

## Frequently Asked Questions for Application Renewal

**1. Q: When must I complete the 2016 Annual Training and Certification Requirements?**

**A:** Annual training and certification requirements should be completed no later than October 31st to ensure access to an approved 2016 application and to prevent delay in submitting the October claim for reimbursement.

**2. Q: Once I complete the training and certification requirements, when will I have access to my 2016 application?**

**A:** Institutions that have completed annual training and certification requirements will have access to the approved 2016 application on October 1st.

**3. Q: What are the annual documentation requirements? What is the deadline date for the documents?**

**A:**

Documents	Due Date	Documents	Due Date
Criminal Records Check	N/A *Every five years, or * Upon submission of new application, or *Hire of new staff	Adult Day Program License	10/31/2015
Employment Eligibility Verification (E-Verify)	N/A * Upon submission of new application, or *Hire of new	Multi-State Requirement	10/31/2015
Annual SAVE Affirmation Form or new SAVE Affidavit Form	10/31/2015	Annual Management Plan Review and Revision	10/31/2015
Current Health/Kitchen Inspection	10/31/2015	Waiver of Management Plan and Budget ( BOE and SFA Only)	10/31/2015
Annual Budget Package	10/31/2015		

**4. Q: If changes were made this month (September) will the changes roll over to FY 2016?**

**A:** Approved changes made to the application prior to October 1st will rollover into the 2016 application.

**5. Q: Does staff of CACFP sponsoring organizations have until January 31, 2017 to complete the CRC process?**

**A:** No, CACFP sponsors must comply with the deadline date outlined in the policy memo dated August 20, 2014 Criminal Background Check Requirements. All sponsors' staff, who must enter a licensed child care facility and conduct CACFP business (e.g., monitoring, training, technical assistance, etc.) where children are present, should have had their National Fingerprint-Based Background Check completed and submitted to DECAL by December 31, 2014. CACFP sponsors are required to submit updated criminal records checks for applicable staff every five years, or upon submission of a new application, or upon the hire of new staff.

**6. Q. If an employee recently completed a fingerprint based criminal records check (CRC) that was required by another State agency or through another organization's HR department, does he/she have to undergo this process again through DECAL-CACFP?**

**A:** Yes. The employee will have to undergo the fingerprint based criminal records check as required by DECAL. This is a requirement of GA DECAL, which is a requirement under a separate and distinct entity.

**7. Q: If I or my staff have completed and received a satisfactory CRC per Bright from the Start's Child Care Services (CCS) requirements, are we required to complete the CRC again?**

**A:** No. Bright from the Start will verify this information by conducting a search of the individual's name. If it is identified that the individual met the criminal records check through CCS, the individual will not have to undergo another background check for the Nutrition Services Division.

**8. Q. As a sponsor, am I responsible for the staff at my sponsored facilities completing the criminal background check?**

**A:** No. Sponsors must ensure the criminal background check form is completed for the sponsoring organization's staff only. CACFP sponsors are required to submit updated criminal records checks for applicable staff every five years, or upon submission of a new application, or upon the hire of new staff.

**9. Q. Is staff performing CACFP duties at approved School Food Authorities required to comply with the National Fingerprint-Based Background Check?**

**A:** No. School Food Authority personnel and anyone who works in a public school must undergo both a state and a national criminal background check and therefore are in compliance with the National Fingerprint-Based Background Check.

**10. Q. I recently submitted documents required for approval of a new CACFP program, will I have to resubmit the same documents if they are required for the renewal process?**

**A:** Required documents must be on file at Bright from the Start to satisfy application requirements, therefore if required documents were recently submitted and they are current, the same documents will not have to be submitted to meet annual requirements. In addition to the documents submitted with the new application, there will be other required annual documents. Required documents that are not current and are not on file must be submitted to satisfy annual document requirements.

**11. Q. I don't reside in the state of Georgia. Am I required to complete the CRC? Will I have to travel to the state in order to comply with the fingerprint-based criminal background check?**

**A:** Yes. Although out of state, the CRC requirements will still apply. However, you can register as an out of state applicant by indicating you wish to be fingerprinted in your home state on the Records Check Application. Once your application is received, you will be registered as an "Out of State Applicant." Instead of coming to a Georgia fingerprint site, you will go to your local law enforcement agency to be fingerprinted onto a fingerprint card. You will then mail the fingerprint card to COGENT for processing. The mailing address and detailed instructions will be provided to you via email once you're registered. From there, we will receive the report to review and we'll be able to issue a determination letter.

