COLYAR TECHNOLOGY SOLUTIONS, INC.

Ga ATLAS

Applications for Summer Food Service Program (SFSP) and Child and Adult Care Food Program (CACFP)

User Manual

Georgia Department of Early Care & Learning

Nutrition Services

For Institution Users

Final V1.0

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Introduction

Welcome to the Nutrition Services (ATLAS) user manual for the Child and Adult Care Food Program and/or Summer Food Service Program modules. ATLAS is a web-based software solution that provides administrators, state users, and Institutions with efficient and immediate access to applications, claims, and related nutrition program functions.

Web Site Benefits and Features

ATLAS is a user-friendly web application that allows authorized users to submit and approve application, claims, and miscellaneous forms via the Internet, as their security rights permit. Key system features include:

- A software system that manages information regarding Institutions, applications, claims, and reports.
- A single integrated database which serves all child nutrition programs.
- The ability to save partially completed forms on-line, allowing the user to complete the process at a later time.
- Individual User IDs and passwords for secure login to program functions and accurate tracking of user behavior.
- A robust security module that streamlines security setting controls by enabling administrators to easily assign users to numerous pre-defined groups and eliminating the need to manually set each user's security access.

User Manual

This user manual is intended for use by authorized institution users that administer the SFSP and/or CACFP program. It is designed to provide a general understanding of how to use the system in an effective and efficient manner. This manual will provide:

- A general explanation of each feature available.
- Screen examples of web site pages and forms.

- Step-by-step instructions for utilizing the web site features.
- Tips and notes to enhance your understanding of the system.

2

Getting Started

Before you can begin using ATLAS, you must be assigned a user ID and password by the GA Atlas System Administrator that provides the required security rights. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the web site.

Accessing the Web Site

You can access *ATLAS* from any computer connected to the Internet by opening your Internet browser and entering the URL in the browser's address line. **The URL for the Production environment is:** https://decalatlas.com/Splash.aspx

TIP: You can add this URL to your browser's FAVORITES list or create a shortcut to the web site on your desktop for quicker access to the site. Refer to your browser or operating system help files for further information.

Figure 1: *ATLAS* Home Page

About the Home Page

The Home Page consists of three major sections:

- Bulletin Board.
- Log on.

The bulletin board is managed by the State and provides general information. It is important to remember that the bulletin board on the home page is viewable by the public.

The log on section is where authorized users enter their User ID and password.

Logging On

To log on

1. Access ATLAS by typing the URL into the address line of your web browser.
2. Enter your assigned **User ID**.
3. Enter your **Password**.
4. Select **Log On**.

Note: If you do not have a User ID and Password, contact the GA Atlas System Administrator.

TIP: The Password is case-sensitive, so be sure to use upper and lower-case letters, if necessary.

To change your password

If this is your first time logging on, the system will automatically require you to change your password.

1. Select a new password and enter it into the box provided.
2. Re-enter your new password for confirmation.
3. Select **Save** to continue to the Programs page.

Note: Security configuration settings require a password ten (10) to fourteen (14) characters in length. The password must be different from the User Name and Full Name.

Additionally, the password must contain three of the four following characteristics:

-One upper case letter

-One lower case letter

-One number

-One special character (e.g., !, ?, /)

Passwords are case sensitive.

Content Overview

Once you are logged in, the top portion of the *ATLAS* application contains key elements that provide basic information about your location within the system and the selected Institution.

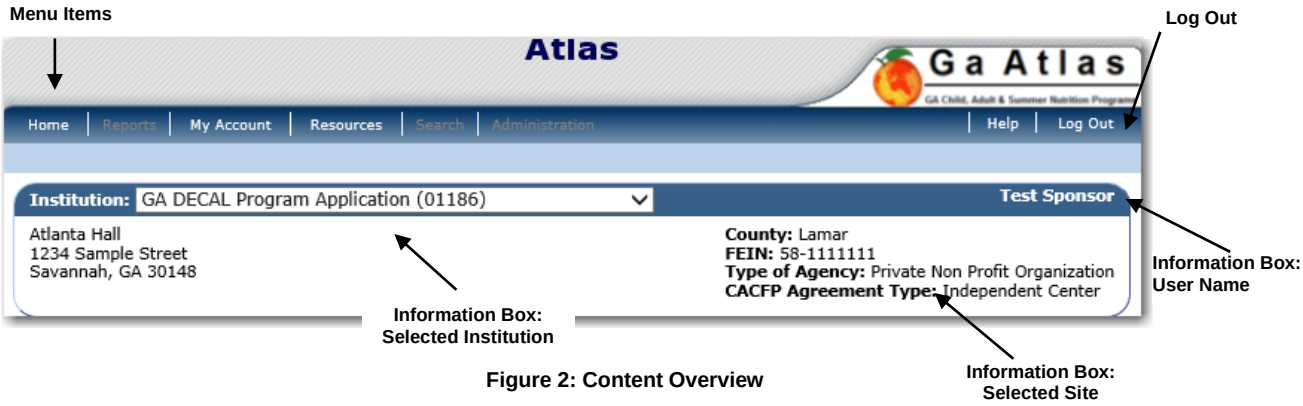


Figure 2: Content Overview

Item	Description
Menu Items	Menu items display on the blue menu bar at the top of the page. Users may not have access to all menu items. If you are unable to select a particular menu item, you do not have the necessary security rights.
Information Box	The information box displays general information regarding the Institution/ Site.
Logout	The logout button displays in the menu bar. It is recommended to select **Logout** to properly exit the system.

Note: For security reasons, the system will automatically log you out after twenty (20) minutes of inactivity.

Screen Options

Data entry screens in the system offer the user some or all of the following options: **VIEW, MODIFY, and DELETE**. The Screen Options area is located on the top right side of the screen, directly beneath the colored bar.

Figure 3: Screen Options - example

The following table describes each of the possible screen options:

Item	Description
VIEW	Presents the screen information in 'view-only' mode. In this mode, the user cannot modify any data.
MODIFY	Presents the screen in 'modify' mode. In this mode, the user can modify field data and save the data after pressing the save button at the bottom of the screen.
DELETE	Deletes the current record displayed on the screen. The user will be presented with a confirmation screen to validate that they intend to delete the record.

Programs Home Page

Once you successfully log on, the Programs Home Page is displayed. The Home Page is the access point for SFSP and/or CACFP (Centers and Day Care Homes) Applications, Claims, and Additional Forms. Additionally, the State Agency may include messages which can be viewed by clicking the respective link in the Messages section of the Home Page. Once selected, the screen will redisplay with the appropriate information on file.

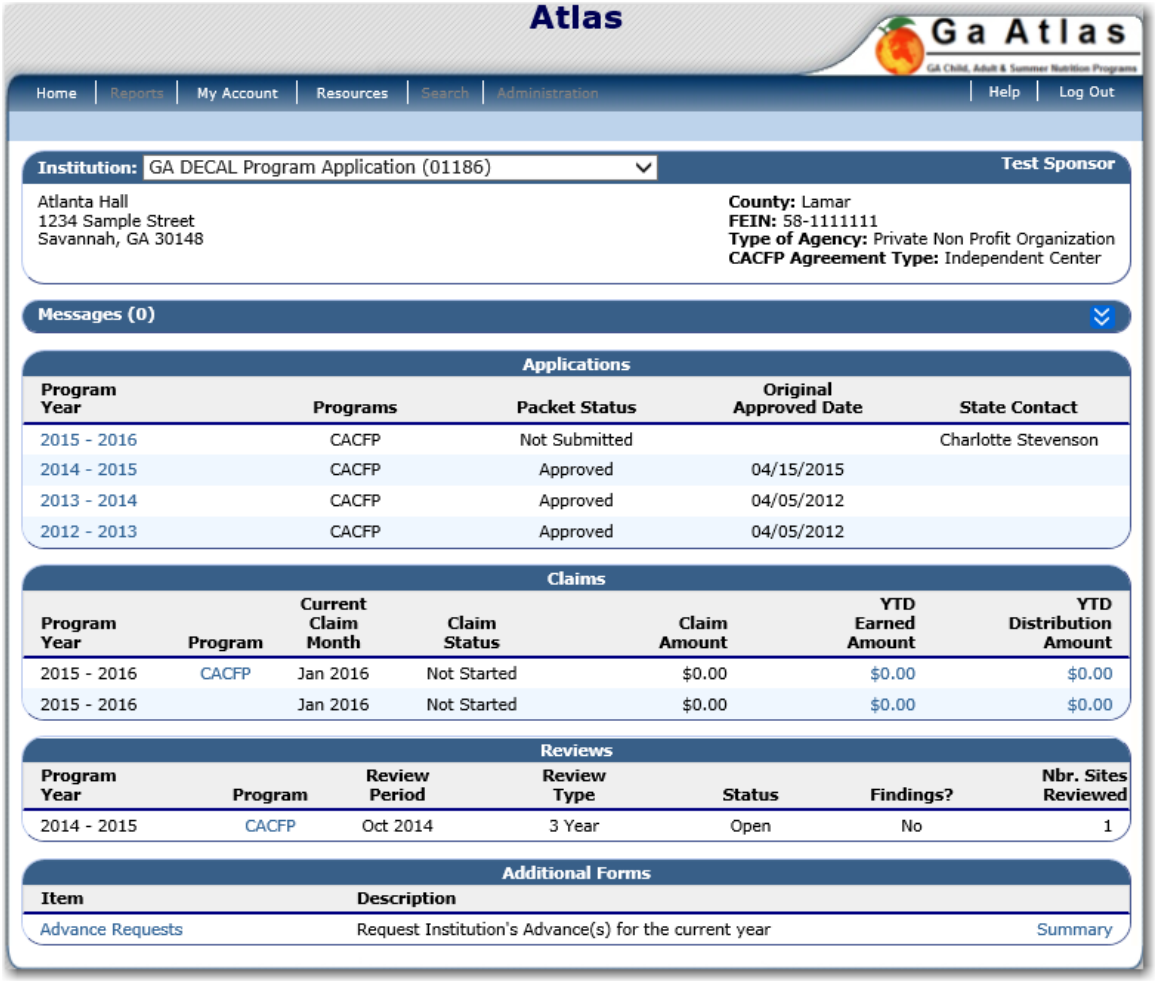


Figure 4: Programs Home Page

Note: The Reviews component is still under development at the time of this manual's publishing.

The table below describes the features available for each menu option, which the remainder of this manual will discuss in detail.

Note: individual users may have varying menu options due to the user's security configuration.

Menu Item	Menu Features
Home Page	Access to Program Applications, Claims, Review, and Additional Forms: • Messages • Application Packet (inc. Institution and Site/Provider applications as well as supporting submissions). • Claims • Reviews • Advance Requests
My Account	Access to an individual user's security-related items including: • Change Password (authenticated user changing their password) • My Trainings (register for DECAL Trainings)
Resources	Access to • Claim Rates • Forms and Documents

Error Processing

All information entered and saved on the system is verified to ensure it conforms to data entry guidelines and system rules. The site performs two types of checks on information entered: Input Edits and Business Rule Edits.

Input Edits

Whenever you save information or proceed to a new screen, the site checks for input errors. These errors may include entry errors such as an invalid data entry (such as entering a 4-digit Zip Code), or a non-logical entry (e.g., entering a greater number of eligible than enrolled children).

If a form contains an input error and the user selects **Save**, the screen either displays the error code and description in red at the top of the page (and the error code is a letter) or displays a message next to the field in error. Input errors must be corrected before you can proceed. The system will not save data entered on a screen that contains an input error. The user must correct the input errors and select **Save** again.

