitoring waiver options, and conducting virtual/desk reviews. This guidance has been developed to assist our CACFP sponsors in developing an alternate virtual monitoring process (desk review/audit) to ensure sponsors are in compliance with CACFP monitoring requirements per 7 CFR 226.16(d)(4)(iii) during this public health emergency.

- [CACFP Sponsor Monitoring Guidance during COVID-19 \(updated\)](#)
- [Record Request Checklist Template](#)

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## Records Regarding Financial Management: *Labor Documentation*

All costs charged to the CACFP must be necessary, reasonable, and allowable. Labor costs charged to the CACFP are considered allowable costs, provided that all Program requirements are met. Costs can be made unallowable by the action or inaction of an organization. For example, administrative labor costs may become unallowable because the organization failed to maintain the required documentation to support the costs charged to the Program.

Therefore, the guidance below is designed to help clarify what is required when charging labor to the CACFP. For additional labor cost guidance, please see FNS Instruction 796-2 Rev.4, DECAL Policy No. 39, the Budget Guidance Manual, and DECAL Policy Memo on Labor Cost Documentation dated May 23, 2005.

Labor costs may be in the form of operating or administrative costs. Operating costs are limited to the organization's allowable expenses of serving meals to eligible participants in



eligible child and adult care centers. An example may include food service labor. Administrative costs are limited to the organization’s allowable expenses for planning, organizing, and managing the Program. An example may include salaries or wages to review and approve income eligible statements.

Each element of an individual’s compensation must be reasonable for the services provided and conform to the organization’s written compensation plan. The Program cost for compensation is limited to Program work performed during the current grant period by individuals employed by the organization.

All labor charged to the Program must be fully disclosed, consistent with the management plan **and compensation plan**, approved in the budget, and **all labor records must be** available upon request.

**Documentation Requirements**

Organizations must establish and provide all of the following:

- **All payroll records.**
- **A written compensation plan** for every element of compensation charged to the Program.
- **Time and attendance reports**
  - Are always required for all staff.
  - Time and Attendance reports are different from time distribution reports in that they indicate the exact time that staff are in attendance working for the organization.
  - For all labor costs (salaries, wages, and benefits) charged to the Program for hourly or salaried employees for part-time, full-time, or piece-work, reports must identify the total time actually worked by the employee (not just the time spent on Program activities. Further, at a minimum, there reports must include: (1) start time; (2) end time; and (3) absences. Reports must be prepared timely and coincide with the employee’s pay period.
- **Time distribution reports.** These reports must be completed by employees, both full-time and part-time, whose assignments include both operating and administrative duties, when an employee’s duties include work on non-CACFP programs or projects, or when an employee works for a sponsor that include administrative and family day care home sponsorship. The report must account for the total activity for which each employee is compensated.

**In all cases, all labor documentation must be signed by both the staff person and the staff supervisor. Failure to do so will result in a cost disallowance.**

*Please refer to the following table regarding when to complete applicable labor documentation:*

Required Labor Documentation	100% CACFP Labor	CACFP Labor Charged < 100% (Administrative Labor, Admin./Operating Split Duties, Non-CACFP Duties)
Time & Attendance	Yes	Yes
Time Distribution	No	Yes

**Local Sourcing Spotlight:**

*Going Crazy for Collards...and Mustards...and Turnips!*

The winter months can prove to be a challenging time for produce to thrive and grow in cold weather. However, dark leafy greens are able to withstand the chilly temps so they can continue to be harvested.

Collards, Mustard and Turnips are available here in Georgia from January through June and again October through December.

Although widely available across Georgia, Colquitt and Tift County are top growers with 17,5000 **collards, mustards and turnips** crops planted. With quite a few varieties to choose from, there should be no issues when purchasing these locally sourced dark, leafy greens.



If you are ready to incorporate more dark, leafy greens into your menu **Corner Greens**, a local family farm located in Peachtree Corners has direct consumer and wholesale purchasing opportunities available. Produce at Corner Greens is local, clean and sustainably grown.

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## Local Sourcing - Food Safety Practices

While dark, leafy greens can be purchased from a myriad of farms, farmer's markets and co-ops around Georgia during most of the year, you may find yourself with access produce on hand. Extra greens creates the perfect scenario for freezing and storing for future use. Here are few tips from **Georgia Grown** if you find yourself with extra collard, mustard and turnip greens:

**Collard Greens:** Soak, changing water as needed to remove grit. Remove leaves from stems, rough chop, blanch for 30 seconds, chill in an ice bath, squeeze out excess moisture, freeze flat on a parchment-lined sheet pan in portioned clumps, transfer to a labeled gallon bag

**Mustard and Turnip Greens:** Soak, changing water as needed to remove grit. Rough chop, blanch for 10 seconds, chill in an ice bath, gently squeeze out excess moisture, freeze flat on a parchment-lined sheet pan in portioned clumps, transfer to a labeled gallon bag

For questions regarding procurement, please contact **LaMonika Jones**, Procurement Compliance Officer.

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## Nutrition Ed Nook:

### *Greens, Greens, and more Greens!*

Turnip greens, Collard greens, and Mustard greens are our Harvest of the Month (English and Spanish) spotlight this January! Typically planted eight to ten weeks before the first frost, these green varieties are available to be purchased locally in Georgia at this time of the year and will continue growing well throughout the winter. Collard greens have a slightly bitter flavor, while mustard and turnip greens have a slightly spicy, peppery one. Collard greens are a popular vegetable in southern cuisine but can also be found in meals elsewhere around the world, such as Brazil, Kashmir, Kenya, Portugal, and Tanzania. These leafy green vegetables are often cooked together. Share cultural traditions from across the world with your participants!



