

## **CACFP Renewal Application Instructions-FY 2016**

### **ANNUAL TRAINING REQUIREMENTS-Complete by October 31, 2015**

Participating CACFP Institutions are required to meet annual training requirements. Bright from the Start provides annual training via its web-based system, CNP 2000. Institutions are required to view the power point presentation, all referenced policies or policy memorandum and complete the training assessment. The annual training assessment must be completed and submitted prior to receiving access to the 2016 CACFP application, which will become available on or after October 1, 2015.

### **ANNUAL RENEWAL CERTIFICATION REQUIREMENTS-Complete by November 30, 2015**

Participating CACFP Institutions 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. The annual requirements are written as certification statements, that may require financial information related to CACFP. If applicable, institutions must provide financial information. All annual certification requirements must be answered to gain access to the ~~approved~~ 2016 application on October 1, 2015.

**Institutions that do not complete the annual renewal requirements will not have an approved 2016 application. Annual renewal certification requirements must be completed by November 30, 2015 in order to file a claim for reimbursement for October 2015.**

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### **Annual Renewal Documentation Requirements-Submit by October 31, 2015**

Please refer to the **FY 2016 CACFP Renewal-Annual Document Requirements Chart** to determine if your institution/sponsoring organization is required to submit annual documents. **The FY 2016 CACFP Renewal-Annual Document Requirements Chart is available on Bright from the Start's website at <http://www.decal.ga.gov/BftS/FormList.aspx?cat=CACFP>.** If applicable, all annual documents must be submitted to Bright from the Start on or before October 31, 2015. **Please submit required annual documentation to Valesia Jones via email at [Valesia.Jones@decal.ga.gov](mailto:Valesia.Jones@decal.ga.gov) or via fax to 770-342-7985.**

For questions concerning annual document requirements, please contact your assigned Application Specialist:

Demetria Thornton at [Demetria.Thornton@decal.ga.gov](mailto:Demetria.Thornton@decal.ga.gov) or 404.463.2182

Paula Lawrence at [Paula.Lawrence@decal.ga.gov](mailto:Paula.Lawrence@decal.ga.gov) or 404.463.2111

Martinita Smiley-Smith at [Martinita.Smiley-Smith@decal.ga.gov](mailto:Martinita.Smiley-Smith@decal.ga.gov) or 404-651-7426

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### **Steps 1, 2 and 3 must be completed before beginning the FY 2016 Annual 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 2015 Application to determine if changes are needed. If the information is correct, do not make any changes. **Please refer to the FY 2016 CACFP Renewal-Application Update Procedures** for details on application changes/updates that require review, form requirements, and submission requirements. This tool can be found on Bright from the Start's website at:  
<http://www.dec.state.ga.gov/BftS/FormList.aspx?cat=CACFP>

**Step 3: Complete FY 2016 Annual Training and Certification Requirements.** Instructions are below.

- I. Access CNP 2000 Training Registration
- II. Register for the FY 2016 CACFP Annual Training
- III. Log into CNP 2000 and click on the "**Training Summary**" link
- IV. In the training summary, click on the "**FY 2016 CACFP Training Assessment**" link
- V. Click on the "View" link on the far right side
- VI. Locate the Attachment at the top of the assessment questions. Click on the link.
- VII. View the FY 2016 Annual Training Power point presentation
- VIII. Complete the FY 2016 Annual Training Assessment
  - a. Answer each question
  - b. Click the "submit" box when finished.

**Note: Institutions must submit the training assessment (click the submit button) in order to meet the training requirements.**

Once Steps 1, 2 (if applicable) and 3 are complete, Institutions must access the FY 2016 annual requirements. Follow the steps below:

- I. Locate and click on the "**Application**" link to the left of the CNP 2000 page
- II. Click on the "**Annual Req**" link
- III. Review each statement and answer carefully
- IV. Click the "**Submit to DECAL**" button when complete

**Institutions that have completed the 2015 CACFP Annual Training and submitted the Annual Certification Requirements will have access to the FY 2016 application on October 1, 2015.**

## **Key Factors to Remember:**

- I. Management Plan Revisions must be submitted on or before October 31<sup>st</sup>. At a minimum, Management Plan revisions are required when:**
- a. Institutions have made significant operational or administrative changes that are documented in the management plan.
  - b. Institutions intend to change or plan to use a Contractor/Consultant to perform CACFP duties.
  - c. Sponsoring Organizations have an increase or decrease in homes/centers that impact the FTE monitoring requirements.
  - d. Sponsoring Organizations have significant changes in personnel, positions and/or related assigned duties.

**Note: certain changes in the Management Plan will prompt changes in the budget.**

- II. Original or Annual Budgets and budget amendments must be submitted on or before October 31<sup>st</sup>. At a minimum, annual budgets are required when:**
- a. An Independent Center with an approved budget in FY 2015 intends to use FY 2016 CACFP reimbursement funds for **new** operating and/or administrative costs that require prior, specific prior written approval, or proper procurement.
  - b. An Independent Center with an approved budget in FY 2015 with approved costs and will have the same costs in FY 2016, but new supporting documentation must be submitted for review and approval. (i.e., lease agreements for center or office space, equipment rentals, etc.)
  - c. **All** Administrative, Center and DCH sponsoring organizations.

## **Budget Revisions:**

Please refer to the Budget Guidance Manual for guidance on budget revisions. All costs must be approved in the budget prior to using CACFP reimbursement for the cost. Documentation to support costs can be uploaded into CNP 2000 or submitted via postal mail, hand delivery, or fax to the attention **Budget Analyst at 404.651.7430**. For questions concerning budget completion or requirements, please contact the Budget Analyst at 404-463-1494 for budget questions.