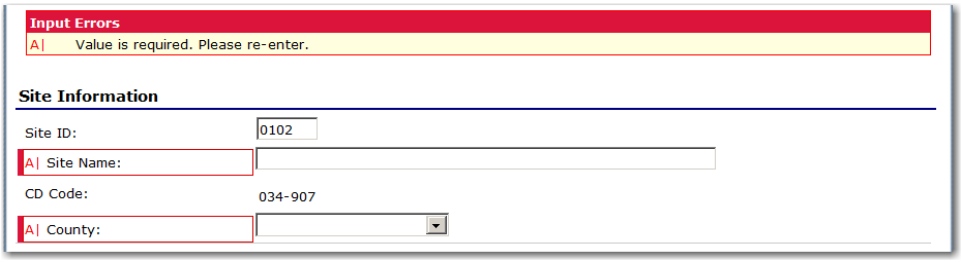
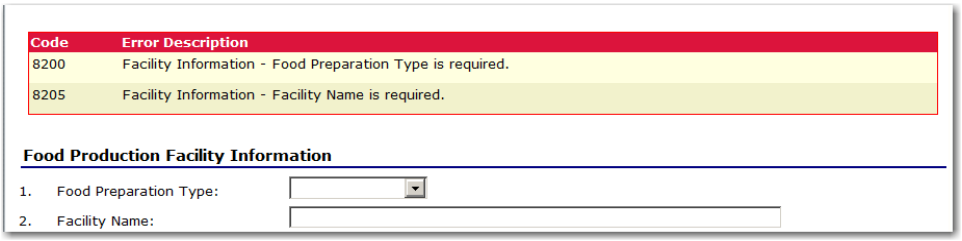


Figure 5: Examples of an Input Error (Partial Screen)

Business Rule Edits

Business rule edits are used to ensure that entered data on a form conforms to state-defined guidelines/requirements and federal regulation. Once the user initiates a save, *ATLAS* will perform business rule edit checks after all input errors have been corrected and display a confirmation screen stating that data entered has been saved and identifies whether errors exist.

The user may correct business rule errors immediately or at another time. The entered data will not be lost. The errors will display at the top of the screen with an error code (usually 4-5 digits) and error description. Business rule edits do not prohibit the system from saving the data entered on the screen.



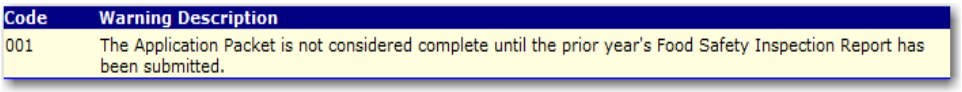
Code	Error Description
8200	Facility Information - Food Preparation Type is required.
8205	Facility Information - Facility Name is required.

Food Production Facility Information

1. Food Preparation Type:
2. Facility Name:

Figure 6: Example of a Business Rule Error (Partial Screen)

In addition, business rule edits have an error severity that indicates whether an error is considered an Error or a Warning. Errors appear in red and must be corrected before the form can be submitted. Warnings appear in blue and indicate an "out of the ordinary" data value. Warning errors do not need to be corrected prior to form submission.



Code	Warning Description
001	The Application Packet is not considered complete until the prior year's Food Safety Inspection Report has been submitted.

Figure 7: Example of a Warning Error

Note: State administrators maintain the business rule error messages. If you think an error message is incorrect or unclear, please contact the GA Atlas System Administrator.

3

Applications

Now that you know how to access and log on to ATLAS, the remainder of the manual will explore the functions of the Nutrition Programs module. Let's first look at the Applications component of ATLAS, where users manage yearly enrollment of Institutions and sites.

About the Program Year Enrollment Process

In order to participate in the Summer Food Service Program (SFSP) and/or Child and Adult Care Food Program (CACFP), Institutions must submit an Application Packet to the State for review and approval. A new Application Packet must be submitted and approved for each program year. Once the Application Packet is approved, monthly claims for reimbursement may be submitted.

The Home Page displays a history of all past Applications, as well for the new program year. To access an Application, select the desired Program Year.

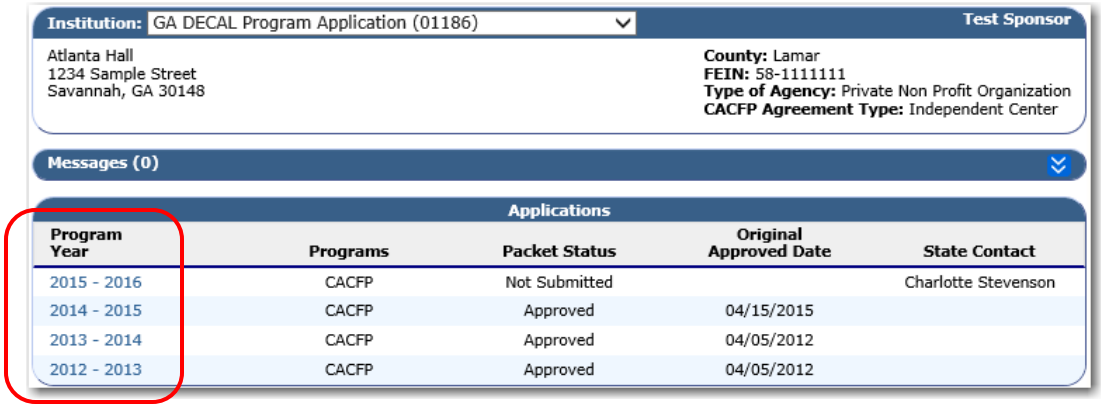
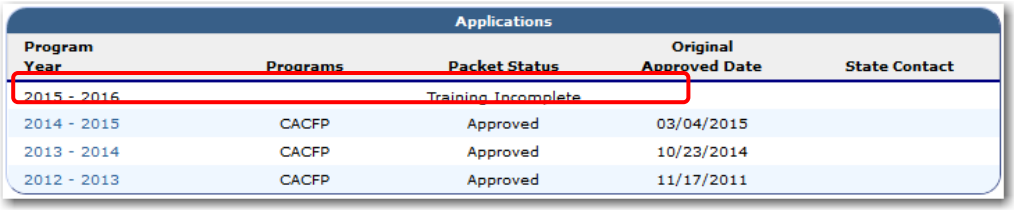


Figure 8: Home Page

To enroll in a new program year

1. From the Home Page, select the **Program Year** link for the desired year.

2. First, Annual Training must be completed prior to accessing the application for the new program year. If the Institution has not completed training, the "Packet Status" will display "**Training Incomplete**".

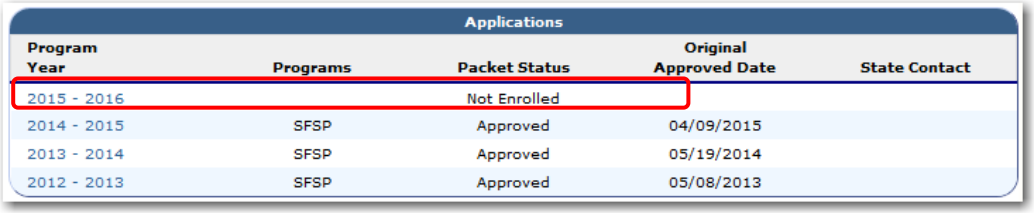


Applications

Program Year	Programs	Packet Status	Original Approved Date	State Contact
2015 - 2016		Training Incomplete		
2014 - 2015	CACFP	Approved	03/04/2015	
2013 - 2014	CACFP	Approved	10/23/2014	
2012 - 2013	CACFP	Approved	11/17/2011	

Figure 9: Enrolling in a New Program Year – Training Incomplete

3. Once training has been completed, the Institution will have access to complete the application for the new program year selected. The Packet Status will display "Not Enrolled"

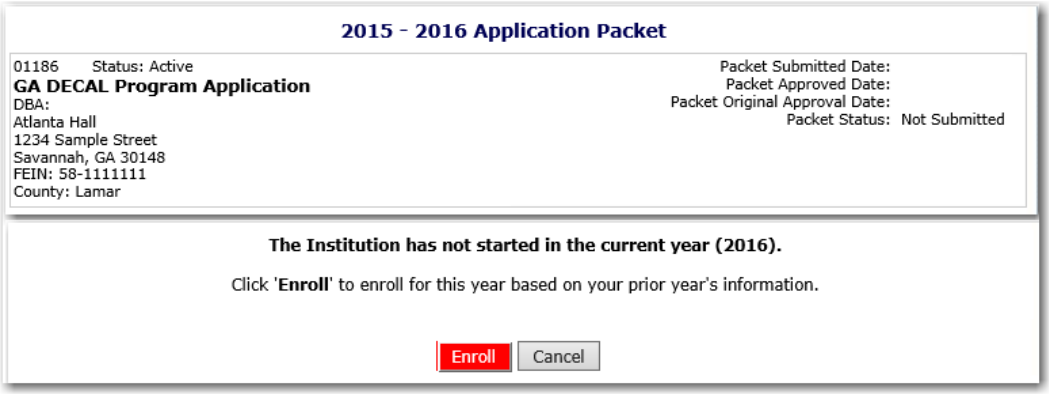


Applications

Program Year	Programs	Packet Status	Original Approved Date	State Contact
2015 - 2016		Not Enrolled		
2014 - 2015	SFSP	Approved	04/09/2015	
2013 - 2014	SFSP	Approved	05/19/2014	
2012 - 2013	SFSP	Approved	05/08/2013	

Figure 10: Enrolling in a New Program Year – Training Complete

4. Select **Enroll** for the Institution Application.



2015 - 2016 Application Packet

01186 Status: Active
GA DECAL Program Application
DBA:
Atlanta Hall
1234 Sample Street
Savannah, GA 30148
FEIN: 58-1111111
County: Lamar

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

The Institution has not started in the current year (2016).

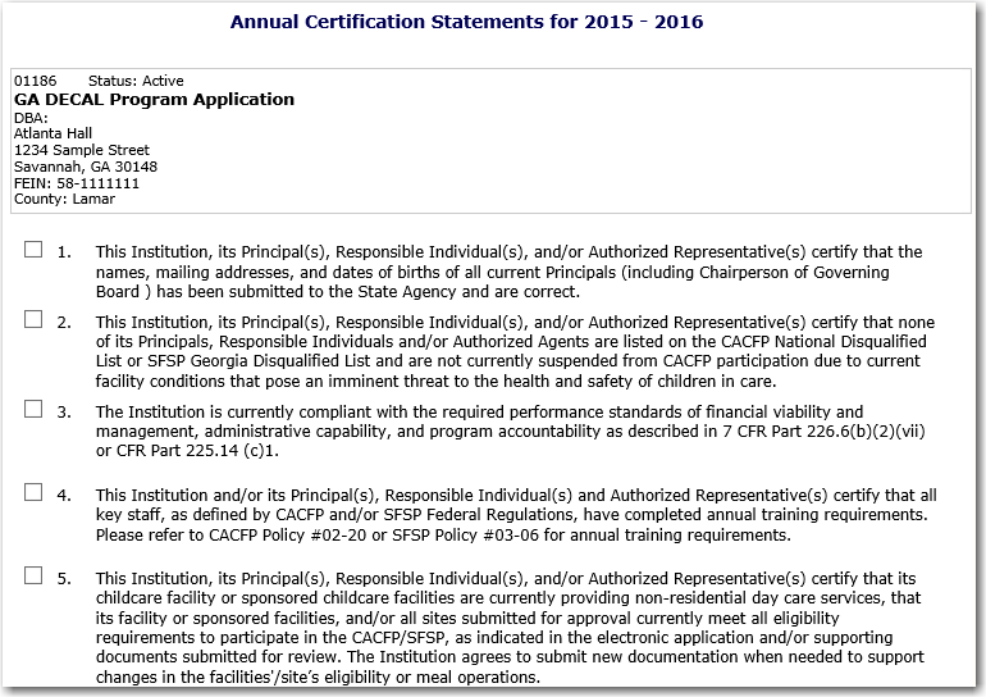
Click '**Enroll**' to enroll for this year based on your prior year's information.

