



## School Food Authority – At-Risk Afterschool Meal Programs

**School Food Authorities applying to the CACFP to provide At-Risk Afterschool Meal Programs are allowed a streamlined application process if they are in good standing with the National School Lunch Program.**

Use this guide as a checklist to ensure you have 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	Contact us by phone at 919-707-5800 or email <a href="mailto:CACFP_Newapp@dhhs.nc.gov">CACFP_Newapp@dhhs.nc.gov</a>	Complete and scan to: <a href="mailto:CACFP_Newapp@dhhs.nc.gov">CACFP_Newapp@dhhs.nc.gov</a>
	NC CARES New Institution User Access Request Form		
	Proposed Menu – one month's worth per facility if different menus used at each	Institution's copy of documentation	Scan and submit with documents listed above

- Once received and processed, the Institution's Program Contact will receive an email from North Carolina Department of Health and Human Services (DHHS) indicating access to NC CARES
- The Program Contact can then sign in at [www.nccares.com](http://www.nccares.com), click on "Add" Institution Application, and begin the application process.
- CACFP application documents must be submitted electronically into the NCCARES system: [www.nccares.com](http://www.nccares.com) as outlined below.

### For School Food Authorities acting as Sponsoring Organizations for sites providing At-Risk Afterschool Meal Programs (only).

√	Items in NC CARES Application Packet	Notes
	<b>Institution Application</b>	Enter information directly into NC CARES
	<b>Board of Directors/Principals</b>	Enter information directly into NC CARES – this should be your district or LEA board member information
	<b>Institution Budget Detail</b>	Budget for SFAs is <b>not required</b> . Complete the Institution Budget Detail with "0"s.
	<b>Checklist</b> (see list next page)	Upload <i>only</i> the documents listed under Checklist <i>in this document not</i> in NC CARES. For all others, mark the box that says, "Document Submitted to NSDHHS", the date will auto-populate. Required Documents can be found at <a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a>
	<b>Application Packet Notes</b>	Check this area for communication from the State agency if your application is returned. Correction requirements are specified here.
	<b>Attachment List</b>	Upload any required documents that DO NOT have a paperclip icon in the Checklist. Typically, there is nothing required here for SFAs.
	<b>Facility (Site) Application(s)</b>	Enter information directly into the system separately for each site.

### Checklist Items – Institutions

√	Document	Notes
	Attachment – A General Terms and Conditions	<ol style="list-style-type: none"> <li>1. Download these forms from website <a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a></li> <li>2. Complete each form as indicated on this guide.</li> <li>3. Save each completed form as a separate file with the form name. There should be 4 separate uploaded files.</li> <li>4. Upload each file into the NC CARES Checklist by clicking on the paperclip icon for that form.</li> <li>5. If the document is not listed on this New Application Guide, it is not required. Mark the box that says, “Document Submitted to NSDHHS”, the date will auto-populate.</li> </ol>
	Attachment B – Federal Certifications	
	Attachment F - State Certifications	
	Attachment I - FFATA Sub-Awardee Reporting Form - With documentation of active SAM registration from <a href="http://www.SAM.gov">www.SAM.gov</a>	
	Institution Training Certification	
	Media Release for Sponsoring Organizations of At-Risk Afterschool Meals	
	Statement of Authority	
	CACFP Fact Sheet	
<b>For At-Risk Afterschool Meal Programs on school campus</b>		
√	Document	Notes
	<b>Facility/Center Application</b> (one per facility)	Enter information directly into the system, complete one for each site.
<b>For At-Risk Afterschool Meal Programs NOT on school campus</b>		
√	Document	Notes
	<b>Facility/Center Application</b> (one per facility)	Enter information directly into the system, complete one for each site.
	State or Local Health and Safety Inspection or Current Occupancy Permit	Only required for non-school sites. Upload copy of inspection or permit.

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