



North Carolina Department of Health and Human Services
 Division of Public Health, Nutrition Services Branch
 Child and Adult Care Food Program
NC CARES Existing Institution User Access Form



Institution Name:		Agreement #:	
DBA Name:			
Physical Address			
Mailing Address			
Phone Number		Email address	

NCID Required for new users: Visit <https://ncid.nc.gov>, click *Register* to obtain a separate *Individual* NCID for each authorized user. The Individual NCID is a required field and NC CARES access cannot be provided without it.

Complete the following section to request **new** NC CARES access for users who are authorized to complete applications and electronically submit monthly claims for reimbursement through the NC CARES system. Please enter the full name, title, Individual NCID, and check the program type for each user (Center – CTR; Day Care Home – DCH; or both).

Names to add NC CARES Access	Title	Individual NCID	CTR	DCH

Please enter the full name(s) and NCID(s) of employees who are **no longer authorized** to access the institution record in the NC CARES system.

Name to REMOVE from NC CARES Access	Individual NCID

As the Institution’s Owner or Board Chair,

- **I understand all authorized NC CARES users are responsible for activities performed under their Individual NCID.**
- **I agree precautions will be made to ensure individual NCIDs will not be used by multiple employees.**
- **I understand changes in the status of any authorized NC CARES user listed above must be submitted immediately to the NC CACFP.** Changes can be made by submitting an *NC CARES Existing Institution User Access Form* by email to NSB.customerservice@dhhs.nc.gov or by fax to 919-870-4863. This form is available at <https://www.nutritionnc.com/snp/forms.htm> under Application Update.
- **Any NC CARES login that has not been used within 90 days will be deactivated.**

Owner/Board Chair Printed Name		Official Title	
Owner/Board Chair Signature		Date	
Owner/Board Chair Phone			
Owner/Board Chair Email			

Send this completed form by email to NSB.customerservice@dhhs.nc.gov or by fax to 919-870-4863.

The NC CARES Customer Service Desk can be reached by phone at 866-622-2733.

STATE USE ONLY		Date Received	
Date	First/Last Name	Verified by	Service Now #