Enroll Cancel

Figure 11: 2015-2016 Application Packet – Enroll Institution Application

5. Complete Annual Certification Statements. Once all questions have been answered, click the Save button. A confirmation popup box will display. Click the Finish button.

Note: Annual Certification Statements must be completed and error free before the user has access to the Institution Application.



Annual Certification Statements for 2015 - 2016

01186 Status: Active
GA DECAL Program Application
DBA:
Atlanta Hall
1234 Sample Street
Savannah, GA 30148
FEIN: 58-1111111
County: Lamar

☐ 1. This Institution, its Principal(s), Responsible Individual(s), and/or Authorized Representative(s) certify that the names, mailing addresses, and dates of births of all current Principals (including Chairperson of Governing Board) has been submitted to the State Agency and are correct.

☐ 2. This Institution, its Principal(s), Responsible Individual(s), and/or Authorized Representative(s) certify that none of its Principals, Responsible Individuals and/or Authorized Agents are listed on the CACFP National Disqualified List or SFSP Georgia Disqualified List and are not currently suspended from CACFP participation due to current facility conditions that pose an imminent threat to the health and safety of children in care.

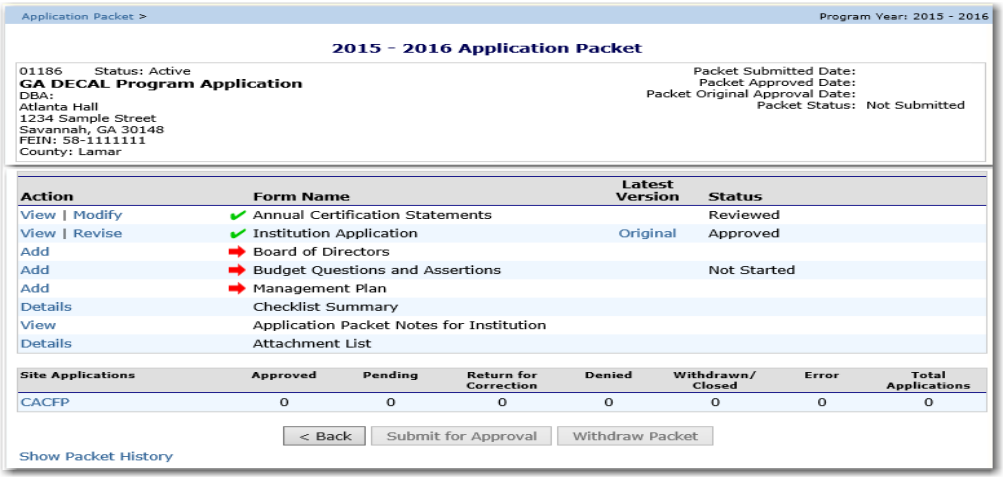
☐ 3. The Institution is currently compliant with the required performance standards of financial viability and management, administrative capability, and program accountability as described in 7 CFR Part 226.6(b)(2)(vii) or CFR Part 225.14 (c)1.

☐ 4. This Institution and/or its Principal(s), Responsible Individual(s) and Authorized Representative(s) certify that all key staff, as defined by CACFP and/or SFSP Federal Regulations, have completed annual training requirements. Please refer to CACFP Policy #02-20 or SFSP Policy #03-06 for annual training requirements.

☐ 5. This Institution, its Principal(s), Responsible Individual(s), and/or Authorized Representative(s) certify that its childcare facility or sponsored childcare facilities are currently providing non-residential day care services, that its facility or sponsored facilities, and/or all sites submitted for approval currently meet all eligibility requirements to participate in the CACFP/SFSP, as indicated in the electronic application and/or supporting documents submitted for review. The Institution agrees to submit new documentation when needed to support changes in the facilities'/site's eligibility or meal operations.

Figure 12: 2015-2016 Annual Certification Statements – partial list

6. The Application Packet displays. Click the Revise link to access the Institution Application.



Application Packet > Program Year: 2015 - 2016

2015 - 2016 Application Packet

01186 Status: Active
GA DECAL Program Application
DBA:
Atlanta Hall
1234 Sample Street
Savannah, GA 30148
FEIN: 58-1111111
County: Lamar

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

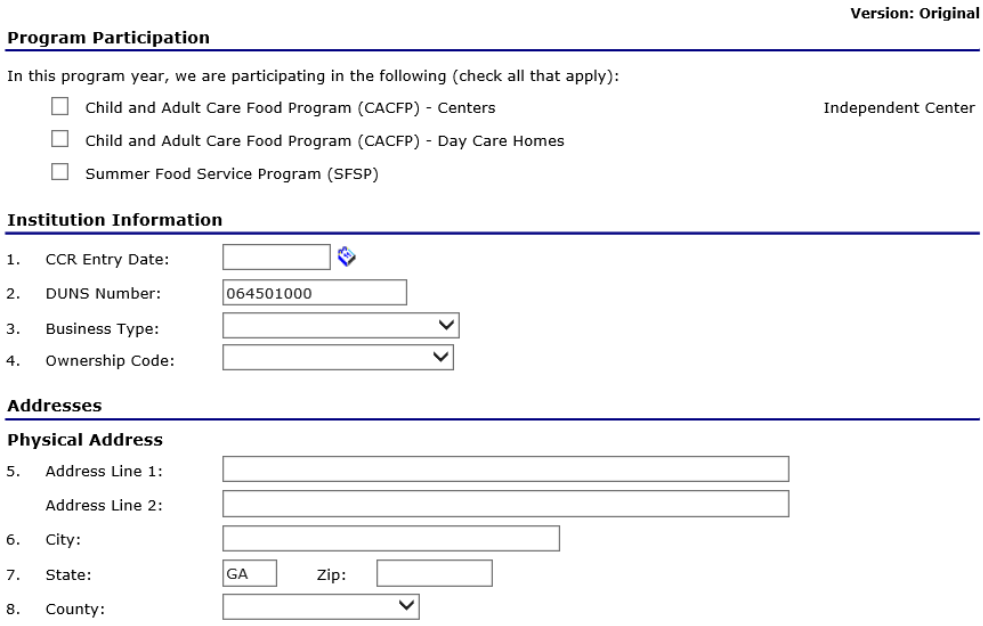
Action	Form Name	Latest Version	Status
View | Modify	✔ Annual Certification Statements		Reviewed
View | Revise	✔ Institution Application	Original	Approved
Add	➡ Board of Directors		
Add	➡ Budget Questions and Assertions		Not Started
Add	➡ Management Plan		
Details	Checklist Summary		
View	Application Packet Notes for Institution		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
CACFP	0	0	0	0	0	0	0

< Back | Submit for Approval | Withdraw Packet

Show Packet History

Figure 13: 2015-2016 Application Packet



Version: Original

Program Participation

In this program year, we are participating in the following (check all that apply):

- ☐ Child and Adult Care Food Program (CACFP) - Centers — Independent Center
- ☐ Child and Adult Care Food Program (CACFP) - Day Care Homes
- ☐ Summer Food Service Program (SFSP)

Institution Information

1. CCR Entry Date:
2. DUNS Number: 064501000
3. Business Type:
4. Ownership Code:

Addresses

Physical Address

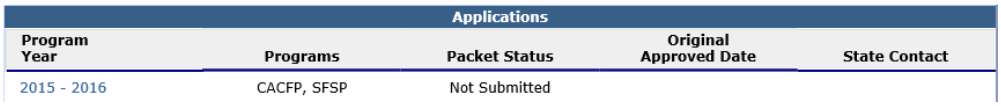
5. Address Line 1:
   Address Line 2:
6. City:
7. State: GA Zip:
8. County:

Figure 14: Institution Application (partial)

7. Complete the Institution Application.

8. Select **Save**. The 2015-2016 Application Packet displays. The Institution is now enrolled in the Program Year; however, all other applicable packet items must be completed and the packet must be submitted to the State Agency for review/approval.

Note: On the Home Page, the 2015-16 Application Packet will display as "Not Submitted" until the packet has been submitted for approval.



Applications

Program Year	Programs	Packet Status	Original Approved Date	State Contact
2015 - 2016	CACFP, SFSP	Not Submitted		

Figure 158: Home Page (partial)

Submitting an Application Packet

The Institution can submit the Application Packet to the State once the application is deemed complete by the system. In order to be able to submit an Application Packet, the packet must contain:

- A completed Institution Application with no errors.
- At least one completed SFSP, CACFP (Centers or DCH) Site/Provider Application with no errors.
- A completed Board of Directors with no errors.
- A completed Budget Detail with no errors.
- A completed Management Plan with no errors.
- All items in the Checklist are identified as submitted to the State Agency for review.

Once the Application Packet has been submitted to the State for approval, the packet history section of the Application Packet screen will display the event and the packet status changes to **Submitted for Approval.**

Packet History

Event	Event Date/Time	User
The application packet was approved.	12/16/2014 9:02:50 AM	melissahalling
The application packet was submitted.	12/10/2014 12:45:06 PM	CARIHEUPEL
The application packet was changed requiring it to be submitted.	12/10/2014 11:55:59 AM	CARIHEUPEL
The application packet was returned.	12/10/2014 8:43:33 AM	melissahalling
The application packet was submitted.	12/9/2014 4:45:26 PM	CARIHEUPEL

Figure 16: Packet History (sub-section of the Application Packet screen)

Application Packet

In order to participate in the Summer Food Service Program (SFSP), Institutions must submit an Application Packet to the State for review and approval. At the beginning of each program year, Institution data is rolled over and must be verified by Institutions prior to submitting any claims.

The Application Packet contains the Institution application, site application(s), and other forms required as a part of the packet. After selecting the Program Year from the Applications category, each required packet item and its status displays. If any packet item requires attention (such as an error within a form or a checklist item needs to be completed), a red arrow displays next to the Application Packet item. If the Application Packet item has been completed correctly and contains no errors, a green check displays next to the Application Packet item. For more details, see ***Reviewing an Application***.

Note: Institutions may not submit claims until their Application Packet has been approved for the respective program year.

Note: Once an Application Packet has been approved, if an Institution revises an item within the Application Packet, the Application Packet must be re-submitted for approval.

To access the Application Packet

1. On the blue menu bar, select **Home Page.** If necessary, search for and select an Institution.
2. Select the Program Year for the Applications category. The Application Packet screen displays.
3. Select the packet item you want to access.

