



BRIGHT FROM THE START

Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334

DELEGATION OF AUTHORITY FROM AN OFFICER TO A PRINCIPAL

I, _____ am the _____ of _____, and
(Officer's Name) *(Title)* *(Name of Organization)*

hereby grant authorization to _____, as a legal employee, to act on the behalf of
(Principal's Name)

_____ while conducting business and/or activities pertinent to administering and/or
(Name of Organization)

operating the _____ Food Program.
(CACFP or SFSP)

_____ is to be considered an agent of the _____ and therefore
(Principal Name) *(Name of Organization)*

the signature of said agent is binding and causes the _____ to assume all responsibilities connected to or
(Name of Organization)

associated with the signature as they may relate to _____
(Name of Organization)

_____ Food Program business.
(CACFP or SFSP)

I, _____ understand that it is my sole responsibility to grant and terminate any such authorization and
(Principal's Name)

to ensure that Bright from the Start receives notice of such grant or termination within 30 days. The attached documentation demonstrates my appointment as Officer, and/or documentation supporting the governing board's approval of the delegation of authority to _____.
(Principal's Name)

I, _____, hereby accept my appointment as Principal of _____ with all
(Principal.) *(Name of Organization)*

duties and responsibilities pertinent to this appointment.

I, _____, hereby declare that I have fully read Bright from the Start's Participation Agreement and understand the terms and conditions of the agreement.
(Principal)

Signature of Officer
Title:
Date:

Signature of Delegated Principal
Title:
Date:

Legal Name of Organization: _____

Sworn to and Subscribed before me
This _____ day of _____ 20_____

Notary Public Signature My Commission Expires: _____

Bright from the Start: Georgia Department of Early Care and Learning

Delegation of Authority from an Officer to a Responsible Principal and/or Individual

New and existing institutions participating in the Child and Adult Care Food Program (CACFP) or the Summer Food Service Program (SFSP) must complete the *Delegation of Authority from an Officer to a Principal* at the time of submitting a new application or as part of annual application requirements.

Per federal regulations and Bright from the Start's Participation Agreement, institutions agree to accept final financial and administrative responsibility for management of an effective food service operation and to comply with federal regulations for the CACFP and SFSP.

Bright from the Start policies require all new and existing institutions to identify and designate an individual that will act on behalf of the institution and becomes Bright from the Start's point of contact, and binds the organization legally, financially and administratively as it pertains to the administration and/or operation of the CACFP or SFSP. A Principal is also subject to liability, separate and distinct, from the organization as it pertains to the administration and/or operation of the CACFP and SFSP. Officers authorized to delegate authority to Principals must be Officers of the entity, including board members, partners, or council/commission representatives of the entity and must have the authority to further delegate authority to a responsible Principal. The responsible Principal must be legally employed by the entity.

Therefore, institutions must submit the Form and documentation to support the Officer's authority to further delegate authority to a responsible Principal on an annual basis. Below is a list of acceptable documentation:

Public or Private Non-Profit Entities:

- Official, signed board meeting minutes, which at a minimum include the names of all members in attendance at the meeting, demonstration by vote that the entity accepts full responsibility to participate in the CACFP or SFSP, and acceptance of appointment by the Principal.

For-Profit Entities (entities required to have a governing boards and/or partnerships only):

- Corporations: Official, signed board meeting minutes, which at a minimum include the names of all members in attendance at the meeting, demonstration by vote that the entity accepts full responsibility to participate in the CACFP or SFSP, and acceptance of appointment by the responsible Principal. **OR,**
- Partnerships: Official, signed letter between partners acknowledging participation in the CACFP or SFSP, acceptance of full responsibility for participation in the CACFP or SFSP, and appointment of the responsible Principal by all Partners.

Government Entities:

- Council Resolution or board meeting minutes, which at a minimum includes, authorization from the governing body to participate in the CACFP or SFSP, identifies the Principal or Individual that accepts full responsibility for the entity's participation in the CACFP or SFSP, and acceptance of appointment by the responsible Principal.

Faith-Based Organizations (Churches without a separate and distinct non-profit organization):

- Official, signed board meeting minutes, which at a minimum include the names of all members in attendance at the meeting, demonstration by vote that the governing body accepts full responsibility for the organization's participation in the CACFP or SFSP, and acceptance of appointment by the responsible Principal.
- Signed, notarized letter from the Organization's church body leader, if not a member of the governing body (i.e., board of Deacons or Trustees), approving and acknowledging participation in the CACFP or SFSP, and granting authority to the governing body to act on behalf of the church when participating in the CACFP or SFSP.

Contact to the Policy Administrator at 404.651.8193 for questions concerning this form or documentation requirements.