



2020 Annual Application Update Guide
SCHOOL FOOD AUTHORITY – AT-RISK AFTERSCHOOL MEALS (ARAM)

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

Use this guide to ensure you have completed and submitted all required forms into the NC CARES system.
 Institution use only – this guide does not need to be submitted.

NC CARES Application Packet		
√	Section	Notes
	Institution Application	Verify information and update.
	Board of Directors/Principals	Verify information and update.
	Institution Budget Detail	Budget not required for SFA-ARAMs. Complete with zeros ("0") in NC CCARES.
	Checklist	Upload the documents listed under Required Checklist Items (see lists on following pages).
	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 <i>not</i> listed in the Checklist here. Be sure to label each document correctly. (see lists on following pages)
	Facility Application(s)	A green approval checkmark will be present for all the sponsored facilities upon enrolling in the new year. Facility Applications <i>must</i> be verified and updated; some new information is required.

Required Institution 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 our website, complete as indicated, and upload into NC CARES Checklist using the paperclip icon.
	Attachment I - FFATA Data Reporting Requirement <input type="checkbox"/> Active SAM registration from www.SAM.gov		
	Media Release for Sponsoring Organizations of At-Risk After School Care Centers (no income guidelines required)		
	NC CACFP Facts Sheet 2020		
	Institution Training Certification – Sponsoring Organizations		

Required Institution Checklist Items

Continued

	Annual Information Certification for <i>Institutions</i>	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2020, Application Update	Download documents from our website, complete as indicated, and upload into NC CARES Checklist using the paperclip icon.
	Management Plan (listed but not required)	<i>The Management Plan is listed in NC CARES but is not required for SFA - ARAM. Check "Document Submitted to DHHS".</i>	

Additional Required Checklist Items for *Unaffiliated* Facilities (non-school sites)

√	Items listed in NC CARES Facility Checklist	Where to find it	Notes
	Annual Information Certification for <i>Facilities</i>	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2020 Application Update	Download documents from our website, complete as indicated, and upload into NC CARES Checklist for Facilities.
	Attachment F - Contractor Certification Required by NC State Law		

Attachment List

The Attachment List 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. Misabeled items will result in the return of the Application Update to the institution for corrections.

	Certification Regarding Other Publicly Funded Programs (Question 51.1 of Institution Application)	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2020 Application Update	Upload a copy of your Monitoring Plan that is consistent with information in your Management Plan and the dates in your Facility Applications
	Monitoring Plan	Institution's copy of document	

Permanent Agreement

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.

√	Required Document	Where to find it	Notes
	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

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