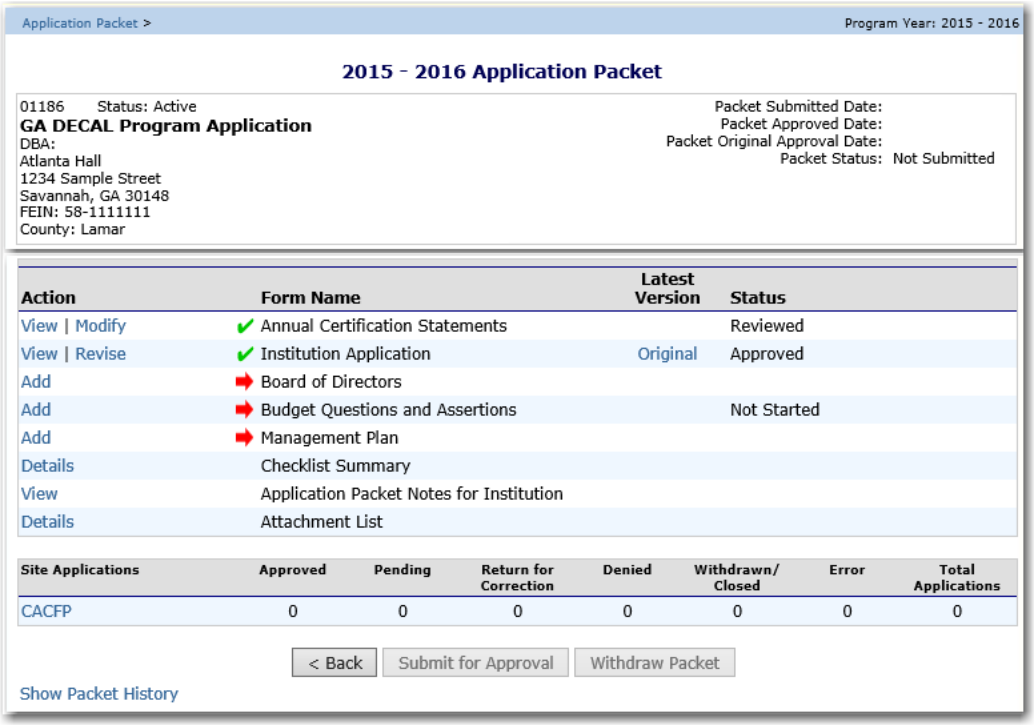


Figure 17: Application Packet screen

If the Application Packet is under review by the State, it becomes "read only" to the Institution. The Application Packet screen is displayed with the following message to help make the Institution aware that they can no longer modify the submitted packet during this time.

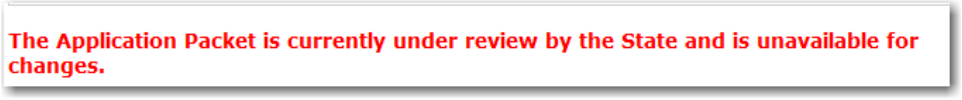


Figure 189: Application Packet screen – Message

Institution Application

The Institution Application screen provides access to the Institution's annual application for the SFSP and/or CACFP. This is a combined application for both programs in order to simplify the application process for participating Institutions. The Institution is required to complete a new Institution application annually; however, if an application is contained within the system from the previous year, **the State** has identified select application data that rolls over from the previous year and pre-fills a new year's application.

To view an Institution application (Original)

1. Select **Home Page**.
2. Select the desired **Program Year** link. The Application Packet displays.
3. Select View next to the **Institution Application** packet item. The Institution Application for the designated program year is displayed.

Note: If there are multiple versions of an Institution application within the system (i.e., revisions exist), the system defaults to the version with the most current Application Effective Date designated on the Institution Application's Internal Use Only section.

To view an Institution application (Revision)

1. Select **Home Page**.
2. Select the desired **Program Year** link. The Application Packet displays.
3. Select the revision link under the **Latest Version** column. The Institution Application History for the designated program year is displayed.
4. Select the application version you would like to view.

TIP: The View option appears in two situations: 1) If the user only has view-access security rights or 2) If the user has modify-access security rights BUT the Application Packet has been submitted to the State and is under State review and therefore can no longer be modified.

To add an Institution application (New Institution)

1. Select **Home Page**.
2. Select the desired **Program Year** link. The Application Packet displays.
3. Select **Add** next to the Institution Application packet item. The Institution Application for the designated program year is displayed.
4. Complete the form with the required information.
5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the Institution Application screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

TIP: The Add option only appears for new Institutions. If an Institution had an application in the previous year and has elected to enroll in the new year, the prior year's application information is rolled over into the new year's application as a starting point. The user would select **Modify** to review and update this information.

To modify an Institution application

1. Select **Home Page**.
2. Select the desired **Program Year** link. The Application Packet displays.
3. Select **Modify** next to the Institution Application packet item. The Institution Application for the designated program year is displayed.
4. Modify any desired information.
5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the Institution Application screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

TIP: The Modify option only appears when the Application Packet has not been submitted. Once an application has been submitted and approved by the State, a revised application must be submitted (i.e., the Revise option is displayed).

To delete an Institution application

1. Select **Home Page**.
2. Select the desired **Program Year** link. The Application Packet displays.

3. Select **Modify** next to the Institution Application packet item. The Institution Application for the designated program year is displayed.

4. Select **DELETE** on the Edit menu in the top-right corner.

5. The system transfers you to the bottom of the screen and a warning message is displayed.

6. Select the **Delete** button at the bottom of the page. A confirmation message displays.

WARNING: An Institution application can only be deleted if the Institution has not yet submitted any claims for the program year.

Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise an Institution application

Note: Only state-approved applications can be revised. Once an Institution revises an item within the Application Packet, the Application Packet must be re-submitted and the state review and approval process starts again.

1. Select **Home Page**.

2. Select the desired **Program Year** link. The Application Packet displays.

3. Select **Revise** next to the Institution Application packet item. The Institution Application for the designated program year is displayed.

4. Modify any desired information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Institution Application screen you just modified.

   -OR-

   Select **Finish** to return to the Application Packet screen.

TIP: The Revise option only appears when the previously submitted Application Packet has been approved by the state.

Site Applications – Summer Food Service Program (if applicable)

Institutions must complete a Site Application for each of their sites. The Site Application screen provides access to the Site's annual application for the Summer Food Service Program for both new and renewing sites. Sites must complete a new application annually; however, if an application is contained within the system from the previous year, **the State** has identified select application data that rolls over from the previous year and pre-fills a new year's application.

To access the Institution's site list

1. Select **Home Page**.
2. Select the desired **Program Year** link. The Application Packet displays.

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
CACFP	1	0	0	0	0	0	1
DCH	0	0	0	0	0	0	0
SFSP	0	0	0	0	0	1	1

Figure 19: Application Packet screen – Site List

3. Under Site Applications, select **SFSP**. The Application Packet - SFSP Site List screen displays.

Action	Site ID / Site Name	Version/ Status
View | Modify Admin	0002 Summer Food Service Program Site	Original / Error (23)
Add Site Application		

Total Sites Enrolled: 1

Figure 20: Application Packet – SFSP Site List screen

4. The most current year's Application Packet screen displays.

To view a Site Application

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and

select an Institution. The Application Packet screen displays.

3. Under Site Applications, select **SFSP**. The Application Packet - SFSP Site List screen displays.
4. Select **View** next to the site whose application you would like to view. The site's Site Application is displayed.

To modify a Site Application

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Under Site Applications, select **SFSP**. The Application Packet - SFSP Site List screen displays.
4. Select **Modify** next to the site whose application you would like to view. The site's Site Application is displayed.
5. Modify any desired information.
6. Select **Save**. A confirmation screen displays.
7. Select **<Edit** to return to the Site Application screen.
   -OR-
   Select **Finish** to return to the SFSP Site List screen.
8. Repeat **Steps** 4 through 7 for each site that will participate in the program.

To delete a Site Application

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Under Site Applications, select **SFSP**. The Application Packet - SFSP Site List screen displays.
4. Select Modify next to the site whose application you would like to delete. The site's Site Application is displayed.

5. Select **DELETE** on the Edit menu in the top-right corner.

6. The system transfers you to the bottom of the screen and a warning message is displayed.

7. Select the **Delete** button at the bottom of the page. A confirmation message displays.

WARNING: Only a site application that has not been approved can be deleted. Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise a Site Application

Note: Only state-approved applications can be revised. An application that has been submitted BUT is currently under review by the State CANNOT be revised.

Once an Institution revises any item within the Application Packet, the Application Packet must be re-submitted and the state review and approval process starts again.

1. On the blue menu bar, select **Home Page**.

2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.

3. Under Site Applications, select **SFSP**. The Application Packet - SFSP Site List screen displays.

4. Select Revise next to the site whose application you would like to delete. The site's Site Application is displayed.

5. Modify any desired information.

6. Select **Save**. A confirmation screen displays.

7. Select **<Edit** to return to the Site Application screen.

   -OR-

   Select **Finish** to return to the SFSP Site List screen.

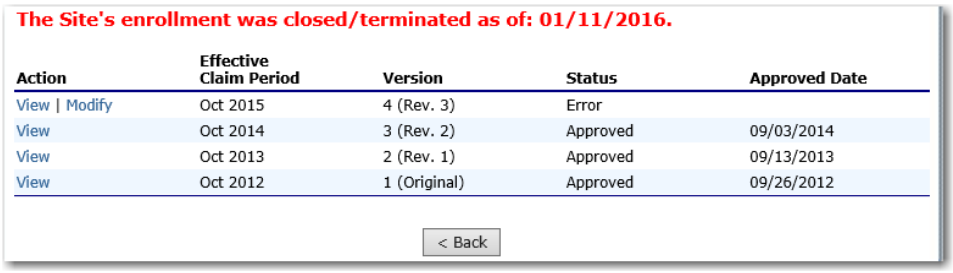
TIP: The Revise option only appears when the previously submitted Application Packet has been approved by the state.

Closing a Site

A site may be closed within the system, whereby applications cannot be submitted for the site.

To close a Site

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Under Site Applications, select the desired program. The Application Packet – (Program) Site List screen displays.
4. Select the link under the Latest Version column. The Site Application History screen is displayed.
5. Select **Close Site**. The End Site Agreement screen is displayed.
6. Enter the **Closed/Terminated Date**. If the Institution is entering site level claims, the Days of Operation fields for this site will edit check with this date to ensure meals aren't claimed after the entered date.
7. Select the **Closed/Terminated Code**.
8. Enter the **Closed/Terminated Reason**.
9. If desired, provide a description as to why the site is being closed in the **Closed/Terminated Comment**.
10. Select **Save**. The Site Application History screen is displayed with a message stating that the site's enrollment is closed.



The Site's enrollment was closed/terminated as of: 01/11/2016.

Action	Effective Claim Period	Version	Status	Approved Date
View | Modify	Oct 2015	4 (Rev. 3)	Error	
View	Oct 2014	3 (Rev. 2)	Approved	09/03/2014
View	Oct 2013	2 (Rev. 1)	Approved	09/13/2013
View	Oct 2012	1 (Original)	Approved	09/26/2012

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Figure 21: Example of a Confirmation of a Closed Site

Site Applications – CACFP Centers (if applicable)

Institutions serving as CACFP Centers must complete a Site Application for each of their sites. The Site Application screen provides access to the annual application for the Child and Adult Care Food Program for both new and renewing sites. Applications must be completed annually; however, if an application is contained within the system from the previous year, **the State** has identified select application data that rolls over from the previous year and pre-fills a new year's application.

To access the Institution's site list

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
CACFP	1	0	0	0	0	0	1
DCH	0	0	0	0	0	0	0
SFSP	0	0	0	0	0	1	1

Figure 22: Application Packet screen

3. Under Site Applications, select **CACFP.** The CACFP - Application Packet Site List displays.

Child & Adult Care Food Program
Application Packet - Site List for 2015 - 2016

01186 Status: Active
GA DECAL Program Application
DBA:
Atlanta Hall
1234 Sample Street
Savannah, GA 30148
FEIN: 58-1111111
County: Lamar

Action	Site #	Site Name	Type	Latest Version	Status
View | Revise	✔ 0001	Sample Site Applicaiton	CC	Rev. 2	Approved
Add Site					

Total Sites Enrolled: 1

Figure 23: Application Packet – CACFP Site List screen

To add a new site (only available to Institutions)

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Under Site Applications, select **CACFP**. The CACFP - Application Packet Site List displays.
4. At the bottom of the site list, select **Add Site.** The Available Site(s) screen displays.

