

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

Institution Name _____

Agreement Number (State use only) _____

Application documents must be submitted electronically into the NCCARES system. 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
	Institution Application	www.nccares.com	Enter information directly into the system
	Board of Directors/Principals	www.nccares.com	Enter information directly into the system
	Institution Budget Detail	www.nccares.com	1. Complete the Institution Budget for Independent Centers (Excel). 2. Use information on the Budget Summary page (Excel) to complete the Institution Budget Detail in NC CARES. 3. Upload Institution Budget (Excel document) into NCCARES as an attachment
	Institution Budget for Independent Centers (Excel Document)	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2017-18 - Budget	
	Checklist (see list below)	www.nccares.com	Upload the documents listed under Checklist. These items can be found at http://www.nutritionnc.com/snp/forms.htm
	Facility (Center) Application	www.nccares.com	Enter information directly into the system
Program Agreement			
	Program Agreement (CAC 2)	Potential Institution Training	Agreement is distributed during the new institution training. Upload this document as an ATTACHMENT in NC CARES. *
Checklist Items			
The following documents may be on the Application Packet Checklist based on responses to the Institution Application. These documents need to be completed and uploaded into the NC CARES system.			
Institution Use (√)	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 2017-18 – 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.
	Attachment B – Federal Certification		
	Attachment C – Notice of Certain Reporting and Audit Requirements, if applicable		
	Attachment D – State Grant Certifications – No overdue Taxes		
	Attachment E – Conflict of Interest Policy		
	Attachment F- Contractor Certification		

Checklist Items (Continued)

Institution Use (√)	Items listed in NC CARES Checklist	Where to find it	Notes
	Attachment H - Iran Divestment Act	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2017-18 – 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.
	Attachment I - FFATA Sub-Awardee Reporting Form		
	Media Release w/ income guidelines attached or Media Release for Emergency Shelters, At-Risk After School (no income guidelines required)		
	Management Plan		
	Statement of Authority		
	CACFP Fact Sheet for ICs		
	Nondiscrimination Policy		
	Outside Employment Policy		
	Free/Reduced Price Policy Statement		
	Participant Eligibility Information for New Centers Summary		
	Certification of Eligibility – for Profit Institutions only		
	Certificate of Attendance: Potential Institution Training		
	IRS Letter of Tax Exempt Status (private nonprofit), if not previously submitted	Institution’s copy of IRS documentation	Upload as an attachment into NC CARES.

For Child and Adult Day Care only

Institution Use (√)	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 license from appropriate licensing agency (DCDEE, DOA, etc.).
	Current Sanitation Inspection Report	Institution’s copy of documentation	Upload as an attachment into NC CARES.
	Current Fire Inspection Report	Institution’s copy of documentation	Upload as an attachment into NC CARES.

For At-Risk Afterschool Meals, Outside School Hours Care, and Emergency Shelters only			
Institution Use (√)	Document listed in NC CARES Checklist	Where to find it	Notes
	Participant Information New Centers Summary – At Risk Centers	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2017-18 – Application	These documents can be downloaded from our website http://www.nutritionnc.com/snp/forms.htm , complete as indicated, and upload into NC CARES.
	State or Local Health and Safety Inspection or Current Occupancy Permit	Institution’s copy of documentation	Upload copy of inspection or permit into NC CARES.

For Institution Receiving Catered Meals

Institution Use (√)	Required Document	Where to find it	Notes
	Food Service Management Contract	http://www.nutritionnc.com/snp/forms.htm 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 – <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.	Submit three (3) quotes or all bids submitted for all Food Service Contracts (School Food Authorities excluded) Contracts up to \$5000 may be documented phone quotes. Contracts between \$5001-\$150,000 require written quotes. Contracts over \$150,000, submit copies of bids for all.
	Food Service Contract School Food Authorities/Public Schools	http://www.nutritionnc.com/snp/forms.htm 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.

*** Mail the Program Agreement with all carbon copies to:**

North Carolina Department of Health and Human Services
Division of Public Health, Nutrition Services Branch
5601 Six Forks Road
1914 Mail Service Center
Raleigh, NC 27699-1914
Attention: New CACFP Application