

CACFP Renewal Requirements and Instructions – FY 2018

All participating institutions and sponsors are required to complete annual renewal requirements in order to continue participation in the CACFP. Each annual renewal requirement is outlined below. **Failure to complete the annual requirements by the specified deadline date will impact continued participation in the CACFP, which includes submission of monthly claims for reimbursement. Annual renewal requirements include:**

- Attendance/review of annual renewal training presentation
- Completion of annual renewal training assessment questions
- Enrollment for participation in FY 2018
- Completion of Annual Certification Statements
- Review and updating of the FY 2018 Application, which may include:
 - Review of the entire application
 - Revision to the Management Plan
 - Submission of the annual Budget
 - Required for all Sponsors
 - Required for Independent Centers with costs that require prior or specific prior written approval
 - Review and revision of center/home applications
- Submission of annual documents, if applicable

For general questions regarding FY 2018 CACFP annual renewal requirements or annual document requirements, please contact the **“Help Desk”** Business Operations Specialist:

Ashley Austin at Ashley.Austin@decalf.ga.gov or (404) 463-8313

For assistance with annual renewal **training registration**, please contact:

Leslie Truman at Leslie.Truman@decalf.ga.gov or (404) 657-1779

For questions regarding **application updates**, including the management plan, please contact your assigned Application Specialist:

(0 (zero)-G) Demetria Thornton at Demetria.Thornton@decalf.ga.gov or (404) 463-2182

(H-P) Paula Lawrence at Paula.Lawrence@decalf.ga.gov or (404) 463-2111

(Q-Z) Shericka Blount at Shericka.Blount@decalf.ga.gov or (404) 656-6411

For questions regarding the **budget revisions/updates**, please contact:

Shonda Franklin at Shonda.Franklin@decalf.ga.gov or (404) 651-7181

Jacqueline Marchant-Boshears at Jacqueline.Marchant-Boshears@decalf.ga.gov or (404) 463-1494

ANNUAL RENEWAL TRAINING REQUIREMENTS – Complete by October 31, 2017

Participating CACFP Institutions and Sponsors are required to meet annual training requirements. **FY 2018 CACFP**

Annual Training Requirements includes:

- Review the CACFP 2018 Annual Renewal training presentation, and
- Complete the CACFP 2018 Annual Renewal training assessment questions.

Bright from the Start provides annual renewal training via its web-based system, GA ATLAS. Institutions and sponsors are required to view the annual renewal training PowerPoint presentation, all referenced policies and policy memorandum, and complete the training assessment. The annual training assessment must be completed and submitted prior to receiving access to the 2018 CACFP application, which will become available on or after October 1, 2017. Annual renewal training is required for all existing (currently approved) CACFP institutions and sponsors that intend to continue their participation into 2018.

There will be two types of annual renewal training offered for FY 2018. Sponsors of affiliated or unaffiliated centers and sponsors of day care homes will complete the annual renewal training for Sponsors. All institutions (independent centers), regardless of type of center, will complete the annual renewal training for Institutions. Principal/Program Contacts responsible for the administration and operation of more than one organization/ sponsorship must complete training for each institution/sponsorship (Agreement) in order to continue participation in FY 2018.

Attention: Friendly reminders or new/updated information included in the FY 2018 CACFP Renewal Training:

- Designation of Principal/Program Contacts
- Expiration of Applications
- Effective Dates to Claim for Reimbursement
- IES Signature Requirements
- FY 2018 Renewal Application Workflow Dates
- Updating/Maintaining Email Contact information in Application
- Alternate Form Approval Procedures
- Field Trip Notification/Office Closures (new form requirement)
- Meal Count and Menu Forms (new form requirement)

See instructions below on how to register and complete FY 2018 Annual Training and Assessment Questions:

- I. **Register** for the FY 2018 CACFP Annual Training
 - i. **Remember: Only the Principal/Program Contact can self-register in GA ATLAS for annual renewal training.**
 - b. Log into GA ATLAS with your username and password
 - c. Select **My Account** in the blue menu bar
 - d. Select **Account Profile**
 - i. Ensure that the Principal/Program Contact's **First Name, Middle Initial, Last Name, Email Address, and Phone Number are correct.** Otherwise, the training will not be linked correctly and will cause issues with the training roster.

- e. Select **Save**
 - f. Select **Finish**
 - g. Select **My Training**
 - h. Select **Register for Training**
 - i. In the Program dropdown box, **select CACFP**
 - j. Select **Search**
 - k. Select the **FY 2018 Annual Training** that applies to your institution type by clicking the title of the training
 - l. Select the Session Name link for the location/session you would like to attend
 - i. Renewal Training for Sponsors, or
 - ii. Renewal Training for Institutions/Independent Centers
 - m. Review the Session Details and select **Enroll** to enroll in that session
 - n. A confirmation email should be sent to your email address on file
- II. **View** the FY 2018 Annual Renewal Training PowerPoint presentation
 - III. **Complete** the FY 2018 Annual Renewal Training Assessment Questions

ANNUAL RENEWAL ENROLLMENT - Complete by October 31, 2017

Upon completion of the Annual Renewal 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. Institutions and sponsors can "enroll" into FY 2018 **on or after October 1, 2017**, but not before completing the Annual Renewal Training. **Institutions that have completed the FY 2018 CACFP Annual Renewal Training and Assessment and have enrolled in the CACFP for FY 2018 will have access to the FY 2018 application on after October 1st.**

Applications			
Program Year	Programs	Packet Status	Original Approved Date
2016 - 2017		Not Enrolled	
2015 - 2016	CACFP, DCH, SFSP	Not Submitted	
2014 - 2015	CACFP, SFSP	Not Submitted	

In order to enroll in the current year's program, complete the following steps:

- I. Select **2017-2018** to enroll in the CACFP for FY 2018.
- II. Click the Packet Status that will read **"Not Enrolled"**
- III. Select **Enroll**
- IV. Select **Yes**
- V. Next, institutions must successfully complete **Annual Certification Statements** before any other portion of the Application is accessible.
- VI. Complete application updates, including but not limited to the budget and management plan.
- VII. Submit the application containing updates for review/approval.

