



**2020 NEW APPLICATION GUIDE
 SPONSORING ORGANIZATIONS**

Documents required to begin application process and gain access to NC CARES		
Document	Where to find it	Notes
New Institution Application Profile	Distributed at Get Started with NC CACFP Training	Complete and scan to: CACFP_Newapp@dhhs.nc.gov
NC CARES User Access Request Form		
Get Started with NC CACFP Training Certificate		
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
<ul style="list-style-type: none"> Once 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 should be completed as outlined below 		

NC CARES Application Packet		
√	Section	Notes
	Institution Application	Enter information directly into NC CARES
	Board of Directors/Principals	Enter information directly into NC CARES
	Institution Budget Detail Required Excel Workbooks based on institution type: Sponsoring Organization of Unaffiliated Centers Budget for Sponsoring Organization of Centers Budget for Sponsored Centers Sponsoring Organization of Affiliated Centers Budget for Sponsoring Organization of Affiliated Centers Sponsoring Organization of Day Care Homes Budget for Sponsoring Organization of Day Care Homes Sponsoring Organization of Unaffiliated Centers and Day Care Homes Budget for Sponsoring Organizations of Centers Budget for Sponsored Centers Budget for Sponsoring Organizations of Day Care Homes	<ol style="list-style-type: none"> Complete the required Excel workbooks listed to the left based on institution type. They can be found on our website under forms: http://www.nutritionnc.com/snp/forms.htm Use the summary tab (titled “Budget”) to enter required information into the Institution Budget Detail section in NC CARES. Upload all completed Excel workbooks as attachments in the Document Attachments section located in NC CARES Institution Budget Detail.
	Checklist	Upload the documents listed under Checklist. These items can be found at http://www.nutritionnc.com/snp/forms.htm

NC CARES Application Packet - CONTINUED

	Application Packet Notes	Check this area for communication from the State agency – check here if your application is returned. Correction requirements are specified here.
	Attachment List	Upload all documents listed under Attachment List in the following pages. These items DO NOT have a paperclip icon in the Checklist. Make sure they are labeled correctly when uploaded.
	Facility Application(s)	Enter information directly into NC CARES

Checklist Items

√	Document 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 F - Contractor Certification		
	Attachment I - FFATA Sub-Awardee Reporting Form <input type="checkbox"/> Active SAM registration from www.SAM.gov		
	Management Plan for Sponsoring Organizations, including: <input type="checkbox"/> List of current/potential participant facilities and/or DCH that will be sponsored <input type="checkbox"/> Org Chart		
	Media Release for Sponsoring Organizations of Centers <input type="checkbox"/> 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		
	Sponsor Training Certification		
	Certificate of Attendance – Get Started with NC CACFP		
	IRS Letter of Tax-Exempt Status (private nonprofit)	Institution’s copy of documentation	Upload as an attachment into NC CARES checklist.

Affiliated Facility Checklist

√	Items listed in NC CARES Facility Checklist		Where to find it	Notes
	Fire Inspection	Or	Occupancy Permit (if ARAM)	Upload one per facility into NC CARES Checklist for Facilities
	Sanitation Report			
	Current License <i>(if applicable)</i>		Appropriate licensing website or institution's copy of document.	

Unaffiliated Facility Checklist

√	Items listed in NC CARES Facility Checklist		Where to find it	Notes
	Attachment A – General Terms and Conditions – Sponsored Centers		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.
	Attachment B – Federal Certifications - Sponsored Centers			
	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			
	Certification of Single Exclusive CACFP Agreement – Facility			
	Information on Owners/Principals - Facility			
	Fire Inspection	Or	Occupancy Permit (if ARAM)	Upload one per facility into NC CARES Checklist for Facilities
	Sanitation Report			
	Current License <i>(if applicable)</i>		Appropriate licensing website or institution's copy of document.	
	Agreement Between Sponsoring Organization & Unaffiliated Center		http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2020 Application (New)	Download documents from our website, complete as indicated, and upload into NC CARES Checklist for Facilities.

