

September 23, 2020

Sponsor Spotlight:

America's Second Harvest of Coastal GA shares Best Practices for CACFP Renewal



Meet the Kitchen Staff of **America's Second Harvest of Coastal GA**; a food bank that provides food assistance for thousands of people living in 21 of Georgia's coastal counties. The organization is a long-time DECAL Child and Adult Care Food Program (CACFP) Sponsor that serves 99 At Risk-Afterschool meal sites in South Georgia.

Angie Johnson is the Kids

Café and Summer Feeding Manager at America's Second Harvest of Coastal GA. She has worked with the food bank since 2008 and is responsible for managing CACFP. Angie works closely with Kids Café and Summer Feeding Coordinator, **Stacey Senn**. Together they have years of experience overseeing the renewal process, and they know firsthand how to make the process run smoothly.

Here are a few of their best practices for CACFP Renewal:

Plan & Prep Early

Even though registration opened for FY2021 CACFP Annual training in July, Angie and Stacey recommend starting even earlier. Here's the schedule they followed:

- March-April: Prepared the training deck for site representatives and food bank staff.
- <u>May</u>: Held collaborative meeting with the kitchen and finance staff to update food costs, plan budget and review CACFP information.
- June August: Held training meetings with site representatives and food bank staff.
- **July**: Took the annual training assessment.
- **July August**: Worked to submit annual budget and budget amendments. Enrolled in FY2021 and submitted CACFP application.
- <u>August</u>: CACFP Application approved for FY2021.

Be Thorough

• Analyze each question on the assessment. Take the time to think through the process before you answer the questions.

Build Relationships & Foster Communication

- Get to know the DECAL Nutrition Team. E-mail or pick up the phone to ask a question; they are there to help you.
- Develop relationships with local stakeholders including representatives from the Health Department, principals, teachers, counselors, and more.
- Collaborate with your organization's internal departments to keep lines of communication open ensuring everyone is on the same page.

Get Organized

- Review all applications before starting the renewal process.
- Update your application weekly. Don't wait to make changes!

Stay Informed

- Read all DECAL Nutrition memos and policies when they are released to stay as informed as possible.
- Share e-mails, memos, and policies with your staff.

Train Staff & Sites

- Segment and group training programs for meal site representatives (i.e., teachers, Boys & Girls Clubs).
- Train all staff from the frontline to leadership.
- Be creative when promoting training dates: use email, flyers, and phone to follow up.
- Have separate sign in sheets for Civil Rights training and renewal training.
- Encourage questions at training, and make yourself available to answer questions.

Final Tips

- Read all questions thoroughly.
- Do each section of the renewal application in order.
- Revise your answers. A mistake can always be corrected.
- Work together every person counts in the renewal process.

For more information on America's Second Harvest of Coastal GA, you can check out their website **here**.

Have You Completed Your CACFP Renewal Requirements? Deadline is October 31

All participating institutions and sponsors are required to complete annual renewal requirements in order to continue participation in the CACFP.

CACFP Annual Training & Assessment

Registration opened for FY2021 CACFP annual training on**July 15, 2020,** in GA ATLAS. The annual training assessment must be completed and submitted prior to receiving access to the 2021 CACFP application.

For instructions on how to register and complete FY2021 Annual Training and Assessment Questions, **click here.**

CACFP Annual Renewal Documentation Requirements

Upon completion of the Annual Training and Assessment, the CACFP application for the associated program year will change the institution or sponsor's status to "Not Enrolled" and the "Enroll" button will be available. The FY2021 Application opened on **August 15**,

2020. Institutions and sponsors can now "Enroll" in FY20210nce the training and assessment is complete.

The 2021 CACFP application must be submitted on or before**October 31, 2020**. **Click here** to access the FY2021 CACFP Annual Renewal Documentation Requirements to determine if your institution/sponsoring organization is required to submit annual documents.

Original or Annual Budgets and Budget Amendments must be submitted on or before **October 31, 2020**.

Application Specialist (AP)	Institution Assignment	Email	Phone Number
Paula Lawrence	o (zero)—G	Paula.Lawrence@decal.ga.gov	(404) 463-2111
Shericka Blount	H—P	Shericka.Blount@decal.ga.gov	(404) 656-6411
Brandi Banks	Q—Z	Brandi.Banks@decal.ga.gov	(470) 725-6543

If you have any questions, please contact your assigned Application Specialist:

Is Your Institution Required To Submit An Annual Budget?