   Note: The sites displayed on this screen are sites that are designated as CACFP sites on the Site Profile screen, but who do not have a site application.

5. If the site you would like to add an application for is listed, select the site. If the site you would like to add an application for is not listed, contact DECAL.

To view a Site Application

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Under Site Applications, select **CACFP**. The CACFP - Application Packet Site List displays.
4. Select **View** next to the site whose application you would like to view. The site's Site Application is displayed.

To modify a Site Application

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Under Site Applications, select **CACFP**. The CACFP - Application Packet Site List displays.
4. Select **Modify** next to the site whose application you would like to view. The Site Application is displayed.
5. Modify any desired information.

6. Select **Save**. A confirmation screen displays.

7. Select **<Edit** to return to the Site Application screen.

   -OR-

   Select **Finish** to return to the CACFP Site List screen.

8. Repeat **Steps** 4 through 7 for each site that will participate in the program.

To delete a Site Application

1. On the blue menu bar, select **Home Page**.

2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.

3. Under Site Applications, select **CACFP**. The CACFP - Application Packet Site List displays.

4. Select **Modify** next to the site whose application you would like to delete. The Site Application is displayed.

5. Select **DELETE** on the Edit menu in the top-right corner.

6. The system transfers you to the bottom of the screen and a warning message is displayed.

7. Select the **Delete** button at the bottom of the page. A confirmation message displays.

WARNING: Only a site application that has not been approved can be deleted. Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise a Site Application

Note: Only state-approved applications can be revised. An application that has been submitted BUT is currently under review by the State CANNOT be revised.

Once an Institution revises a Site Application, the Application Packet must be re-submitted and the state review and approval process starts again. .

1. On the blue menu bar, select **Home Page**.

2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.

3. Under Site Applications, select **CACFP**. The CACFP - Application Packet Site List

displays.

4. Select **Revise** next to the site whose application you would like to revise. The Site Application is displayed.
5. Modify any desired information.
6. Select **Save**. A confirmation screen displays.
7. Select **<Edit** to return to the Site Application screen.

   -OR-

   Select **Finish** to return to the CACFP Site List screen.

TIP: The Revise option only appears when the previously submitted Application Packet has been approved by the state.

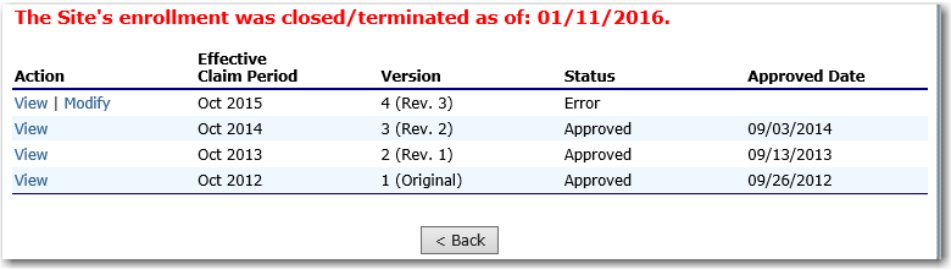
Closing a Site

A site may be closed within the system, whereby applications cannot be submitted for the site.

To close a Site

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Under Site Applications, select **CACFP**. The CACFP - Application Packet Site List displays.
4. Select the link under the Latest Version column for the desired site. The Application History screen is displayed.
5. Select **Close Site**. The End Site Agreement screen is displayed.
6. Enter the **Closed/Terminated Date**. If the Institution is entering site level claims, the Days of Operation fields for this site will edit check with this date to ensure meals aren't claimed after the entered date.
7. Select the **Closed/Terminated Code**.
8. Enter the **Closed/Terminated Reason**.
9. If desired, provide a description as to why the site is being closed in the **Closed/Terminated Comment**.

10. Select **Save**. The Site Application History screen is displayed with a message stating that the site's enrollment is closed.



The Site's enrollment was closed/terminated as of: 01/11/2016.

Action	Effective Claim Period	Version	Status	Approved Date
View | Modify	Oct 2015	4 (Rev. 3)	Error	
View	Oct 2014	3 (Rev. 2)	Approved	09/03/2014
View	Oct 2013	2 (Rev. 1)	Approved	09/13/2013
View	Oct 2012	1 (Original)	Approved	09/26/2012

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Figure 24: Example of a Confirmation of a Closed Site

Provider Applications – CACFP Day Care Homes (if applicable)

Institutions must complete a Provider Application for each of their Providers. The Provider Application screen provides access to the annual application for the Child and Adult Care Food Program for both new and renewing Providers. New Provider applications must be completed; however, existing Provider applications are automatically "rolled over" and do not require additional submission if no changes are made. ATLAS will automatically set them to an Approved status upon rollover. If the Institution changes a Provider application, it is moved into a Pending Validation status, requiring the State's review and approval.

To access the Institution's Provider list

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Under Site Applications, select **DCH**. The DCH Provider List displays.

Note: Selecting a link in the Provider Totals section will limit the list of Providers displayed below. You may also search for a specific Provider by License Number, Provider Name or Alternate Provider ID.

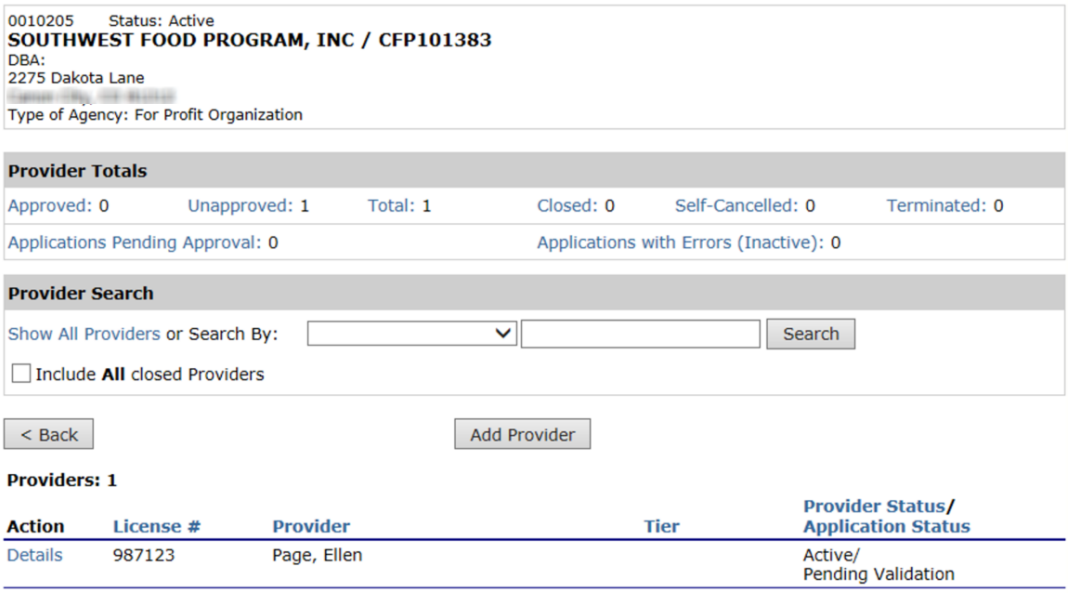


Figure 25: Application Packet – DCH Provider List screen

To add a new Provider

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Under Site Applications, select **DCH**. The DCH Provider List displays.
4. At the bottom of the site list, select **Add Provider.** The Add Provider screen displays.
5. Enter the applicable search criteria and click **Search**.

   Note: If the Provider is classified as "Licensed" or "Registered", a license number is required. If the Provider is classified as "Military" or "Informal", a last name is required.

6. If the Provider you would like to add an application for is listed, select the **Add** link. If the site you would like to add an application for is not listed, enter the first and last name and select **Add New Provider.** A new Provider Application displays.

To view a Provider Application

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Under Site Applications, select **DCH**. The DCH Provider List displays.
4. Select **Details** next to the Provider whose application you would like to view.
5. Select **View** next to view the respective version of the application.

To modify a Provider Application

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Under Site Applications, select **DCH**. The DCH Provider List displays.
4. Select **Details** next to the Provider whose application you would like to modify.

5. Select **Modify** next to the Provider whose application you would like to view. The Provider Application is displayed.
6. Modify any desired information.
7. Select **Save**. A confirmation screen displays.

To delete a Provider Application

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Under Site Applications, select **DCH**. The DCH Provider List displays.
4. Select **Details** next to the Provider whose application you would like to delete.
5. Select the **Modify** link for the desired application version. The Provider Application is displayed.
6. Select **DELETE** on the Edit menu in the top-right corner.
7. The system transfers you to the bottom of the screen and a warning message is displayed.
8. Select the **Delete** button at the bottom of the page. A confirmation message displays.

WARNING: Only a Provider application that has not been approved can be deleted. Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise a Provider Application

Note: Only state-approved applications can be revised. An application that has been submitted BUT is currently under review by the State CANNOT be revised.

The Application Packet does not need to be re-submitted for review and approval if an Institution revises a Provider Application.

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Under Site Applications, select **DCH**. The DCH Provider List displays.

4. Select **Details** next to the Provider whose application you would like to revise.
5. Select the **Revise** link for the desired application version. The Provider Application is displayed.
6. Modify any desired information.
7. Select **Save**. A confirmation screen displays.

TIP: The Revise option only appears when the previously submitted Application Packet has been approved by the state.

Closing a Provider

A Provider may be closed within the system, whereby applications cannot be submitted for the Provider.

To close a Provider

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Under Site Applications, select **DCH**. The DCH Provider List displays.
4. Select **Details** next to the Provider you would like to close.
5. Select **Close Provider**. The End Site Agreement screen is displayed.
6. Enter the **Closed/Terminated Date**. If the Institution is entering site level claims, the Days of Operation fields for this site will edit check with this date to ensure meals aren't claimed after the entered date.
7. Select the **Closed/Terminated Code**.
8. Enter the **Closed/Terminated Reason**.
9. If desired, provide a description as to why the site is being closed in the **Comment(s)**.
10. Select **Save**. The Site Application History screen is displayed with a message stating that the site's enrollment is closed.

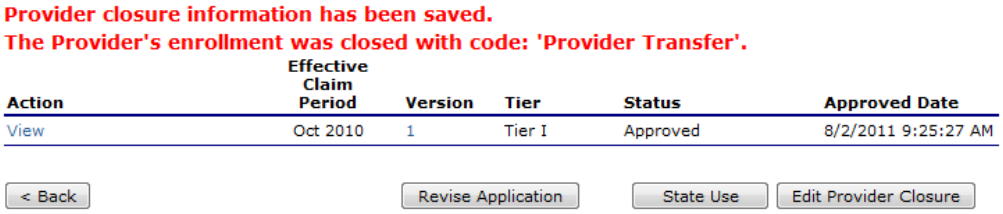


Figure 26: Example of a Confirmation of a Closed Provider

To re-open a closed Provider

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Under Site Applications, select **DCH**. The DCH Provider List displays.
4. Select **Details** next to the Provider you would like to close.
5. Select **Edit Provider Closure**. The End Site Agreement screen is displayed.
6. Delete the **Closed/Terminated Date.**
7. Select the blank space from the drop-down menu for the **Closed/Terminated Code**.
8. Delete the **Closed/Terminated Reason**.
9. Delete the **Closed/Terminated Description**.

   Once all fields are blank, select **Save**. The Provider Application Effective Dates screen is displayed.

