



**2021 NEW APPLICATION GUIDE
 INDEPENDENT CENTERS**



Documents required to begin application process and gain access to NC CARES

√	Document	Where to find it	Notes
	New Institution Application Profile	Distributed at Get Started with NC CACFP Training	Complete forms, scan and submit to: CACFPnewapp@dhhs.nc.gov
	NC CARES User Access Request Form		
	Get Started with NC CACFP Training Certificate		
	Proposed Menu – one month’s worth	Institution’s copy of documentation	Scan and submit with documents listed above

Once received and processed, the Institution’s Program Contact will receive an email from North Carolina Department of Health and Human Services indicating access to NC CARES. The Program Contact can then go to www.nccares.com, sign in, click on “Add” Institution Application, and the Application Packet in NC CARES can then be completed as outlined below.

NC CARES Application Packet

√	Items in NC CARES Application Packet	Notes
	Institution Application	Enter information directly into NC CARES
	Board of Directors/Principals	Enter information directly into NC CARES
	Institution Budget Detail	<ol style="list-style-type: none"> 1. Complete the “Institution Budget for Independent Centers” Excel workbook. 2. Use information in the Budget Summary tab to complete the Institution Budget Detail in NC CARES. 3. Attach completed budget workbook into Budget Detail section
	Institution Budget for Independent Centers (Excel workbook EZ or Full) http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2021> Budget	
	Checklist (see lists on following pages)	Upload the documents listed under Checklist. These items can be found at http://www.nutritionnc.com/snp/forms.htm
	Application Packet Notes	Check this area for communication from the state agency. Correction notes are listed here when Application Packets are returned for corrections.
	Attachment List	Upload all documents listed under Attachment List in the following pages. These items DO NOT have a paperclip icon in the Checklist. Make sure documents are labeled correctly when uploaded.
	Facility Application	Enter information directly into NC CARES

Checklist Items			
√	Document listed in NC CARES Checklist	Where to find it	Notes
	Attachment A – General Terms and Conditions	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2021 – Application (New)	These documents can be downloaded from our website: http://www.nutritionnc.com/snp/forms.htm , complete as indicated, and upload into NC CARES Checklist using the paperclip icon.
	Attachment B – Federal Certifications		
	Attachment D – State Grant Certification - For Organizations <i>or</i> State Grant Certification - For Sole Proprietors		
	Attachment E – Conflict of Interest Policy (<i>Organizations only, not required for Sole Proprietors</i>)		
	Attachment F- Contractor Certification		
	Attachment I - FFATA Data Reporting <input type="checkbox"/> Include proof of active SAM registration from www.sam.gov		
	Management Plan <input type="checkbox"/> Include Policies & Procedures listed on page 4 of this Guide		
	Statement of Authority		
	CACFP Fact Sheet		
	List of Publicly Funded Programs (Question 49.1 of Institution Application)		
	IRS Letter of Tax-Exempt Status (private nonprofit)	Institution's copy of documentation	Upload into NC CARES Checklist using the paperclip icon.

Additional Checklist Items for Child and Adult Day Care, or Outside School Hours Care			
√	Document listed in NC CARES Checklist	Where to find it	Notes
	Current federal, state, or local license	Appropriate licensing website or institution's copy of documentation	Upload copy of document into NC CARES Checklist.
	Current Sanitation Inspection Report	Institution's copy of documentation	
	Current Fire Inspection Report		

Additional Checklist for At-Risk Afterschool Meals and Emergency Shelters			
√	Document listed in NC CARES Checklist	Where to find it	Notes
	State or Local Health and Safety Inspection or Current Occupancy Permit	Institution's copy of documentation	Upload copy of document into NC CARES Checklist.

**For Institution Receiving Catered Meals:
Food Service Management Companies**

√	Required Document	Where to find it	Notes
	CACFP Food Service Contract – Food Service Management Company Include FSMC Attachment A - General Terms and Conditions and FSMC Attachment B – Federal Certifications	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2021 – Application (New): Food Service Management Contracts	Download forms from website, complete as indicated, and upload into NC CARES Checklist.
	Quotes or Bids – <i>per 2 CFR 226 and FNS 796-2 Rev4 Ex J</i>	Institution’s documentation of all of phone quotes, written quotes, and bids including solicitation materials and specifications.	Contracts up to \$10,000 may be phone quotes. Contracts \$10,000-\$250,000 require written quotes submitted. Contracts over \$250,000 requires sealed bids and justification of selected contract. Upload copies into NC CARES Checklist.

**For Institutions Receiving Catered Meals:
School Food Authorities**

√	Required Document	Where to find it	Notes
	CACFP Food Service Contact – School Food Authority (SFA) (Public Schools only) Include SFA Attachment A - General Terms and Conditions and SFA Attachment B- Certifications	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2021 – Application (New): 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 List

√	Document	Where to find it	Notes
	Required Training Module Certificates <ul style="list-style-type: none"> <input type="checkbox"/> Annual Civil Rights Training <input type="checkbox"/> Enrollment Documentation <ul style="list-style-type: none"> ➤ Infants and Children* ➤ Adults* <input type="checkbox"/> Income Eligibility Applications <ul style="list-style-type: none"> ➤ Infants and Children * ➤ Adults* <input type="checkbox"/> Budget Training for Independent Centers <input type="checkbox"/> Management Plan for Independent Centers <input type="checkbox"/> Meal Patterns <ul style="list-style-type: none"> ➤ Infant* ➤ Child* ➤ Adult* Meal Counts	Each training module certificate can be found at the conclusion of the required training. All training modules are located on the website trainings page under “Pre Recorded Trainings” https://www.nutritionnc.com/snp/training.htm	Complete each training and save the certificate provided at the conclusion, and upload into the attachment list. *Trainings with an asterisk (*) are required if you are serving this population.

Attachment List Continued

<p>Policies and Procedures for Management Plan</p> <ul style="list-style-type: none"> <input type="checkbox"/> Organization Chart <input type="checkbox"/> Job Descriptions <input type="checkbox"/> Policies and Procedures (templates can be found on our website) • Code of Conduct Policy • Compensation Policy • Confidentiality Policy • Edit Check Policy • Non-Discrimination Policy • Non-Pricing Program Policy • Outside Employment Policy • Procurement Policy • Property Management Standards Policy • Conflict of Interest Policy (Attachment E) 	<p>Institution's copy of documents</p>	<p>All the Policies and Procedures marked as required in the Management Plan must be uploaded into the Attachment List</p>
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Required once application has been submitted

	<p>Program Agreement</p>	<p>The State agency representative assigned to your application will send this to you for signature.</p>	<p>Complete with signature from Institution's Administrator and either</p> <p>EMAIL to: Your assigned CACFP New Application Reviewer</p> <p>Or</p> <p>MAIL to:</p> <p>CACFP - New Application 5601 Six Forks Road 1914 Mail Service Center Raleigh, NC 27699-1914</p> <p>Attn: (Your assigned CACFP Application Reviewer)</p>
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Failure to accurately submit all required documents into NC CARES may delay program approval.