### **Integration:**

- **Winter Greens\***
- **Collard Greens (Col Berza)**
- **Greens and Beans Soup\* (Sopa de Garbanzo y Hojas Verdes)**

*\*You may substitute any of the HOTM greens for this recipe or include a combination of all of them.*

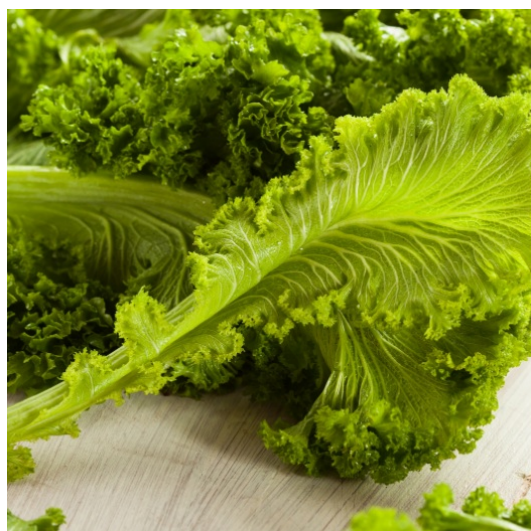


### Education:

- *Grow* turnip, mustard, and collard greens – growing greens begins in fall time and early spring and are an exciting item to harvest as the leaves get bigger.
- *Make* a variety of cultural dishes that include greens to share various meals from across the world with your participants.
- *Talk* with families about how children can help with meal preparation including tearing up greens to be cooked into a dish. **Bonus:** send greens recipes home for families to try together!

### Conversation:

- Have your participants tried greens before?
- What is their favorite type of green to try? Each type has a unique flavor!
- Do your participants have a certain type of green that they cook at home?



Share your winter Harvest of the Month stories and menu integration of collard, mustard, and turnip greens with Nutrition Health Educator, **Diana Myers, MS, RD, LD!**

## Nutrition Division Employee Spotlight:

*Kate Alexander - Policy Administrator*



Meet **Kate Alexander**, DECAL's Nutrition Services' Policy Administrator since 2018 and one of Georgia's newest attorneys. Throughout her years of experience, Kate has truly gained a passion for child welfare-related policy.

Originally from Florida, Kate earned a bachelor's degree from the University of Florida and a law degree from Mississippi College School of Law in Jackson, MS. While in law school, she met her husband and they later relocated to Atlanta.

After moving to Atlanta, Kate worked for the Georgia General Assembly. There, she was assigned to the judiciary committee which focuses on criminal and civil law matters. In that role, she worked heavily on an adoption bill and was instrumental in writing some of the law for it. The legislation, that had not been updated since the 1990's, passed a few years ago.

Desiring to specialize in child welfare policy, Kate transitioned from Georgia's Gold Dome to

her current position at DECAL. As Policy Administrator, she oversees all policy implementation and testifies on behalf of DECAL in administrative proceedings. She also works closely with the Legal and Audit divisions to manage the Serious Deficiency (SD) process and serves on various policy and agency-wide committees.

Kate loves working with her co-workers in the Nutrition Services Division. “I miss seeing everybody in the office and hearing their voices and hearing what they’re [up to],” she said. “We really do act as a team. Everything we do is a team effort to get the job done,” she added.

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## Dates to Remember



Child & Adult Care Food Program

# DATES TO REMEMBER



JANUARY 25, 2021	<b>Deadline to submit applications for the Georgia Food Oasis Network Mini Grants</b>
JANUARY 31, 2021	<b>Deadline to submit a general ledger/bank statement with the FDCH Carry Over Letter to the Budget Compliance Supervisor</b>
FEBRUARY 3, 2021	<b>Creative Meals and Menu Planning Webinar</b>
MARCH 14 - 20, 2021	<b>National CACFP Week</b>

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## NEW Episode of DECAL Download

### *GA Pre-K Teachers of the Year 2020 - 2021*

For the fifth consecutive year, DECAL has named two Georgia’s Pre-K Program Teachers of the Year recognizing the outstanding efforts of all Pre-K teachers and assistant teachers who implement this nationally recognized program every day. This year’s winners are from

Hiram and Rome. In this latest episode of the DECAL Download we get to know our teachers of the year a little a better and hear how their school year has been going so far.

Joining us will be **Alderine Healey** from the YMCA Paulding Early Learning Center in Hiram, **Heather Melillo** from West End Elementary School in Rome, and our own **Meghan McNail**, Summer Transition and Outreach Manager for Georgia's Pre-K Program.

On the next ...

**DECAL**  
**Download**   
New Episodes Every Wednesday!

This Week's Guests



**Alderine Healey**  
YMCA Paulding Early Learning  
Center



**Heather Melillo**  
West End Elementary School  
(Rome City Schools)



**Meghan McNail**  
Summer Transition and Outreach  
Manager for  
Georgia's Pre-K Program

This Week's Topic:

**GA Pre-K**  
**Teachers**  
  
**of the Year**  
2020-2021

Stay tuned for this week's water cooler question and the DECAL Download Quiz for your chance to win a nice prize!

You can find DECAL Download [here](#) or on Spotify, Apple Podcasts, Google Play, Stitcher, TuneIn, Overcast, and more!

Have an idea for a future topic? [E-mail us](#).

Stay safe, everyone!



**Georgia Dept  
of Early Care  
and Learning**  
BRIGHT FROM THE START

## Nutrition Division

### Marketing & Outreach Team

Cindy Kicklighter  
Gaby Garza

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