Original or Annual Budgets and Budget Amendments must be submitted on or before **October 31, 2020**. At a minimum, annual budgets are required when:

- An Independent Center that will have administrative costs, costs that require prior approval or specific prior written approval, formal procurement, a budget line item that will increase or decrease by 20% or more, and/or new costs that were not previously approved in the budget.
- An Independent Center with an approved budget in FY2020 with approved costs and the same costs in FY2021, **but new supporting documentation must be submitted for review and approval** (e.g., lease agreements for center space, equipment rental, etc.).
- All Administrative, Center and DCH sponsoring organizations**must** submit an annual budget.

Please follow links below for budget related tools and references:

- Budget Guidance Manual
- Budget Checklist
- Budget Allocation Worksheet

When can our Institution start working on the FY2020-2021 budget? August 15 - October 31, 2020

Where should I send my budget revisions? The documentation to support costs can be uploaded in GA ATLAS. After completing this step, please notify the Budget Compliance Supervisor,



Shonda Franklin. All costs must be approved in the budget prior to using CACFP reimbursements to pay for the cost. *Please refer to the Budget Guidance Manual for guidance on budget revisions.*

For questions regarding the budget please contact the Budget Compliance Supervisor, **Shonda Franklin** or **(404)-651-7181**.

New "Submit for Approval" Button Added to the Budget Detail

Please note there has been an update to the Budget Detail inGA ATLAS. The update will impact *how a budget is submitted for review and approval*.

Institutions will no longer utilize the Save button to submit its budget to DECAL for review and approval. The Save button will now function as a save data option only until the budget is complete and ready to be submitted to DECAL for review and approval.

A new "Submit for Approval" button was added to the Budget Detail. Institutions will now utilize the "Submit for Approval" button to submit the complete budget to DECAL for review and approval. Once the "Submit for Approval" button is selected the institution will receive a Save Confirmation message.

If the Save Confirmation message states the form contains errors, the institution will need to **Edit** the budget before selecting **Finish**. If the Save Confirmation message states the form has been submitted without errors, the institution will need to select **Finish**.

Please see the screenshots below. If you have any questions, please contact**Shonda Franklin**.

Comments to Institution:		
		11
reated By: FNSA on: 8/12/2020 3:56:56 PM	Modified By: FNSA on: 8/12/2020 3:56:57 PM	
	Save Submit for Approval Cancel	VIEW MODIFY D
_	Save Confirmation	
	The form contains errors.	
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	Congratulations!	
	The form has been submitted without errors.	
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Are You Ready To Respond? *Indicate Your Interest in Serving Meals During Disasters*

Natural disasters, such as hurricanes, tornadoes, and floods, can be devastating to communities and require a



quick response.

Sponsors who are willing to serve meals in emergency situations can help minimize meal disruptions for families who have been impacted by disasters.

If you are willing to operate emergency feeding sites during disaster situations, please indicate your interest

by checking "Yes" for question 40 on the institution application under "Miscellaneous Questions." (See below)

38.	Type of Audit Required: Program Specific			
39.	Does your organization operate nutrition prog	grams in any other state(s)?	O Yes	O No
	Organization Name	State Name	CACFP	SFSP
ŀ				
Would your organization be able and willing to operate emergency feeding sites during disaster situations?		⊖ Yes	No	
	If yes, what counties would be served?			
	~			
	~			
	~			

To help your organization prepare, DECAL is providing guidance on Disaster Preparedness applicable to organizations participating in CACFP.

Here you can find:

- Flexibility Approvals for Continuing or Restoring Meal Service for Children and Adults
- Action Steps To Request Flexibility or Waiver
- CACFP Menu Planning Template
- Food Safety Guidance

DECAL's Disaster Policy Memorandum can be found on our website and accessedhere.

Affected by Hurricane Sally?

Hurricane Sally caused wide-spread flooding and knocked out power to thousands of Georgians this week. We hope the impact to your area was minimal.

If your feeding program was affected by the storm, we ask that you email**Leslie Truman** or call **404.657.1779** as soon as possible.

Get Informed: Upcoming Training Opportunities

Upcoming Training and Technical Assistance for CACFP Sponsors & Institutions

October 7, 2020 - Serving Safe Foods 101

-Webinar Wednesday!



October's *Webinar Wednesday* will share the latest news and tips on safely handling and storing food to prevent foodborne illness outbreaks.

October 19, 2020 - *Memo Monday! Blast from the Past...*

Regulations are constantly changing and interpreting all can be a challenge.

the policies and memorandums can be a challenge.