Transferring a Provider

A Provider may be transferred from one Institution to another within the system. This capability allows for a Provider's information to be retained even though it may be associated with a different Institution upon the transfer. The transfer capability is enabled when a new Provider is attempted to be added to an Institution. The system will first verify if the Provider already exists in the system and if so, it will provide the user the ability to transfer the Provider to the Institution.

To transfer a Provider

1. On the blue menu bar, select **Home Page**.

2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Under Site Applications, select **DCH**. The DCH Provider List displays.
4. Select **Add Provider.**
5. Search for the desired Provider by type, license number and/or last name. If the Provider is eligible to be transferred, a Transfer link displays.
6. Select **Transfer**. The Provider Transfer screen displays.
7. Enter the **Transfer Start Date**. (The Transfer Start Date must occur after the Transfer Close Date and cannot occur in the same month as the Transfer Close Date.)
8. Enter the **Close Date**.
9. Enter the **Transfer Reason**.
10. If desired, enter any comments.
11. Select **Save**.

Board of Directors

The Board of Directors Member List details all board members associated with the Center or Day Care Home Page. This form must be completed as part of the Application Packet.

To add a Board of Directors list

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Select **Add** for the Board of Directors.
4. Select **Add Member**. The Board of Directors – Member Information screen displays.

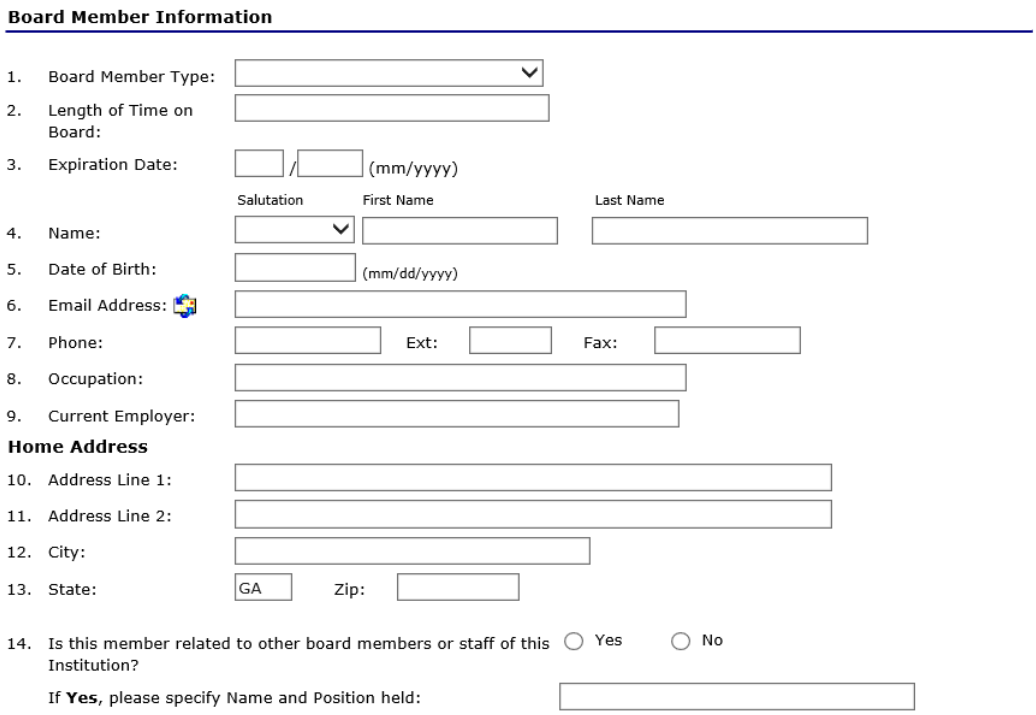


Figure 27: Board of Directors – Member Information

5. Complete the Board Member Information.
6. Select **Save.**
7. Select **Finish** to return to the Board of Directors Member List.

To view or modify the Board of Directors

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Select **Details** for the Board of Directors Board Member List.

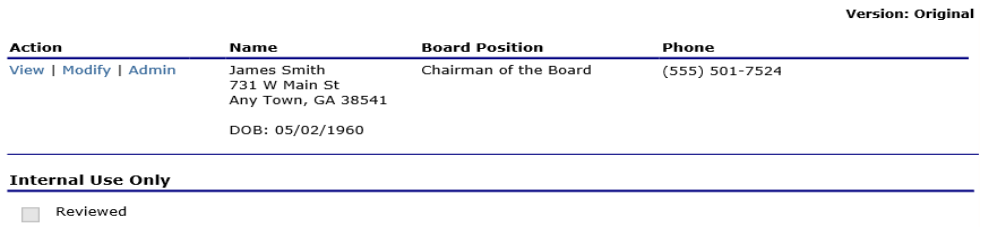


Figure 28: Board of Directors Member List screen

4. Select **View** or **Modify** to access Board of Directors – Member Information.
5. Modify any desired information.
6. Select **Save.**
7. Select **Finish** to return to the Board of Directors Member List.

To add a member to the Board of Directors

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Select **Details** for Board of Directors Board Member List.
4. Select **Add Member**.
5. Complete the Board of Directors – Member Information screen.
6. Select **Save.**

To delete a member from the Board of Directors

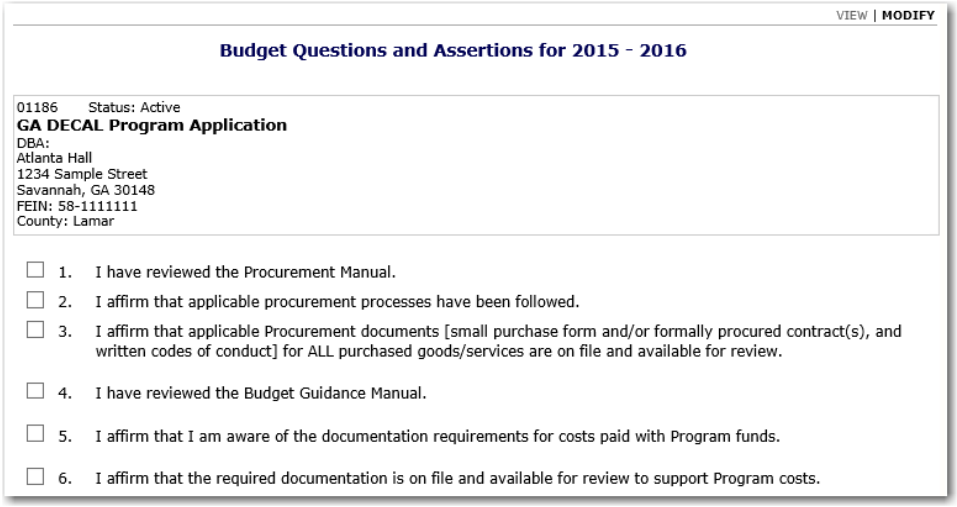
1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Select **Details** for Board of Directors Board Member List.
4. Select **Modify** for the member you wish to delete.
5. Select **Delete** in the top-right corner.
6. Select **Delete** at the bottom of the screen to confirm**.**

Budget Questions and Assertions

The Budget Questions and Assertions questions must be completed by Institutions as a part of the Application Packet. The questions must be answered before the user will have access to enter their budget.

To add Budget Questions and Assertions

1. On the application packet, select Add link next to Budget Questions and Assertions.
2. A blank Budget Question and Assertions page screen displays.
3. Complete form and save


VIEW | **MODIFY**

Budget Questions and Assertions for 2015 - 2016

01186 Status: Active
GA DECAL Program Application
DBA:
Atlanta Hall
1234 Sample Street
Savannah, GA 30148
FEIN: 58-1111111
County: Lamar

- ☐ 1. I have reviewed the Procurement Manual.
- ☐ 2. I affirm that applicable procurement processes have been followed.
- ☐ 3. I affirm that applicable Procurement documents [small purchase form and/or formally procured contract(s), and written codes of conduct] for ALL purchased goods/services are on file and available for review.
- ☐ 4. I have reviewed the Budget Guidance Manual.
- ☐ 5. I affirm that I am aware of the documentation requirements for costs paid with Program funds.
- ☐ 6. I affirm that the required documentation is on file and available for review to support Program costs.

Figure 29: Budget Questions and Assertions screen (partial)

Note: The Budget Questions and Assertions must be completed before the user can access the budget form.

Budget Detail

The Budget Detail screen must be completed by Institutions as a part of the Application Packet.

The Budget functionality within ATLAS enables users to enter detailed budget information by line item, while also enabling users to indicate the percentage of the budget item allocated to CACFP or SFSP. Once a Budget is approved by the State Agency, a revision (i.e., a new version) must be created.

To add a Budget Detail

1. Select **Add** next to **Budget Detail**. A blank Budget Detail screen displays.

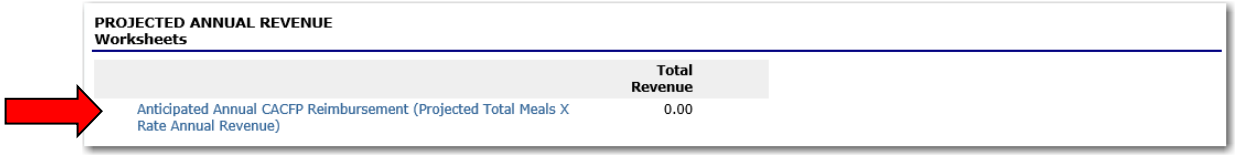
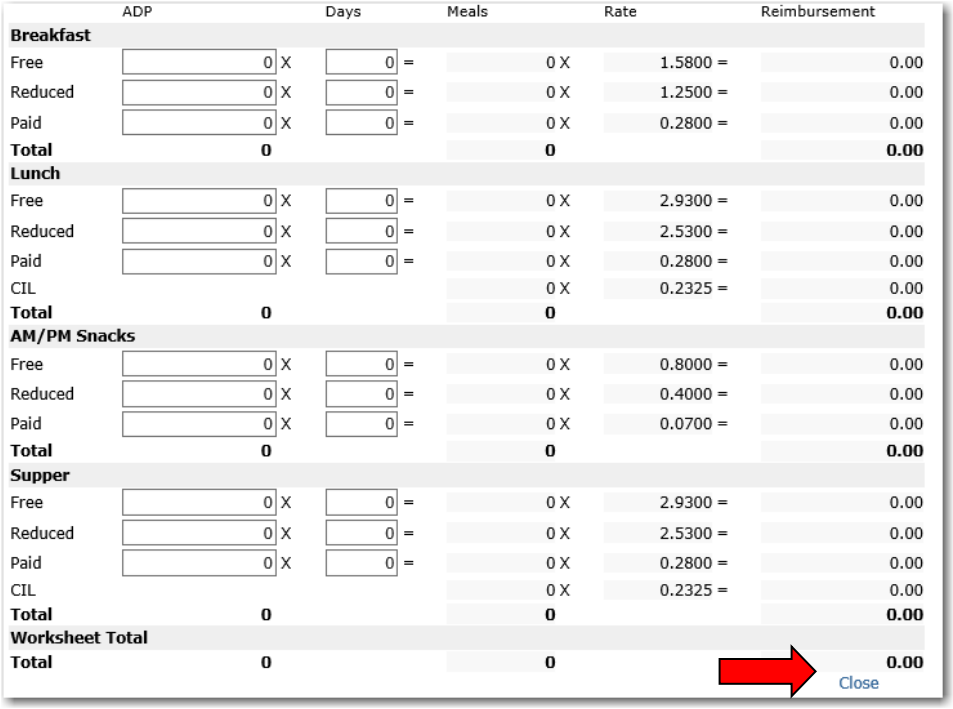


Figure 30: Budget Detail screen (partial)

2. Select a link within each section to display the details section for each line item.



	ADP		Days		Meals		Rate		Reimbursement
Breakfast									
Free	0	X	0	=	0	X	1.5800	=	0.00
Reduced	0	X	0	=	0	X	1.2500	=	0.00
Paid	0	X	0	=	0	X	0.2800	=	0.00
Total	**0**				**0**				**0.00**
Lunch									
Free	0	X	0	=	0	X	2.9300	=	0.00
Reduced	0	X	0	=	0	X	2.5300	=	0.00
Paid	0	X	0	=	0	X	0.2800	=	0.00
CIL					0	X	0.2325	=	0.00
Total	**0**				**0**				**0.00**
AM/PM Snacks									
Free	0	X	0	=	0	X	0.8000	=	0.00
Reduced	0	X	0	=	0	X	0.4000	=	0.00
Paid	0	X	0	=	0	X	0.0700	=	0.00
Total	**0**				**0**				**0.00**
Supper									
Free	0	X	0	=	0	X	2.9300	=	0.00
Reduced	0	X	0	=	0	X	2.5300	=	0.00
Paid	0	X	0	=	0	X	0.2800	=	0.00
CIL					0	X	0.2325	=	0.00
Total	**0**				**0**				**0.00**
Worksheet Total									
Total	**0**				**0**				**0.00**

Close

Figure 31: Anticipated Annual CACFP Reimbursement - Detail screen

3. Complete the detailed form section.

4. Select **Close** to save the data and collapse the section.

5. For each section of the budget, enter the CACFP and/or SFSP dollar amounts and percentages, select the line item link and complete the budget details.

