



School Food Authority – At-Risk Afterschool Meal Programs

School Food Authorities applying to the CACFP to provide At-Risk Afterschool Meal Programs are allowed a streamlined application process if they are in good standing with the National School Lunch Program.

Use this guide as a checklist to ensure you have submitted all required forms.

Documents required to begin application process and gain access to NC CARES			
√	Document	Where to find it	Notes
	New Institution Application Profile	Contact us by phone at 919-707-5800 or email CACFPnewapp@dhhs.nc.gov	Complete and scan to: CACFPnewapp@dhhs.nc.gov
	NC CARES New Institution User Access Request Form		
	Proposed Menu – one month’s worth per facility if different menus are used at each facility	Institution’s copy of documentation	Scan and submit with documents listed above
<ul style="list-style-type: none"> Once received and processed, the Institution’s Program Contact will receive an email from the system indicating access to NC CARES The Program Contact can then sign in at www.nccares.com , click on “Add” Institution Application, and begin the application process. CACFP application documents must be submitted electronically into the NCCARES system: www.nccares.com as outlined below. 			
For School Food Authorities acting as Sponsoring Organizations for sites(facilities) providing At-Risk Afterschool Meal (ARAM) Programs (only).			
√	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 – this should be your district or LEA board member information	
	Institution Budget Detail	Budget for SFAs is not required . Complete the Institution Budget Detail in NC CARES with “0”s.	
	Checklist (see list next page)	Upload <i>only</i> the documents listed under Checklist <i>in this document not</i> what is listed in the Checklist section of the Application Packet. For all unrequired documents, mark the box that says, “Document Submitted to NSDHHS”; the date will auto-populate. Required documents can be found at http://www.nutritionnc.com/snp/forms.htm	
	Application Packet Notes	Check this area for communication from the State agency if your application is returned. Correction requirements are specified here.	
	Attachment List	Upload any required documents that DO NOT have a paperclip icon in the Checklist. Typically, there is nothing required here for SFAs.	
	Facility Application(s)	Enter information directly into the system separately for each site(facility).	

Checklist Items – Institutions

√	Document	Notes
	Attachment – A General Terms and Conditions	<ol style="list-style-type: none"> 1. Download these forms from website_ http://www.nutritionnc.com/snp/forms.htm 2. Complete each form as indicated on this guide. 3. Save each completed form as a separate file with the form name. There should be 7 separate uploaded files. 4. Upload each file into the NC CARES Checklist by clicking on the paperclip icon for that form. 5. If the document is not listed on this New Application Guide, it is not required. Mark the box that says, “Document Submitted to NSDHHS”, the date will auto-populate.
	Attachment B – Federal Certifications	
	Attachment F - State Certifications	
	Attachment I - FFATA Sub-Awardee Reporting Form - With documentation of active SAM registration from www.SAM.gov	
	Institution Training Certification	
	Statement of Authority	
	CACFP Fact Sheet	

For At-Risk Afterschool Meal Programs on school campuses

√	Document	Notes
	Facility/Center Application (one per facility)	Enter information directly into the system. Complete one application for each site (facility).

For At-Risk Afterschool Meal Programs NOT on school campus

√	Document	Notes
	Facility/Center Application (one per facility)	Enter information directly into the system. Complete one for each site (facility).
	State or Local Health and Safety Inspection or Current Occupancy Permit	Only required for non-school sites (facilities). Upload copies of inspections or permits..

Failure to accurately complete and submit all required documents into NC CARES may delay program approval.