

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
NEW SPONSORING ORGANIZATIONS of Centers and Day Care Homes

Institution Name

CACFP 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. | |
| <p>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.</p> | | | |
| NC CARES Sponsoring Organization Application Packet | | | |
| √ | Document | Where to find it | Notes |
| | Institution Application <i>or</i> Sponsoring Organization of DCH Application | www.nccares.com | Enter information for directly into NC CARES |
| | Board of Directors/Principals | www.nccares.com | Enter information directly into NC CARES |
| | Institution Budget Detail <i>or</i> DCH Budget Detail | www.nccares.com | <ol style="list-style-type: none"> Complete the Institution Budget <i>and</i> Sponsored Center Budget(s) (Excel) found at: http://www.nutritionnc.com/snp/forms.htm <i>*Sponsoring Organizations of Affiliated Centers may submit one budget per center or consolidate all centers into one.</i> Use information in the Budget Summary (Excel) to complete the Institution Budget Detail in NC CARES. Upload both the Sponsoring Organization Budget and the Sponsored Center Budget(s) (Excel) in NCCARES as budget attachments. |
| | Budget for Sponsoring Organizations of Centers <i>and</i> Budget for Sponsored Centers <i>and/or</i> Budget for Sponsoring Organizations of Day Care Homes (Excel documents) | http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2018-19 - Budget | |
| | Checklist Institution Checklist <i>and</i> Center Checklists <i>and/or</i> Day Care Home Facilities 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 under CACFP Forms Fiscal Year 2019. |
| | Facility Applications (<i>one per facility</i>) | www.nccares.com | Enter information directly into NC CARES. One Facility Application is required <i>per</i> Center or Day Care Home. |

Checklist Items - Institution

The following documents may be on the NC CARES Checklist for Institutions based on responses to the Institution Application. The documents may also appear in a different order than what is listed below.

| √ | Items 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 2018-19 Application (New) Sponsoring Organizations | Download documents from our website, complete as indicated, and upload into NC CARES Checklist for Institutions. |
| | 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 - State Certifications | | |
| | Attachment I - FFATA Sub-Awardee Reporting Form | | |
| | Management Plan | | |
| | Media Release for Sponsoring Organizations of Centers (w/income guidelines attached) <i>or</i> Media Release for Sponsoring Organizations of Emergency Shelters, At-Risk After School Care Centers, and Day Care Homes (no income guidelines required) | | |
| | Statement of Authority | | |
| | CACFP Fact Sheet | | |
| | Nondiscrimination Policy | | |
| | Free/Reduced Price Policy Statement | | |
| | Participant Eligibility Information for New Centers Summary <i>and/or</i> Participant Eligibility Information for New Centers Summary: At-Risk Afterschool Meal Programs | | |
| | Sponsor Training Certification | | |
| | Outside Employment Policy | | |
| | Institution Certification Regarding Dual Participation | | |
| | Certification Regarding Other Publicly Funded Programs | | |
| | IRS Letter of Tax-Exempt Status (private nonprofits only) | Institution's copy of IRS documentation | Upload copy into NC CARES Checklist for Institutions. |

Checklist Items – Affiliated and Unaffiliated

Documents are on the NC CARES Checklist for Centers Facilities based on responses to the Institution or Facility Applications. The documents may also appear in a different order than what is listed below.

Be sure to upload one of each document per Facility.

| √ | Items listed in NC CARES Checklist | Where to find it | Notes |
|---|--|--|---|
| | License | Appropriate licensing website or institution’s copy of documentation | Upload copy into NC CARES Checklist for Facilities. |
| | Fire Inspection Report | Institution’s copy of documentation | |
| | Sanitation Report | Institution’s copy of documentation | |
| | <i>At-Risk Afterschool Programs, Outside School Hours Care or Emergency Shelters ONLY:</i> If there is no License, State/Local Health/Safety or Fire Inspection, provide Occupancy Permit | Institution’s copy of documentation | |
| | Certification of Eligibility – For Profit Institutions only | http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2018-19 Application (New) | Download documents from our website, complete as indicated, and upload into NC CARES Checklist for Facilities |

Additional Checklist Items for Unaffiliated Centers ONLY

| √ | Items listed in NC CARES Checklist | Where to find it | Notes |
|---|--|--|--|
| | Sponsored Center Budget* | http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2018-19 Application (New) | *Each Unaffiliated Sponsored Center requires a separate Sponsored Center Budget. Download documents from our website, complete as indicated, and upload into NC CARES Checklist for Facilities. |
| | Agreement Between Sponsoring Organization & Unaffiliated Center | | |
| | Certification of Single Exclusive CACFP Agreement – Facility | | |
| | Attachment A – General Terms and Conditions – Sponsored Centers | | |
| | Attachment B – Federal Certifications - Sponsored Centers | | |
| | Attachment D – State Grant Certification No Overdue Tax Debts, Sponsored Centers | | |
| | Attachment E – Conflict of Interest Policy – Sponsored Centers | | |
| | Attachment F - State Certifications | | |
| | Information on Owners/Principals - Facility | | |
| | IRS Letter of Tax-Exempt Status (private nonprofits only) | Facility’s copy of IRS documentation | Upload copy into NC CARES Checklist for the Facility. |

For Each New Day Care Home

| √ | Items listed in NC CARES Checklist | Where to find it | Notes |
|---|--|--|--|
| | License (one per day care home) | Appropriate licensing website or institution's copy of document. | Upload copy of license from appropriate licensing agency (DCDEE, DOA, etc.) |
| | Certification of Single Exclusive CACFP Agreement - Facility | www.nccares.com http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2017-18 Application (New) | Enter information directly into the system Download forms from website, complete as indicated one per center, and upload into NC CARES per Checklist in electronic Application Packet |
| | Information on Owners/Principals - Facility | | |
| | Attachment F - State Certifications | | |
| | Agreement between Sponsoring Organization and Day Care Home Provider | | |

For Facilities Receiving Catered Meals

| √ | Required Document | Where to find it | Notes |
|--|---|--|--|
| Catered Meals from Food Service Management Companies | | | |
| | 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 for the Facility. |
| | 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> Required if Institution holds a contract with FSMC. (<i>Procurement rules to do not apply to Sponsored Facilities - they 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.</i>) | Institution's documentation of all of phone quotes, written quotes, and bids including solicitation materials, specifications, and bid acceptance justification. | 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. |
| Catered Meals from School Food Authority | | | |
| | 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 Checklist for the Facility. |
| | Attachment A - General Terms and Conditions | | |
| | Attachment B- Certifications | | |

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