A1. Enter Other Program Revenue	0.00	

Total Administrative Expenses

7 CFR 226.6 limits center sponsoring organizations' administrative costs to 15% of meal reimbursements.

Allowed Administrative Costs	$0.00	15.00%

PROJECTED ANNUAL EXPENSES

	Total Annual Cost	CACFP Costs	SFSP Costs	Other Funds Costs	Approved Amount
B1. Pre-Award Costs (SFSP Only)	0.00	0.00	0.00	0.00	0.00
B2. Food Costs	0.00	0.00	0.00	0.00	0.00
B3. Non-Food Supplies Costs	0.00	0.00	0.00	0.00	0.00
B4. Facilities and Space Costs	0.00	0.00	0.00	0.00	0.00
B5. Labor and Benefit Costs	0.00	0.00	0.00	0.00	0.00
B6. Contracted Labor Costs	0.00	0.00	0.00	0.00	0.00
B7. Equipment Costs	0.00	0.00	0.00	0.00	0.00
B8. Expendable Supplies	0.00	0.00	0.00	0.00	0.00
B9. Durable Supplies Costs	0.00	0.00	0.00	0.00	0.00
B10. Cellular Costs	0.00	0.00	0.00	0.00	0.00
B11. Communication Costs	0.00	0.00	0.00	0.00	0.00
B12. Travel Costs and Mileage Reimbursement	0.00	0.00	0.00	0.00	0.00
B13. Contracted Costs	0.00	0.00	0.00	0.00	0.00
B14. Utility and Maintenance/Janitorial Costs	0.00	0.00	0.00	0.00	0.00
B15. Other Costs	0.00	0.00	0.00	0.00	0.00
B16. Indirect Costs	0.00	0.00	0.00	0.00	0.00
Total PROJECTED ANNUAL EXPENSES	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Figure 32: Budget Detail screen

6. Select **Save** to return to the Institution Budget screen.

To view a Budget Detail

1. On the blue menu bar, select **Home Page**.

2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.

3. To view the most current Budget Detail, select **View** next to Budget Detail. The Budget Detail screen displays.

   –OR-

   To view a prior Budget Detail, select the revision link under the **Latest Version** column. The Institution Budget History for the designated program year is displayed.

Version	Status	Approved Date
Revision 1	Pending Validation	
Original	Approved	04/21/2011

Figure 33: Institution Budget History screen

4. Select the budget version you would like to view.

To modify a Budget Detail

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Select **Modify** next to **Budget Detail**. The Budget Detail screen displays with the most current, un-submitted budget data.
4. Modify any desired information.
5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the Budget Detail screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

To revise a Budget Detail

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Select **Revise** next to **Budget Detail**. The Budget Detail screen displays with the most current budget data.
4. Modify any desired information.
5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the Budget Detail screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

TIP: When creating a revision, the system maintains the previously-approved budget that can be accessed via the Institution Budget History screen.

Management Plan

Institutions must submit a Management Plan as part of the Application Packet. The system will not allow an Application Packet to be submitted without completion of the Management Plan screen, with no errors. Once a Management Plan is approved, a revision (i.e., a new version) must be created.

To access the Management Plan

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Select **View** next to **Management Plan**. The most current Management Plan screen displays.

   Note: If there are multiple versions of a Management Plan within the system (i.e., revisions exist), the system defaults to the most current version.

To add a Management Plan

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Select **Add** next to **Management Plan**. A blank Management Plan screen displays.
4. Complete the form.

   Note: To add more lines to an applicable question, click

.

5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the Management Plan screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

To view a Management Plan

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. To view the most current Management Plan, select **View** next to **Management Plan**. The Management Plan screen displays.

   –OR-

   To view a prior Management Plan, select the revision link under the **Latest Version** column. The Institution Management Plan History for the designated program year is displayed.

Version	Status	Approved Date
Revision 1	Pending Validation	
Original	Approved	04/21/2011

Figure 34: Institution Management Plan History screen

4. Select the Management Plan version you would like to view.

To modify a Management Plan

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Select **Modify** next to **Management Plan**. The Management Plan screen displays with the most current, un-submitted Management Plan data.
4. Modify any desired information.
5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the Management Plan screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

To revise a Management Plan

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Select **Revise** next to **Management Plan**. The Management Plan screen displays with the most current Management Plan data.
4. Modify any desired information.
5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the Management Plan screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

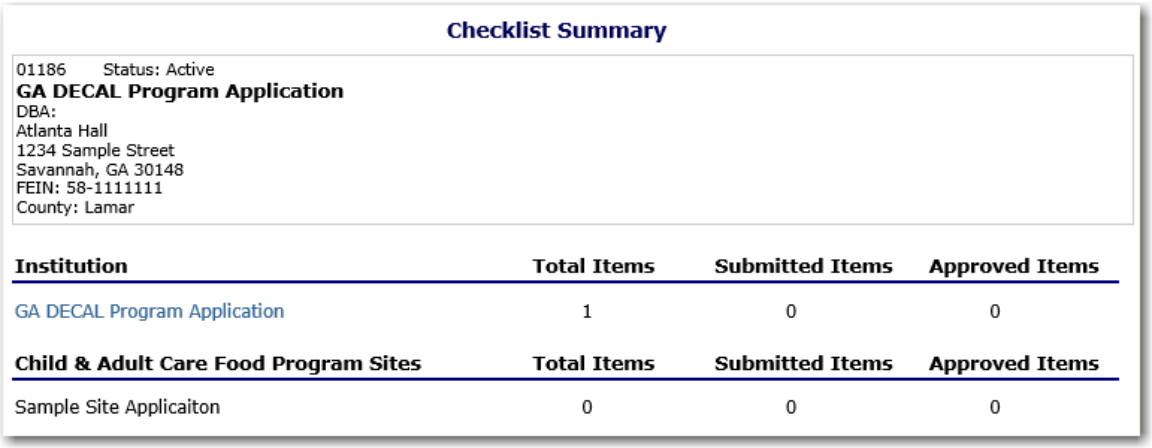
TIP: When creating a revision, the system maintains the previously-approved Management Plan that can be accessed via the Institution Management Plan History screen.

Checklist

A checklist is automatically generated based upon answers to specific questions from the Institution and site applications. The checklist identifies supplemental documents that need to be submitted to the state. The Checklist feature allows Institutions to keep track of documents and their dates of submission. State users use this feature to identify when documents have been received and to denote the status of the documents.

To access a Checklist

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Select **Checklist Summary**. The Checklist Summary screen displays.



Checklist Summary

01186 Status: Active
GA DECAL Program Application
DBA:
Atlanta Hall
1234 Sample Street
Savannah, GA 30148
FEIN: 58-1111111
County: Lamar

Institution	Total Items	Submitted Items	Approved Items
GA DECAL Program Application	1	0	0

Child & Adult Care Food Program Sites	Total Items	Submitted Items	Approved Items
Sample Site Applicaiton	0	0	0

Figure 35: Checklist Summary screen

To view a Checklist

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Select **Checklist Summary**. The Checklist Summary screen displays.

4. Select the Institution or Site whose checklist you wish to view. The Checklist screen displays.

Note: Only Institutions and sites who have completed their applications and who have additional required documents will have a checklist.

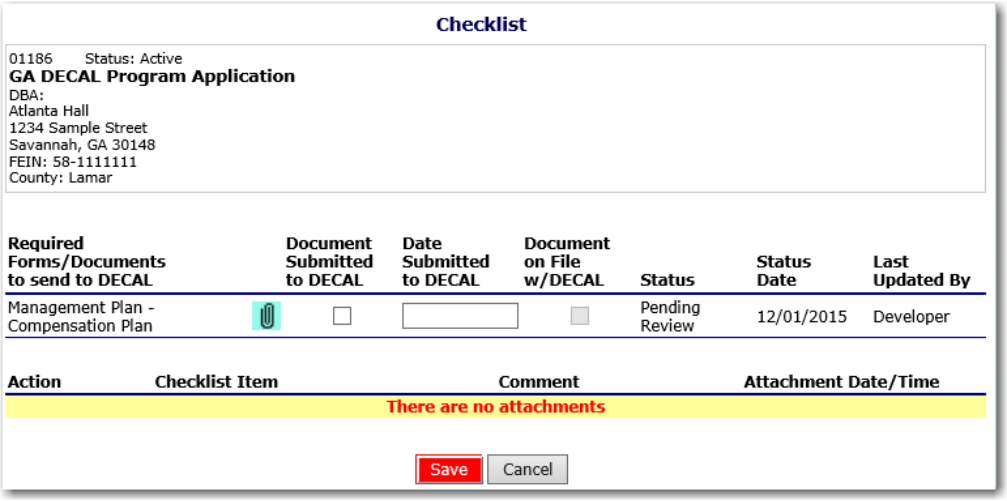


Figure 36: Checklist screen

To update a Checklist

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Select **Checklist Summary**. The Checklist Summary screen displays.
4. Select the Institution or Site whose checklist you wish to update. The Checklist screen displays.
5. Identify whether the document has been submitted and the submission date. The Date Submitted to the State field automatically defaults to the system date. This can be changed by the user. A checklist is not considered complete until all checklist items are identified as having been submitted to the State.
6. Select Save. The Checklist Summary screen displays.

To upload an attachment to a Checklist item

Note: If the checklist item has a paper clip icon next to it, you can upload an attachment. Files in the following formats can be uploaded: .doc, .xls, .pdf, and .jpg.

1. Select the paper clip. The Checklist File Upload Details screen displays.
2. Use the **Browse** button to select the file to upload. If desired, enter a brief comment (field is not required)
3. Select **Save**.

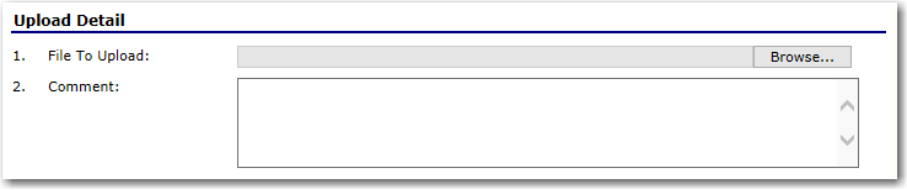


Figure 37: Checklist File Upload Detail screen

Attachment List

The Attachment List function enables the State Agency and Institution users to upload documents and files into the system for centralized storage.