The following policy memos will be discussed on our nextMeet-up Memo Monday:

- Flexibility Guidance_Updated CACFP Meal Pattern (v.2) dated 10.1.2020
- *Reclaiming Meals Due to a Milk Shortage (v.2)* dated 10.1.2020
- Household Contact Requirements (v.2) dated 10.1.2020

USDA Announces CACFP Trainer's Tool on Serving Milk

The USDA's Team Nutrition initiative is pleased to announce the release of the **"Child and Adult Care Food Program Trainer's Tool: Serving Milk.**" State agencies and CACFP trainers can use this fun bingo-style game to reinforce program operator's knowledge of meal pattern requirements related to milk.

The CACFP Trainer's Tool: Serving Milk is available in **English** and **Spanish** online. Team Nutrition will announce the availability of printed copies at a later date.



This resource is meant for educational and

training purposes only and can be used as part of in-person or virtual trainings.No prize, award, or gambling may accompany the use of this training tool.

Download Bingo Boards, Q&A cards, Powerpoint, and instructions for training fun!

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 **Sonja Adams**.

NATIONWIDE WAIVERS

DECAL Participation of Nationwide Waivers due to COVID-19

CACFP

For full details on the CACFP waivers below, please click on the links to read the actual waiver memo.

At-Risk Area Eligibility Requirements (New)

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 December 31, 2020****

Parent Pick-Up:

Under this waiver, Program operators in a State with an approved waiver allowing noncongregate 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****

In response to COVID-19, the Nationwide Waiver of Monitoring Requirements for Sponsors in the Child and Adult Food Care Program (CACFP) specifically allowed flexibilities in the monitoring requirements for CACFP Sponsors who requested this waiver and received approval from DECAL. However, these flexibilities expired on August 31, 2020. Sponsors who anticipate challenges with meeting the monitoring requirements for all facilities required per 7 CFR 226.16(d)(4)(iii) in FY2021, may submit an official waiver request to DECAL that will be submitted for USDA approval.

Sponsors who would like to utilize this waiver must:

- Review the DECAL Policy Memorandum, Child Nutrition Program Waiver Request Guidance and Protocol (Revised), July 13, 2018 and respond to items #4, #5, #6 and #8 in a Word document. A copy of the memorandum can be found here.
- 2. Issue a notice informing the public that a waiver request has been submitted to DECAL
- 3. Submit the official waiver request and a copy of the public notice to Sonja Adams.

USDA recently issued policy guidance and Q&As relating COVID-19 nationwide waivers. To see the full list of waiver information, which includes SFSP, please click **here**.

Is Your Organization Interested in Participating in the At-Risk Afterschool Meals Component of CACFP?

The USDA's, Child and Adult Care Food Program

(CACFP) **At-Risk Afterschool Meals Component** provides funding to afterschool programs that serve a meal and/or snacks to children and teens in low-income areas.

In order to participate, programs must:

- be organized primarily to provide care for children after school or on the weekends, holidays, or breaks during the regular school year
- provide organized, regularly scheduled activities
- include educational or enrichment activities, like arts and crafts, computer lessons, or homework help
- be located in an eligible area*



*The USDA recently issued a nationwide waiver of **Area Eligibility** allowing schools and afterschool care centers, regardless of their location, to serve at-risk afterschool meals and snacks to students after the regular school day.

If your organization is interested in learning more or participating in the program, please contact **Leslie Truman** to register for the next training.

Serving Meals to School-Age Children Sponsors & Independent Centers Must Complete Certification

Statements



This is a reminder that on August 21, 2020, the United States Department of Agriculture (USDA) provided clarification to State agencies and Program operators (institutions) about serving meals to schoolage children, **12 years old and under**, who are attending school virtually, and who are also enrolled and attending child care during the day. You can review the USDA memo **here**.

Based on this guidance, DECAL has

developed a document that outlines the requirements institutions must follow when serving meals to school age children. **This option does not apply to school-age children over 12 years of age**. However, children ages 13-18 may be served through the At Risk Afterschool program. Please review the document that has been updated to emphasize specific age-related requirements **here**.

ACTION REQUIRED: As a reminder, to ensure program integrity, DECAL is requiring Sponsors/Institutions to take the following action:

- 1. Sponsors must complete the School-Age Children Certification Statement-Sponsors confirming that they will follow program guidelines and agree to inform, train and monitor program accountability for their applicable sites.
- 2. Independent Centers must complete the School-Age Children Certification Statement-Independent Centers agreeing to follow program guidelines.
- 3. School-Age Children Certification forms must be kept on file at the sponsor's office or center and must be made available upon request by USDA, DECAL or an authorized representative.

