



**North Carolina Department of Health and Human Services  
Division of Public Health – Women’s & Children’s Health Section**

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Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

March 10, 2010

CACFP 10-03

**MEMORANDUM**

**To:** Sponsoring Organizations of Unaffiliated Centers  
Sponsoring Organizations of Day Care Homes

**From:** Arnette Cowan, Head  
Special Nutrition Programs

**Subject:** Required Forms for New Facilities

Effective March 15, 2010, new facilities that are added to your sponsorship are required to complete the Information on Owners and Principals and the Certification of Single Exclusive Agreement forms. Please ensure that when you add facilities to your sponsorship, these forms are included with the application packet.

A copy of these forms is included with the memorandum. If you have questions, please contact your regional consultant.

**c:** SNP Staff (via email)  
Auditors (via email)  
Helpdesk (via email)



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