

North Carolina Department of Health and Human Services
 Division of Public Health Nutrition Services Branch
 Child and Adult Care Food Program
2018-19 Annual Application Update Guide
 for SCHOOL FOOD AUTHORITY – AT-RISK AFTERSCHOOL PROGRAMS

Institution Name

Agreement Number

Application Update Documents must be submitted electronically: www.nccares.com

Use this guide as a checklist to ensure you have completed and submitted all required forms into the NCCARES system. This guide is for institution use only, it does not need to be submitted.

For ALL Sponsoring Organizations (Affiliated, Unaffiliated, Homes)		
√	Items in NC CARES Application Packet	Notes
	Institution Application	Enter information directly into the system
	Board of Directors/Principals	Enter information directly into the system
	Institution Budget Detail	Budget not required for SFA-ARAMs. Complete with zeros (“0”) in NC CCARES.
	Checklist (see list below)	Upload the documents listed under Checklist. These items can be found at http://www.nutritionnc.com/snp/forms.htm
	Facility (Center) Applications	Enter information directly into the system. One facility application for each ARAM site.
Checklist Items		
The Checklist in NC CARES populates all documents needed for a New Application, please follow this guide for required Application Update documents. All other documents listed on the NC CARES Checklist can be marked “Document Submitted to NCDHHS” as they were previously submitted upon initial application to the CACFP.		
√	Document	Notes
	Attachment F - State Certifications	<ol style="list-style-type: none"> 1. Download these forms from website http://www.nutritionnc.com/snp/forms.htm 2. Complete each form as indicated. 3. Save each completed form as a separate file with the form name. There should be 5-6 separate uploaded files. 4. Upload each file into the NC CARES Checklist by clicking on the paperclip icon for that form.
	Attachment I - FFATA Sub-Awardee Reporting Form	
	Sponsor Training Certification	
	Media Release for At-Risk Afterschool Care Centers (w/out income guidelines)	
	Annual Information Certification for Institutions	This is not listed on the NC CARES checklist. Follow 1-2 above and upload this document to the Attachment List in NC CARES.
	State or Local Health and Safety Inspection OR Current Occupancy Permit	This is ONLY for non-school sites (such as a church or community building). Upload copy of inspection or permit.

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