DECAL Nutrition to Present at GAEYC 2020 Annual Conference



Nkem Ijeh Technical Assistance/Training Coordinator (NW Georgia)



Diana Myers, MS, RD, LD Nutrition Health Educator

DECAL Nutrition's **Nkem Ijeh** and **Diana Myers** will be presenting at the virtual 2020 annual conference for **The Georgia Association for the Education of Young Children (GAEYC)**; the largest professional development organization for early childhood education in Georgia. In their presentation, they will be linking CACFP Best Practices and Food Safety Tips with Farm to Early Care and Education (ECE).

Farm to Early Care & Education programs connect children in early care environments to healthy, local foods, gardening, and agriculture and nutrition education. Farm to ECE programs create high quality learning environments that develop and promote lifelong health and wellness for both children and families.

Register Today for the Child Nutrition Saturday Summit: October 3

The National CACFP Sponsors Association

partnered with some amazing speakers to bring you these workshops on the weekend (and on demand) with the Child Nutrition Saturday Summit!



Register here and join the

virtual **Child Nutrition Saturday Summit** training on **Saturday, October 3**, from your work office, your home, or your home office. Certificates of attendance will be sent for each session to participants who attend the live session or watch the recording.

Recordings will be available to registered attendees through all of October 2020.

Questions about this announcement may be sent to **Team Nutrition**. To receive Team Nutrition's eNewsletter, GovDelivery emails, and other announcements, please **click here**.

Procurement News

Procurement Tips

As the school year resumes, now is a great time to begin contract/agreement and vendor maintenance. These procedures are beneficial as they present an opportunity for you to determine whether the vendors and suppliers used to provide meals or individual food items is a responsible and responsive vendor.

When making this determination, ask yourself the following questions:

- 1. Were deliveries made on time?
- 2. Did the vendor communicate any perceived challenges with food shortages, missed or late deliveries, etc.
- 3. Were invoices and packing slips received from the vendor in a timely manner?
- 4. If individual food items were not delivered, did the vendor provide substitutions or alternate products?
- 5. Were meals delivered at the correct temperature?

Procurement & COVID19

USDA has recently launched a resource hub for**Local Food System Response to COVID19**. The resource hub includes 16 partnering organizations who have worked to provide information such social distancing at Farmer's Markets, Community Supported Agriculture (CSA) Innovations and much more.

If you are looking for more information on local foods in response to COVID19, please check out this **valuable resource**.

Local Sourcing Spotlight: Going Nuts for Peanuts!



Did you know the peanut is the number one state crop here in Georgia? According to Georgia Grown, bringing in more than **\$625 million in revenue in 2018**, the peanut has earned this title. Producing more than half of the United States' peanuts annually, Georgia is responsible for producing upwards of 2 billion pounds of peanuts with growers in about 70 local Georgia counties.

Where to buy?

Whether you enjoy them boiled, dry roasted or with just a little salt, Georgia has an array of peanut farmers to choose

from. Growing peanuts since 1945, the next time you are in middle Georgia visit **Hardy Farms** for your choice of boiled, roasted or green peanuts.

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

Get Ready to Turnip the Volume with Georgia Organics!

We're thrilled to announce that sign-ups for this year's October Farm to School Month campaign are open!

When you sign up, you will receive access to

an online toolkit filled with turnip-themed activities, standards-based lessons, recipes, and more from the **Georgia Organics Farm to School** team.

Whether at home or in a classroom, these resources are suited to teachers, community educators, and homeschooling parents alike. Click here to learn more about October Farm to School month and sign up today!



Nutrition Nook: Harvest of the Month - Apples



Bite into your first apple of the season and *crunch* the sound and feel of fall is upon us as we celebrate apples as the Harvest of the Month (**English** and **Spanish**) item.

Apples are high in fiber and vitamin C and add a sweet crisp to any added dish. Enjoy biting into apples together at the same time to see how loud of a crunch your class can make!

Integration

- Easy Apple Coleslaw
- Homemade Applesauce
- Baked Batatas and Apples

Education

- Preform a taste test with your classroom enjoy Granny Smith, Red Delicious, Pink Lady, Gala and other apple varieties!
- Read "Bring Me Some Apples and I'll Make You a Pie: A Story About Edna Lewis" by Robbin Gourley
- Watch "A is for Apples" from Small Bites Adventure Club

Conversation

- What color apples have children tried? (red, pink, green, yellow)
- What sound does an apple make when you bite into it?



