

North Carolina Department of Health and Human Services
 Division of Public Health Nutrition Services Branch
 Child and Adult Care Food Program
2018-19 Application Guide
 for **NEW INDEPENDENT CENTERS**

Institution Name _____

Agreement Number _____

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.

Documents required to begin application process and gain access to NC CARES			
√	Document	Where to find it	Notes
	New Institution Application Profile	Distributed at Potential Institution Training	Complete and scan to: CACFP_Newapp@dhhs.nc.gov <i>Or</i> Complete and mail to: CACFP - New Application 5601 Six Forks Road 1914 Mail Service Center Raleigh, NC 27699-1914 <i>Or</i> Complete and fax to: 919-870-4819
	NC CARES User Access Request Form		
	Potential Institution Training Certificate		
	Program Agreement	Mailed to institution once the 3 documents above are received and application submitted.	

Once the first three documents above have been 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 “Enroll”. The Application Packet in NC CARES can then be completed as follows.

NC CARES Application Packet for Independent Centers			
√	Items in NC CARES Application Packet	Where to find it	Notes
	Institution Application	www.nccares.com	Enter information directly into NC CARES
	Board of Directors/Principals	www.nccares.com	Enter information directly into NC CARES
	Institution Budget Detail	www.nccares.com	1. Complete the “Institution Budget for Independent Centers Fiscal Year 2018-19” Excel document on our website. 2. Use information in the Budget Summary to complete the Institution Budget Detail in NC CARES.
	Institution Budget for Independent Centers (Excel document)	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2019 - Budget	
	Checklist Institution Checklist <i>and</i> Center Checklist (see lists on following pages)	www.nccares.com	Upload the documents listed under Checklist. These items can be found at http://www.nutritionnc.com/snp/forms.htm
	Facility Application	www.nccares.com	Enter information directly into NC CARES

Click on the blue highlighted paperclip in the NC CARES Checklist to upload Checklist documents as attachments. Additional forms may be listed in the NC CARES Checklist which are not on listed in this guide, they are not required. Check the box in NC CARES indicating “Document Submitted to NCDHHS” for all the documents listed in NC CARES.

Checklist Items			
√	Document listed in NC CARES Checklist	Where to find it	Notes
	Attachment A – General Terms and Conditions		
	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 (include a copy of the institution’s active SAM registration from www.sam.gov – this registration is free!)		
	Media Release – Child & Adult Day Care Centers, OSHCC (w/ income guidelines attached) <i>or</i> Media Release - Emergency Shelters, and At-Risk Afterschool Meals (no income guidelines required)	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2019 – 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. Attachment C and H may be listed in the Checklist in NC CARES but are no longer required.
	Management Plan		
	Statement of Authority		
	CACFP Fact Sheet		
	Nondiscrimination Policy		
	Outside Employment Policy		
	Free/Reduced Price Policy Statement		
	Participant Eligibility Information for New Centers Summary		
	Certification of Eligibility – for Profit Institutions only		
	IRS Letter of Tax-Exempt Status (private nonprofit)	Institution’s copy of IRS documentation	Upload as an attachment into NC CARES checklist.

For Child and Adult Day Care only

√	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	Institution's copy of documentation	

For At-Risk Afterschool Meals, Outside School Hours Care, and Emergency Shelters only

√	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 2019 – 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.
	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 from Food Service Management Companies

√	Required Document	Where to find it	Notes
	Food Service Management Contract	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2019 – Application (New): Food Service Management Contracts	Download forms from website, complete as indicated, and upload into NC CARES Checklist.
	Attachment A - General Terms and Conditions		
	Attachment B – Federal Certifications		
	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. Contacts over \$250,000 requires sealed bids and justification of selected contract. Upload copies into NC CARES Checklist.

For Institutions Receiving Catered Meals from School Food Authorities

√	Required Document	Where to find it	Notes
	Food Service Contract School Food Authorities/Public Schools	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2019 – 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 A - General Terms and Conditions		
	Attachment B- Certifications		

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