Day Care Home Checklist

√	Items listed in NC CARES Day Care Home Checklist	Where to find it	Notes
	Current Day Care Home License	Appropriate licensing website or institution's copy of document.	Upload one per Day Care Home into NC CARES DCH Checklist
	Certification of Single Exclusive CACFP Agreement - Facility	www.nccares.com http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2020 Application (New)	Download documents from our website, complete as indicated, and upload into NC CARES Checklist for Facilities.
	Attachment F - State Certifications		
	Agreement Between Sponsoring Organization & Unaffiliated Day Care Home		

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 2020 – Application (New): Food Service Management Contracts	Download forms from website, complete as indicated, and upload into NC CARES Checklist.
	FSMC Attachment A - General Terms and Conditions		
	FSMC 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. Contracts over \$250,000 requires sealed bids and justification of selected contract. Upload copies into NC CARES Checklist.

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 2020, 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.
	SFA Attachment A - General Terms and Conditions		
	SFA Attachment B- Certifications		

Attachment List			
Upload all documents into the Attachment List with the correct file/document title or label.			
√	Document	Where to find it	Notes
	Policies and Procedures for Management Plan	Institution's copy of documentation	All the Policies and Procedures marked as required in the Management Plan must be uploaded into the Attachment List as part of your institution's Application Packet for 2020.
	Certification Regarding Other Publicly Funded Programs	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2020, Application (New)	Upload copy of document into NC CARES Attachment List.
	Monitoring Plan		
	IRS Letter of Tax-Exempt Status (private nonprofit)		
	Required Training Module Certificates <ul style="list-style-type: none"> <input type="checkbox"/> Annual Civil Rights Training <input type="checkbox"/> Enrollment Documentation <ul style="list-style-type: none"> ➤ Infants and Children* ➤ Adults* <input type="checkbox"/> Income Eligibility Applications <ul style="list-style-type: none"> ➤ Infants and Children * ➤ Adults* <input type="checkbox"/> Budget Training* <ul style="list-style-type: none"> <u>SO of Unaffiliated Centers (2)</u> <ul style="list-style-type: none"> <i>Budget Training for SO of Centers</i> <i>Budget Training for Sponsored Centers</i> <u>SO of Affiliated Centers (1)</u> <ul style="list-style-type: none"> <i>Budget Training for SO of Affiliated Centers</i> <u>SO of Day Care Homes (1)</u> <ul style="list-style-type: none"> <i>Budget Training for SO of DCH</i> <u>SO of Unaffiliated Centers + DCH (3)</u> <ul style="list-style-type: none"> <i>Budget Training for SO of Centers</i> <i>Budget Training for Sponsored Centers</i> <i>Budget Training for SO of DCH</i> <u>SO of Affiliated Centers + DCH (2)</u> <ul style="list-style-type: none"> <i>Budget Training for SO of Affiliated Centers</i> <i>Budget Training for SO of DCH</i> <input type="checkbox"/> Management Plan for Sponsoring Organizations <input type="checkbox"/> Meal Patterns <ul style="list-style-type: none"> ➤ Infant* ➤ Child* ➤ Adult* <input type="checkbox"/> Meal Counts <input type="checkbox"/> Monitoring <ul style="list-style-type: none"> ➤ Facility* Day Care Home* 	Each training module certificate can be found at the conclusion of the required training. All training modules are located on the website trainings page under "Prerecorded Trainings" https://www.nutritionnc.com/snp/training.htm	Complete each training webinar and save the certificate provided at the conclusion, and upload into the Attachment List. *Trainings with an asterisk (*) are required if you are serving this population.

Required once application has been submitted			
	Program Agreement	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2020 – Application (New)	Complete with signature from Institution's Administrator and either: MAIL to: NC CACFP – Permanent Agreement 5601 Six Forks Road 1914 Mail Service Center Raleigh, NC 27699-1914 Or EMAIL to: CACFPagreement@dhhs.nc.gov If emailing, please copy your assigned application packet reviewer.

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