Harvest of the Month Bonus Items: Peanuts, Irish Potatoes & Pears

Did you know that peanuts are Georgia's official state crop? In fact, according to UGA

Extension, Georgia is the number one producer of peanuts in the United States! Georgia peanut farmers provide more than 45 percent of the U.S. peanut crop each year. Peanuts are an excellent plant-based protein source to add a power packed nutritional punch to your meal pattern. **When serving peanuts on your menu, be sure to check with children's allergies as peanuts are one of the top eight most common allergens.*

Integration

- Georgia Grown Peanut Hummus
- Noodles with Peanut Butter Sauce
- Whole grain toast with peanut butter & banana





Irish Potatoes

According to the United States Department of Agriculture, Irish Potatoes are the number one vegetable crop in the U.S. and fourth most consumed crop in the world. The beauty of these taters is they can be grown and purchased from our own local Georgia farmers! Procure them locally for your meal pattern today.

Integration

- Potato Salad
- Irish Potato Bites
- Oven Baked Potato Wedges



Pears

According to Georgia's Department of Agriculture, pears are extremely well adapted to our climate. Georgia Grown pears can be sourced August 1 – November 30. Keep your eyes peeled for these nutritious fruits as you can find trees as old as 50 still bearing fruit!

Integration

- Pear Salsa
- Baked Pears
- Pear Slices with Cheese Cubes





Share your Harvest of the Month and local produce stories and menu integration with Nutrition Health Educator, **Diana Myers**, **MS**, **RD**, **LD**!

DECAL's Nutrition Spotlight: *Meet Paula Lawrence, Application Specialist*

Meet **Paula Lawrence**; a veteran Application Specialist in DECAL's Nutrition Services. Having worked with DECAL for the past eight years, Paula has significant experience processing and approving applications throughout Georgia. Paula handles applications O (zero) through G and says that Application Specialists are "often referred to as the gatekeeper or the go-to person in Nutrition, as it pertains to the application process."

With the focus on CACFP renewal, she says that the most important part of the process is to complete the renewal training that gives sponsors & institutions access to enrollment in the new fiscal year.

Paula suggests that sponsors and institutions



follow up with revision requests. She also recommends to "complete required trainings, but to also take advantage of other trainings that are not necessarily required but offered."

Paula enjoys working with her fellow Application team members because of their reliability. Outside of work, Paula enjoys the unique tastes of Caribbean and Cuban cuisines and a fun fact is that she absolutely loves the beach!

DECAL's Nutrition Services Unveils New CACFP Logo!



The Georgia Department of Early Care and Learning's Nutrition Services is proud to announce the launch of our new logo that represents Georgia's CACFP.

The new logo features an assortment of fruits and veggies with bright colors that accurately depict our ultimate goal of keeping Georgia kids fed with nutritious meals.

Help Us Spread the Word About CACFP

The Georgia Department of Early Care and Learning (DECAL) is currently seeking applications from eligible child and adult care facilities who are interested in participating in the Child and Adult Care Food Program (CACFP).

Please help us spread the word about the benefits of CACFP to childcare centers, family childcare homes, afterschool programs, Head Start programs, adult care centers and homeless shelters.

Organizations must have a license to operate or an exemption before registering for training. Interested organizations may email Leslie Truman or call 404.657.1779.

NEW Episode of DECAL Download Georgia and the 2020 Census

With the deadline to respond to the 2020 Census rapidly approaching, participation is extremely important. The results will be felt by Georgians for the next ten years. At stake are billions of dollars used for education, public health, infrastructure, and other related areas. The process is quick, easy, and confidential but most importantly it is making sure that everyone counts.

Joining us to talk about the 2020 Census and how Georgia is doing are the co-chairs of the Georgia Complete Count Committee, Anna Wrigley-Miller, director of planning, evaluation, research, and communications with the Governor's Office of Planning and

On the next ...

Rusty Haygood

Deputy Commissioner

Georgia Department of

Community Affairs



This Week's Guests





Communications with the Governor's Office of Planning and Budget

Anna Mille

Director of

Planning, Evaluation, Research and

This Week's Topic: 2020 Census

Budget, and Rusty Haygood, Deputy Commissioner for the Georgia Department of Community Affairs. Also joining us is Jessie Bruno, Research and Policy Analyst here at DECAL, who has been working with the Complete Count Committee.

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!

Nutrition Division Marketing & Outreach Team



Cindy Kicklighter Gaby Garza