To upload an attachment

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Select **Detail** for Attachment List**.**

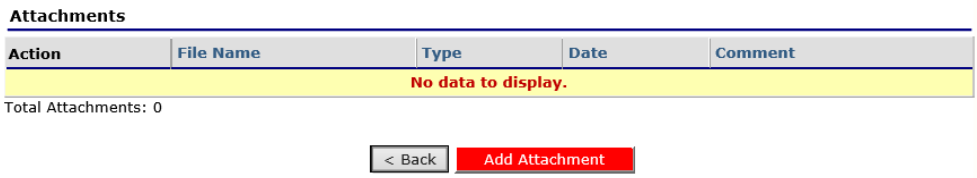


Figure 38: Attachment List screen

4. Select **Add Attachment**.
5. Select **Browse…** and navigate to the file on your computer to upload.
6. Enter a Comment, if applicable.
7. Click **Save.**

To view or modify attachment details

1. On the blue menu bar, select **Home Page**.

1. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
2. Select **Detail** for Attachment List**.**
3. Select **View** or **Modify** for the desired attachment.
4. Modify the description, if applicable.
5. Click **Save.**

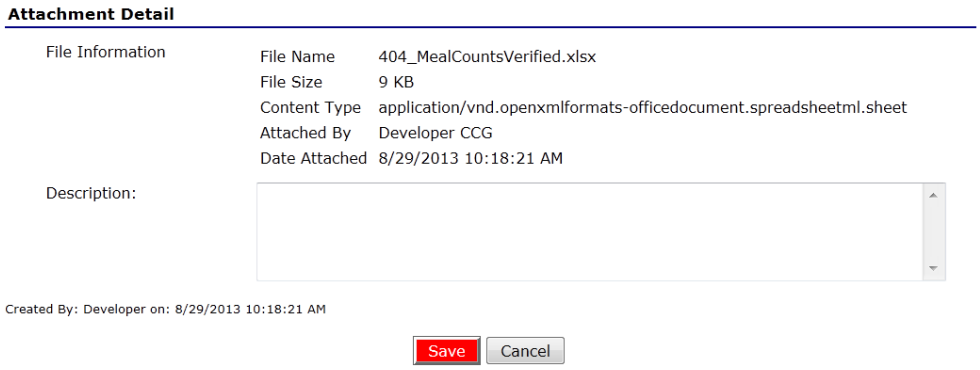


Figure 39: Attachment Detail screen

To view an attachment

1. On the blue menu bar, select **Home Page**.
2. Select the **Program Year** for the Applications category. If necessary, search for and select an Institution. The Application Packet screen displays.
3. Select **Detail** for Attachment List**.**
4. Select the File Name link.
5. Open or save the file to your local computer.

Application Packet Process

4

This section of the manual provides information on how the State can review and Application Packets through ATLAS.

Note: For security purposes, users can only view Institutions to whom they are associated.

Submitting an Application Packet

All new enrollment or renewal enrollment applications are initially created with a status of "Pending Validation". Once the Application has been saved, the systems validates the business rules and the application's status is set by the system to either "Error" (if any errors exist) or "Not Submitted" (no errors, but the Application Packet has not been submitted).

Only complete Application Packets that have no errors can be submitted to the State. To submit a completed Application Packet, the Institution would select the **Submit for Approval** button. This simulates sending a completed Application Packet in the mail. Application items are placed in a view-only mode for the Institution.

An Application Packet can be submitted to the State (i.e., the **Submit for Approval** button is enabled) only if the following conditions have been met:

- The Institution Application must contain no errors.
- At least one Site Application must exist and contain no errors.
- A Management Plan must exist and contain no errors.
- A Budget must exist and contain no errors.
- All items in the Checklist must be submitted (submitted checkbox checked and date submitted is entered).
- The Institution is not closed.

Once the Institution has submitted the Application Packet, the State will review each item in the submitted Application Packet. The State may approve each application item, deny an application item, or return the application item and its respective Application Packet back to the Institution for correction.

If the Application Packet is denied or returned to the Institution for correction, the State will provide comments within the respective Application Packet item as to why the application was denied or what needs to be corrected in order to re-submit the Application Packet.

Application /Application Packet Statuses

Statuses are used to manage the workflow of the Application Packet. Each packet can have only one status at a time.

- Not Submitted

The packet has a status of "Not Submitted" when the packet is created for the first time or when any of the packet items are created, revised, or modified, but the Application Packet has not been submitted to the State.

- Submitted

The packet has a status of "Submitted" when the Institution uses the **Submit for Approval** button on the Application Packet screen to submit the error-free packet to the State for review.

If the packet status is "Submitted", the entire packet becomes read-only to the Institution.

All applications that are "Submitted" must ultimately be "Approved", "Denied", or "Returned for Correction" or "Withdrawn".

- Approved

The packet has a status of "Approved" when the State has approved each packet item AND has selected the **Approve** button on the Application Packet screen.

- Denied

The packet has a status of "Denied" when the State selects the **Deny** button on the Application Packet screen.

When a packet is "Denied", the packet remains view-only and nothing in the packet can be modified. The only way to edit items in a denied packet is for the State to change the status of the packet to something other than "Denied".

- Returned for Corrections

The packet has a status of "Returned for Corrections" when the State selects the **Return** button on the Application Packet screen.

This status unlocks the packet for the Institution and sets the status back to "Not Submitted".

5

My Account

System-authenticated users (i.e., users that are logged on) may change their password through the Change Password feature.

Changing Your Password

To change a password

1. On the blue menu bar, select **My Account**.
2. Select **Change Password**.
3. Enter your **New Password**.
4. Re-Enter your New Password.
5. Select **Save**. A confirmation message displays.

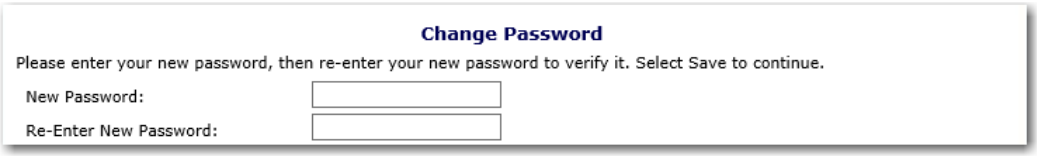


Figure 40: Change Password screen

Note: Security configuration settings require a password ten (10) to fourteen (14) characters in length. The password must be different from the User Name and Full Name.

Additionally, the password must contain three of the four following characteristics:

-One upper case letter

-One lower case letter

-One number

-One special character (e.g., !, ?, /)

Passwords are case sensitive.

Registering for Training

To Register for Training

1. On the blue menu bar, select **My Account**.
2. Select **My Training**.
3. Click Register for Training.
4. Re-Enter your New Password.
5. Select **Save**. A confirmation message displays.

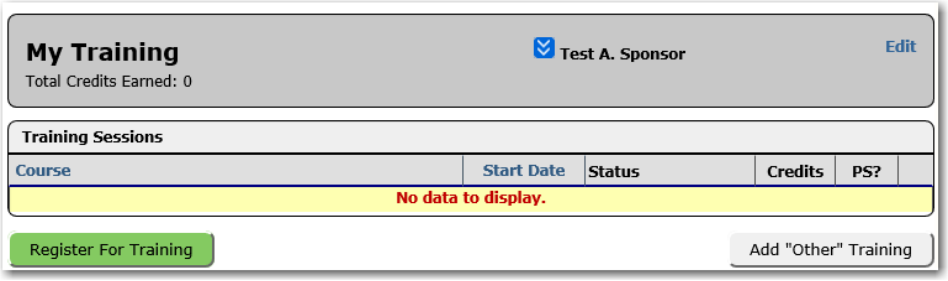


Figure 41: My Training Screen

Note: Clicking the Register For Training button will display a list of available training sessions.

6

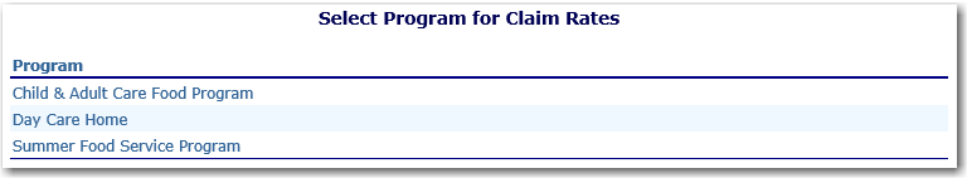
Resources

The Resources menu item allows the user access to view claim rates and forms download section.

Claim Rates

Claim Rates (View Only)

1. On the blue menu bar, select **Resources**.
2. Select **Claim Rates**.
3. Select program to display claim rates

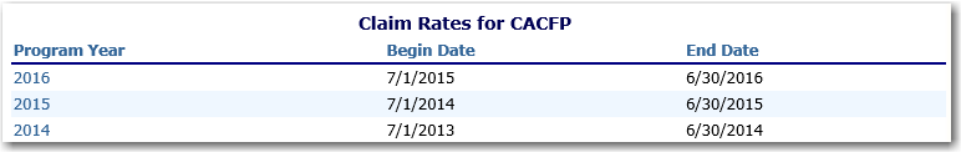


Select Program for Claim Rates

Program
Child & Adult Care Food Program
Day Care Home
Summer Food Service Program

Figure 42: Program Claim Rates Screen

4. Claim Rates display by Year
5. Click the program year for claims to view



Claim Rates for CACFP

Program Year	Begin Date	End Date
2016	7/1/2015	6/30/2016
2015	7/1/2014	6/30/2015
2014	7/1/2013	6/30/2014

Figure 43: Claims Rate by Year Screen (CACFP)

6. Claim Rates Display (View only)

Claim Rates for CACFP

Federal Reimbursement Operating Rates - July 1, 2015 to June 30, 2016

Breakfast

	Maximum Reimbursement
Free	1.5800
Reduced	1.2500
Paid	0.2800

Lunch

	Maximum Reimbursement
Free	2.9300
Reduced	2.5300
Paid	0.2800
CIL	0.2325

Supper

	Maximum Reimbursement
Free	2.9300
Reduced	2.5300
Paid	0.2800
CIL	0.2325

Snack

	Maximum Reimbursement
Free	0.8000
Reduced	0.4000
Paid	0.0700

At Risk Snack

	Maximum Reimbursement
Free	0.8000

At Risk Supper

	Maximum Reimbursement
Free	2.9300

Figure 44: Claims Rates for (CACFP) –FY2015 - 2016

Forms Download

Forms Download

1. On the blue menu bar, select **Resources**.
2. Select **Forms Download**.
3. List of available forms to download displays.
4. Select form to download.

Download Forms

Form ID	Description	Last Modified	New Organization?
CACFP001	Ctr-CACFP 47 Center Institution Permanent Agreement - Updated	06/24/2015	N
CACFP002	Ctr-CACFP CNP-121 Non-school FS Contract - Updated	06/26/2015	N
CACFP003	Ctr-CACFP CNP-120 School FS Agreement - Updated	06/26/2015	N
CACFP004	CACFP - 2015-2016 CACFP Income Eligibility Guidelines - Updated	07/14/2015	N
CACFP005	Ctr - 2015-2016 Non-pricing Parent Letter - Updated	06/24/2015	N
CACFP006	Ctr - 2015-2016 Pricing Parent Letter - Updated	06/24/2015	N

Figure 45: Forms Download Screen