



**2020 Annual Application Update Guide
 INDEPENDENT CENTERS**

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. Institution use only – this guide does not need to be submitted.

NC CARES Application Packet		
√	Section	Notes
	Institution Application	Verify information and enter any changes directly into NC CARES.
	Board of Directors/Principals	Verify information and enter any changes directly into NC CARES.
	Institution Budget Detail Institution Budget for Independent Centers (Excel workbook)	<ol style="list-style-type: none"> 1. Complete the “Institution Budget for Independent Centers” Excel workbook found at: http://www.nutritionnc.com/snp/forms.htm. 2. Use information in the Budget Summary to complete the Institution Budget Detail in NC CARES. 3. Upload the completed Excel workbook in the Document Attachments section located in NC CARES Institution Budget Detail.
	Checklist (see lists on following pages)	Upload the documents listed below under Required Checklist Items. These items can be found at http://www.nutritionnc.com/snp/forms.htm .
	Application Packet Notes for Institutions	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 required documents that are not in the NC CARES Checklist. Be sure to label each document correctly.
	Facility Application	A green approval checkmark will be present upon enrolling in the new year. Facility Applications <i>must</i> be verified and updated, some new information is required.

Required Checklist Items			
Please follow this guide for the documents required for application update.			
√	Document listed in NC CARES Checklist	Where to find it	Notes
	Attachment F- Contractor Certification Required by NC State Law	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2020 - Application Update	Download documents from the NC CACFP website, complete as indicated, and upload into the NC CARES Checklist using the paperclip icon.
	Attachment I - FFATA Data Reporting Requirement <input type="checkbox"/> Active SAM registration from www.sam.gov		
	NC CACFP Fact Sheet 2020		

Required Checklist Items (continued)

√	Document listed in NC CARES Checklist	Where to find it	Notes
	Management Plan 2020 – including: <input type="checkbox"/> Org Chart <input type="checkbox"/> Policies/Procedures	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2020 - Application Update	Download documents from the NC CACFP website, complete as indicated, and upload into the NC CARES Checklist using the paperclip icon.
	Media Release – Child & Adult Day Care Centers, Outside School Hours Care Centers <input type="checkbox"/> Income guidelines attached or Media Release - Emergency Shelters and At-Risk Afterschool Meals (no income guidelines required)		
	Institution Training Certification – Independent Centers		
	Certification Regarding Other Publicly Funded Programs (<i>Question 51.1 of Institution Application</i>)		
	Annual Information Certification for Institutions		

Additional Checklist Items for Institution Receiving Catered Meals from Food Service Management Companies (FSMC)

√	Required Document	Where to find it	Notes
	CACFP Agreement to Furnish Food Service (Food Service Management Company)	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2020 – Application Update: 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 – per 2 CFR 226 and FNS 796-2 Rev4 Ex J	Institution's documentation of <i>all</i> 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.

Additional Checklist Items for Institutions Receiving Catered Meals from School Food Authorities (SFA)

√	Required Document	Where to find it	Notes
	CACFP Agreement to Furnish Food Service (School Food Authority)	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2020 – Application Update: Food Services Management Contracts	Download forms from website, complete as indicated, and upload into NC CARES Checklist. <i>No quotes required for meal contracts with School Food Authorities/Public Schools.</i>
	SFA Attachment A - General Terms and Conditions		
	SFA Attachment B - Certifications		

Attachment List

The Attachment List in NC CARES is the area in which all required documents not listed in the Checklist should be uploaded. Be sure to upload with the correct document name. Mislabeled items will result in the return of the Application Update to the institution for corrections.

	Policies and Procedures for Management Plan	Institution's copy of documents	The Management Plan requires many of your organization's Policies and Procedures as attachments. 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.
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Additional Items for 2020

The Permanent Agreement will be uploaded into NC CARES Attachment List **by the State agency** once the signed document is received, reviewed, and approved by the State agency.

	NC CACFP Permanent Agreement for Institutions 2020	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2020 – Application Update	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
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Failure to accurately submit all required documents into NC CARES may delay approval of application update.