ANNUAL RENEWAL APPLICATION REQUIREMENTS - Complete by October 31, 2017

To continue participating in the CACFP in FY 2018, all institutions and sponsors must complete annual renewal application requirements in GA ATLAS. **Annual renewal application requirements include:**

- Completion of Annual Certification Statements
- Review and updating of the FY 2018 Application, which may include:
 - Review of the entire application
 - Revisions to the Management Plan
 - Revisions of the annual Budget
 - Required for all Sponsors
 - Review and revision of center/home applications
- Submission of annual documents, if applicable

FY 2018 CACFP Application Update Procedures can be found on Bright from the Start’s website at <http://www.decal.ga.gov/documents/attachments/CACFPApplicationUpdateProcedures.pdf>

Institutions that do not complete the annual renewal requirements will not have an approved 2018 application, and therefore will not continue participating in the CACFP during the FY 2018 operating period.

Failure to complete required 2018 application updates and submit documents by October 31, 2017, may impact the ability to seek CACFP reimbursement, and may impact your organization’s ability to use reimbursement funds for costs that require prior or specific prior written approval when incurred prior to approval of the FY 2018 application.

ANNUAL RENEWAL DOCUMENTATION REQUIREMENTS - Submit by October 31, 2017

Please refer to the **FY 2018 CACFP Renewal Annual Documentation Requirements** document to determine if your institution/sponsoring organization is required to submit annual documents. **The FY 2018 CACFP Renewal - Annual Document Requirements document is available on Bright from the Start’s website at <http://www.decal.ga.gov/documents/attachments/CACFPAnnualDocumentRequirements.pdf>.** If applicable, all annual documents must be submitted to Bright from the Start on or before October 31, 2017. **Institutions have the ability to upload required documentation in their applications within the Checklist Summary section or Attachment List section in GA ATLAS or fax to (770) 359-3298.**

KEY FACTORS TO REMEMBER

- In preparation for FY 2018 CACFP renewal and in order to implement necessary system enhancements, GA ATLAS will be **unavailable** to you from **Friday, September 1st through Saturday, September 30th**. This means you **will not** have access to modify (make changes) the application packet during this time. Access to the Training Management and Claims module **will not** be impacted. Therefore, you will have the ability to complete or submit monthly claims for reimbursement as normal. During this time, staff will review all outstanding 2017 CACFP Renewal application updates, and new updates/changes to be effective for **September 2017**. Ensuring all 2017 CACFP application packets are approved by September 30th will make for a better renewal application transfer for FY 2018.

Institutions and sponsors are encouraged to review the **FY 2017 application packet** and make updates by **August 31st** or the information **will not** be approved and rollover into the FY 2018 application. Therefore, it is imperative that any FY 2017 changes, including updates to your application, the addition of centers/homes, or termination of centers/homes are completed in GA ATLAS for the month of September 2017 **prior** to September 1st.

- **“How to Complete the Application in GA ATLAS”** online training is available for interested institutions. We encourage institutions to complete this training as it provides step-by-step instructions on how to complete the application. Note: this training is optional. This training is available on Bright from the Start’s website at: <http://www.dec.al.ga.gov/Nutrition/GAAtlas.aspx>.
- The small purchase document must be maintained on file for purchases between **\$3,500 - \$149,999** or more restrictive amount based on organization’s policy. Under the Budget Q&A tab in GA ATLAS, if question #14 is answered **NO**, please follow micro or small purchase procedures as documented in your policy. If answered **YES**, the procurement documents for submission will require a formally procured executed contract. Only answer YES if supplies are planned for purchase via a formal procurement process.
- **Original or Annual Budgets and Budget Amendments must be submitted on or before October 31, 2017. At a minimum annual budgets are required when:**
 - An Independent Center with an approved budget in FY 2017 intends to use FY 2018 reimbursement funds for **new** operating and/or administrative costs that require prior, specific prior written approval, or formal procurement.
 - An Independent Center with an approved budget in FY 2017 with approved costs and will have the same costs in FY 2018, but new supporting documentation must be submitted for review and approval (i.e., lease agreements for center space, equipment rental, etc.)
 - **All** Administrative, Center and DCH sponsoring organizations.
- **Please refer to DECAL website for Budget related tools and references:**
 - Budget Guidance Manual - <http://www.dec.al.ga.gov/documents/attachments/budgetguidancemanual.pdf>
 - Budget Checklist - <http://www.dec.al.ga.gov/BftS/FormList.aspx?cat=CACFP>
 - Budget Allocation Worksheet - <http://www.dec.al.ga.gov/CACFP/Handbook.aspx>
- **Budget Revisions:**

All costs must be approved in the budget prior to using CACFP reimbursement for the cost. Documentation to support costs can be uploaded in GA ATLAS, or submitted via postal mail, or fax to the attention Budget Compliance Specialist at (770) 342-3160. Please refer to the Budget Guidance Manual for guidance on budget revisions.

For questions concerning budget completion or requirements, please contact Shonda Franklin, **Budget Compliance Specialist at (404) 651-7181 or Shonda.Franklin@dec.al.ga.gov**.