

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

Institution Name _____

Agreement Number _____

Note: Application Update 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 found at: http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2017-18. 2. Use information in the Budget Summary to complete the Institution Budget Detail in NC CARES.
	Institution Budget for Independent Centers	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
Checklist Items			
Institution Use (√)	Items in NC CARES Application Packet	Where to find it	Notes
	Attachment F- Contractor Certification	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2017-18 – Application	These documents were sent attached to a state email dated 8/4/17 or they can be downloaded from website http://www.nutritionnc.com/snp/forms.htm , complete as indicated, and upload into NC CARES.
	Attachment H - Iran Divestment Act		
	Attachment I - FFATA Sub-Awardee Reporting Form		
	Media Release w/ income guidelines attached		
	Media Release (Emergency Shelters, At-Risk After School)		
	Annual Information Certification for Institutions		
	IRS Letter of Tax Exempt Status (private nonprofit), if not previously submitted	Institution's copy of IRS documentation	Upload copy as an attachment

Checklist Items (Continued)

Institution Use (√)	Items in NC CARES Application Packet	Where to find it	Notes
	License	Appropriate licensing website or institution's copy of documentation	Upload copy of license from appropriate licensing agency (DCDEE, DOA, etc.).
For At-Risk Afterschool Meals, Outside School Hours Care, and Emergency Shelters (only)			
Institution Use (√)	Items in NC CARES Application Packet	Where to find it	Notes
	State or Local Health and Safety Inspection or Current Occupancy Permit	Institution's copy of documentation	Upload copy of inspection or permit.
For Institution Receiving Catered Meals			
Institution Use (√)	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 (Procurement rules to do not apply to Sponsored Facilities -DCHs, affiliated centers, or unaffiliated centers are not required by regulation or policy to conduct procurements that uphold free and open competition; i.e., they are free to purchase food and other items according to their own practices.) FNS 796-2 Rev4 ExJ	Institution's copy of documentation	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-\$150,00 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.