

North Carolina Department of Health and Human Services  
 Division of Public Health Nutrition Services Branch  
 Child and Adult Care Food Program  
**2017-18 Annual Application Update Guide**  
 for INDEPENDENT INSTITUTIONS

Institution Name \_\_\_\_\_

Agreement Number \_\_\_\_\_

**Note: Application Update Documents must be submitted electronically into the NCCARES system**

[www.nccares.com](http://www.nccares.com)

Use this guide as a checklist to ensure you have completed and submitted all required forms into the NCCARES system. **Once completed, upload this document into NC CARES as an attachment. (DO NOT MAIL)**

Institution Use (√)	Items in NC CARES Application Packet	Where to find it	Notes
	<b>Institution Application</b>	<a href="http://www.nccares.com">www.nccares.com</a>	Enter information directly into the system
	<b>Board of Directors/Principals</b>	<a href="http://www.nccares.com">www.nccares.com</a>	Enter information directly into the system
	<b>Institution Budget Detail</b>	<a href="http://www.nccares.com">www.nccares.com</a>	1. Complete the Institution Budget for Independent Centers found at: <a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2017-18. 2. Use information in the Budget Summary to complete the Institution Budget Detail in NC CARES.
	Institution Budget for Independent Centers	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2017-18 - Budget	
	<b>Checklist</b> (see list below)	<a href="http://www.nccares.com">www.nccares.com</a>	Upload the documents listed under Checklist. These items can be found at <a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a>
	<b>Facility (Center) Application</b>	<a href="http://www.nccares.com">www.nccares.com</a>	Enter information directly into the system
<b>Checklist Items</b>			
Institution Use (√)	Items in NC CARES Application Packet	Where to find it	Notes
	Attachment F- Contractor Certification	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2017-18 – Application	These documents were sent attached to a state email dated 8/4/17 or they can be downloaded from website <a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> , complete as indicated, and upload into NC CARES.
	Attachment H - Iran Divestment Act		
	Attachment I - FFATA Sub-Awardee Reporting Form		
	Media Release w/ income guidelines attached		
	Media Release (Emergency Shelters, At-Risk After School)		
	Annual Information Certification for Institutions		
	IRS Letter of Tax Exempt Status (private nonprofit), if not previously submitted	Institution's copy of IRS documentation	Upload copy as an attachment

**Checklist Items (Continued)**

<b>Institution Use (√)</b>	<b>Items in NC CARES Application Packet</b>	<b>Where to find it</b>	<b>Notes</b>
	License	Appropriate licensing website or institution's copy of documentation	Upload copy of license from appropriate licensing agency (DCDEE, DOA, etc.).
<b>For At-Risk Afterschool Meals, Outside School Hours Care, and Emergency Shelters (only)</b>			
<b>Institution Use (√)</b>	<b>Items in NC CARES Application Packet</b>	<b>Where to find it</b>	<b>Notes</b>
	State or Local Health and Safety Inspection or Current Occupancy Permit	Institution's copy of documentation	Upload copy of inspection or permit.
<b>For Institution Receiving Catered Meals</b>			
<b>Institution Use (√)</b>	<b>Document</b>	<b>Where to find it</b>	<b>Notes</b>
	<b>Food Service Management Contract</b>	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2017-18 – Application: Food Service Management Contracts	Download forms from website, complete as indicated, and upload into NC CARES per Checklist in electronic Application Packet
	Attachment A - General Terms and Conditions		
	Attachment B – Federal Certifications		
	Attachment H – Iran Divestment Act		
	Quotes or Bids (Procurement rules to do not apply to Sponsored Facilities -DCHs, affiliated centers, or unaffiliated centers are not required by regulation or policy to conduct procurements that uphold free and open competition; i.e., they are free to purchase food and other items according to their own practices.) FNS 796-2 Rev4 ExJ	Institution's copy of documentation	<b>Submit three (3) quotes or all bids</b> submitted for all Food Service Contracts (School Food Authorities excluded) Contracts up to \$5000 may be documented phone quotes. Contracts between \$5001-\$150,00 require written quotes. Contracts over \$150,000. Submit copies of bids for all
	<b>Food Service Contract School Food Authorities/Public Schools</b>	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2017-18 – Application: Food Services Management Contracts	No quotes required for School Food Authorities/Public Schools. Download forms from website, complete as indicated, and upload into NC CARES per Checklist in electronic Application Packet
	Attachment A - General Terms and Conditions		
	Attachment B- Certifications		
	Attachment H- Iran Divestment Act		

**Failure to accurately submit all required documents into NC CARES may delay program approval. Reminder: Once completed, upload this document into NC CARES as an attachment.**