

CACFP Renewal Application Instructions – FY 2017

ANNUAL TRAINING REQUIREMENTS – Complete by September 30, 2016

Participating CACFP Institutions and Sponsors are required to meet annual training requirements. FY 2017 CACFP Annual Training Requirements includes:

1. Completing training on *Navigating Through the GA ATLAS System* and accessing the portal **in order to:**
2. Review the CACFP 2017 Annual Renewal training presentation, and
3. Complete the CACFP 2017 Annual Renewal training assessment questions

Bright from the Start provides annual renewal training via its new web-based system, GA ATLAS. Prior to accessing Annual Renewal training, the Delegated Principal/Program Contact **MUST** be the individual to complete the GA ATLAS Training. 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 2017 CACFP application, which will become available on or after October 1, 2016. Annual Renewal is required for all existing CACFP institutions that intend to continue their participation into 2017.

Note: A “How to Complete the GA ATLAS Application” online training will be available to institutions looking for further guidance on how to complete the CACFP application. We encourage all organizations to take advantage of this training. Details on how to register and access the training will be emailed to all institutions and sponsors.

ANNUAL RENEWAL ENROLLMENT, CERTIFICATION REQUIREMENTS, AND APPLICATION UPDATES – Complete by October 31, 2016

Institutions and sponsors will be required to enroll in the FY 2017 CACFP program year via GA ATLAS. This process is specific to the GA ATLAS portal, and specific instructions are on page three (3).

Once enrolled in the FY 2017 CACFP program year, participating institutions and sponsors are required to complete annual renewal certification requirements in order to maintain an agreement with Bright from the Start and to continue participating in the CACFP. All annual certification requirements must be answered to gain access to the approved 2017 application on or after **October 1, 2016**.

All **FY 2016** application updates should be completed in **CNP 2000** and submitted by **September 14, 2016**. All **FY 2017** application updates should be completed in **GA ATLAS** and submitted by **October 31, 2016**. All institutions and sponsors will be required to complete and submit a management plan and budget as these sections of the CACFP application will not be migrated into GA ATLAS from CNP 2000. Additionally, all other sections of the FY 2017 application that are blank or unfilled should be reviewed and completed.

Institutions that do not complete the annual renewal requirements will not have an approved 2017 application, and therefore will continue participating in the CACFP during the FY 2017 operating period.

Failure to complete required 2017 application updates and submit documents by October 31, 2016 may

impact the ability to seek CACFP reimbursement for October and November 2016, and may impact your organization's ability to use reimbursement funds for costs that require prior or specific prior written approval when incurred in October and November 2016.

Annual Renewal Documentation Requirements – Submit by October 31, 2016

Please refer to the **FY 2017 CACFP Renewal Annual Documentation Requirements** document to determine if your institution/sponsoring organization is required to submit annual documents. The **FY 2017 CACFP Renewal - Annual Document Requirements Chart** 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, 2016. **Institutions have the ability to upload required documentation in their applications within the Checklist Summary section in GA ATLAS.**

Steps 1, 2 and 3 must be completed before beginning the FY 2017 Annual Renewal Requirements

Step 1: Review Bright from the Start's CACFP Policies and guidance materials and ensure compliance with federal regulations and state policies.

- Bright from the Start Policies: <http://www.decal.ga.gov/Nutrition/CACFPolicies.aspx>.
- Bright from the Start Policy Guidance/Memos: <http://www.decal.ga.gov/Nutrition/CACFPMemos.aspx>
- Bright from the Start Handbooks and Resources:
<http://www.decal.ga.gov/Nutrition/HandbooksInstructions.aspx>

Step 2: Review the FY 2016 Application to determine if changes are needed. If the information is correct, do not make any changes. **Please refer to the FY 2017 CACFP Renewal - Application Update Procedures** for details on application changes/updates that require review, form requirements, and submission requirements. This tool is forthcoming and will be sent to all participating institutions via email.

Step 3: Complete FY 2017 Annual Training and Certification Requirements. Instructions are below.

- I. Register for the *How to Navigate through GA ATLAS* Training [here](#) (for the webinar) or through your Technical Assistance Coordinator for face-to-face training.
- II. Successfully complete GA ATLAS Training
- III. Register for the FY 2017 CACFP Annual Training
 - a. Log into GA ATLAS with your username and password
 - b. Select **My Account** in the blue menu bar
 - c. Select **Account Profile**
 - d. Complete **First Name, Middle Initial, Last Name, Email Address, and Phone Number**

- 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 2017 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
- 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
- IV. View the FY 2017 Annual Renewal Training PowerPoint presentation
- V. Complete the FY 2017 Annual Renewal Training Assessment

ANNUAL RENEWAL ENROLLMENT – Due October 31, 2016

Upon completion of the required 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.

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 2016-2017 to enroll in the CACFP for FY 2017.)
- 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.

Once these steps have been taken, your organization is considered enrolled in the current year and the Application Packet status is “Approved.”

Institutions that have completed the FY 2017 CACFP Annual Renewal Training and Assessments and have enrolled in the CACFP for FY 2017 will have access to the FY 2017 application on October 1, 2016.

Key Factors to Remember:

- All **FY 2016** application updates effective for September 1, 2016 should be completed in **CNP 2000** and submitted by **September 14, 2016**. Application updates effective for September 1, 2016 that are not entered in CNP 2000 by September 14th will not appear in GA ATLAS. Therefore, the same updates will have be made in GA ATLAS on or after October 1st.
- All **FY 2017** application updates should be completed in **GA ATLAS** and submitted by **October 31, 2016**. DCH Sponsors should hold any October updates until access to GA ATLAS and their FY 2017 CACFP application is granted.
- **“How to Complete the Application in GA ATLAS”** online training will be 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. Details on how to access the training will be emailed to all institutions and sponsors.
- **All institutions and sponsors (independent centers, center sponsors, administrative sponsors and day care home sponsors) will be required to complete and submit a management plan and budget as these sections of the CACFP application will not be migrated into GA ATLAS from CNP 2000. Note: there is only one management plan and budget for each organization.**
- **All** sections or fields of the FY 2017 application that are blank or unfilled should be reviewed and completed.
- All institutions and sponsors must complete the Budget Q&A to receive access to the budget detail section of their application.
- The small purchase document must be maintained on file for purchases between **\$3,500 - \$149,999** or 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.

For general questions regarding FY 2017 CACFP Annual Renewal Requirements or annual document requirements, please contact one of the FY 2017 Annual Renewal Requirements **“Help Desk”** Business Operations Specialists:

Ashley Austin at Ashley.Austin@decalf.ga.gov or (404) 463-8313
Valesia Jones at Valesia.Jones@decalf.ga.gov or (404) 651-5170

For questions regarding application updates, including the budget and 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