

SUMMER FOOD SERVICE PROGRAM - PROGRAM UPDATE PROCEDURES

All SFSP Sponsors must follow the procedures provided below when making changes to the sponsor and site application. Sponsors will receive Bright from the Start's approval notices via GA ATLAS online system, e-mail, and/or mail. The GA ATLAS address is: <https://www.decalatlas.com>

Send the required forms via postal mail, hand delivery or fax to:

Bright from the Start: GA Department of Early Care and Learning,
Nutrition Services-Application Team
2 Martin Luther King, Jr. Drive, East Tower-Suite 754
Atlanta GA 30334
Fax: 404-651-7430

Application Team Assignments for SFSP Updates:

| Sponsor Letter Assignment | Assigned Business Operations Specialist | Email Address |
|---------------------------|---|--|
| (0 (zero)-G & (T-Z) | Tammie Baldwin | Tammie.Baldwin@decal.ga.gov |
| (H-S) | Kenya Taylor | Kenya.Taylor@decal.ga.gov |

| Type of Field Changes | Requires Review and Approval in GA ATLAS | Instructions and Requirements for Approval |
|--|--|--|
| <u>Sponsor Updates</u> Address or Contact Info Change in FSMC Principal/Program Contact Board Members Request for Advance Field Trips* | ✓ | <input type="checkbox"/> Make changes in GA ATLAS (Institution Home and/or Application page), submit supporting documents, and notify DECAL via an email to the assigned Business Operations Specialist. Note: *submit the Field Trip Notification form indicating each site's field trip date/location and if meals will be served/consumed off site. The form must be submitted at least 3 business days before the field trip. |
| <u>Site Updates</u> Supervisor Name/Contact Info Eligibility Info Operating Dates Meal Type/Time *Max # of Meals to be Served Closings/Terminations | ✓ | <input type="checkbox"/> Update site application via GA ATLAS <input type="checkbox"/> Click "Modify" link in GA ATLAS and make changes. <input type="checkbox"/> Click "Save". <input type="checkbox"/> Complete Attachment Q -Sponsor Update Form, page 2, and send to DECAL via email to the assigned Business Operations Specialist. Note: *Daily Meal Count forms must be submitted to support meal/snack increases in excess of 25% of the current approved amount. |
| <u>Site Additions</u> | ✓ | <input type="checkbox"/> Create site application via GA ATLAS <input type="checkbox"/> Complete Attachment Q-Add-a-Site Checklist, page 1, attach all required documents, and send to DECAL via fax, postal mail or hand delivery. <input type="checkbox"/> Notify DECAL via an email to the assigned Business Operations Specialist after submission. |
| <u>Management Plan</u> | ✓ | <input type="checkbox"/> Click "Modify" link in GA ATLAS and make changes. <input type="checkbox"/> Save and submit the revised Management Plan to DECAL for review/approval. <input type="checkbox"/> Submit all required documents supporting the management plan revisions to DECAL <input type="checkbox"/> Notify DECAL via an email to the assigned Business Operations Specialist after submission. |
| <u>Budget</u> | ✓ | <input type="checkbox"/> Click "Modify" link in GA ATLAS and make changes. <input type="checkbox"/> Save and submit the revised Budget to DECAL for review/approval. <input type="checkbox"/> Submit all required documents supporting the budget revisions DECAL <input type="checkbox"/> Notify DECAL after submission via an email to Jacqueline.Marchant-Boshears@decal.ga.gov and carbon copy (cc) Shonda.Franklin@decal.ga.gov . |