



**2020 Annual Application Update Guide**  
**SPONSORING ORGANIZATIONS**

**Application Update Documents must be submitted electronically:** [www.nccares.com](http://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
	<b>Institution Application</b>	Verify information and update.
	<b>Board of Directors/Principals</b>	Verify information and update.
	<b>Institution Budget Detail</b> Required Excel Workbooks based on institution type: <b>Sponsoring Organization of Unaffiliated Centers</b> Budget for Sponsoring Organization of Centers Budget for Sponsored Centers <b>Sponsoring Organization of Affiliated Centers</b> Budget for Sponsoring Organization of Affiliated Centers <b>Sponsoring Organization of Day Care Homes</b> Budget for Sponsoring Organization of Day Care Homes <b>Sponsoring Organization of Unaffiliated Centers and Day Care Homes</b> Budget for Sponsoring Organizations of Centers Budget for Sponsored Centers Budget for Sponsoring Organizations of Day Care Homes	<ol style="list-style-type: none"> <li>1. Complete the required Excel workbooks listed to the left based on institution type. They can be found on our website under forms: <a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a></li> <li>2. Use the summary tab (titled "Budget") to enter required information into the Institution Budget Detail section in NC CARES.</li> <li>3. Upload all completed Excel workbooks as attachments in the Document Attachments section located in NC CARES Institution Budget Detail.</li> </ol>
	<b>Checklist</b>	Upload the documents listed under Required Checklist Items (see lists on following pages).
	<b>Application Packet Notes for Institutions</b>	Check this area for communication from the State agency – check here if your application is returned. Correction requirements are specified here.
	<b>Attachment List</b>	Upload all required documents <i>not</i> listed in the Checklist. Be sure to label each document correctly.
	<b>Facility Application(s)</b>	A green approval checkmark will be present for all of 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	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> 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 <a href="http://www.SAM.gov">www.SAM.gov</a>		
	Management Plan for Sponsoring Organizations 2020, including: <input type="checkbox"/> List of current/potential facilities and/or DCH <input type="checkbox"/> Org Chart <input type="checkbox"/> Policies/Procedures		
	Media Release for Sponsoring Organizations of Centers <input type="checkbox"/> Income guidelines attached or Media Release for Sponsoring Organizations of Emergency Shelters, At-Risk After School Care Centers, and Day Care Homes (no income guidelines required)		
	NC CACFP Facts Sheet 2020		
	Institution Training Certification – Sponsoring Organizations		
	Monitoring Plan		
	Certification Regarding Other Publicly Funded Programs (Question 51.1 of Institution Application)		
	Annual Information Certification for <i>Institutions</i>		

#### Additional Required Checklist Items for *Unaffiliated* Facilities

√	Items listed in NC CARES Facility Checklist	Where to find it	Notes
	Annual Information Certification for <i>Facilities</i>	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> 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		

#### Additional Required Checklist Items for *Day Care Homes*

√	Items listed in NC CARES Day Care Home Checklist	Where to find it	Notes
	Annual Information Certification for <i>Facilities</i>	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> 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		

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

√	Required Document	Where to find it	Notes
	<b>Agreement to Furnish Food Service (Food Service Management Company)</b>	<a href="http://www.nutritionnc.com/sn/p/forms.htm">http://www.nutritionnc.com/sn/p/forms.htm</a> 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		
	CACFP Invitation to Bid – <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. Contacts 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
	<b>Agreement to Furnish Food Service (School Food Authority)</b>	<a href="http://www.nutritionnc.com/sn/p/forms.htm">http://www.nutritionnc.com/sn/p/forms.htm</a> CACFP Forms Fiscal Year 2020 – Application Update Food Services Management Contracts	No quotes required for School Food Authorities/Public Schools. Download forms from website, complete as indicated, and upload together into NC CARES Checklist.
	SFA Attachment A - General Terms and Conditions		
	SFA Attachment B- Certifications		

**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. Mislabeled items will result in the return of the Application Update to the institution for corrections.

	Policies and Procedures for Management Plan	Institution’s copies 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.
	Monitoring Plan		Upload a copy of your Monitoring Plan that is consistent with information in your Management Plan and the dates in your Facility Applications.

**Additional Items for 2020**

**Sponsoring Organization Agreements**  
(as applicable, if not already completed)

√	Required Document	Where to find it	Notes
	Agreement Between Sponsoring Organization & Unaffiliated Center 2020	Emailed to you on May 7, 2019. These are also available on our website.	Per previous instructions in memo emailed May 7, 2019, to all Sponsoring Organizations, complete the appropriate agreement with all unaffiliated centers and/or day care homes, scan and send to <a href="mailto:SVC_SO_documentation@dhhs.nc.gov">SVC_SO_documentation@dhhs.nc.gov</a> .
	Agreement Between Sponsoring Organization & Day Care Home 2020		

**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	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2020 – Application Update	Complete with signature from Institution’s Administrator and either:  <b>MAIL to:</b>  NC CACFP – Permanent Agreement 5601 Six Forks Road 1914 Mail Service Center Raleigh, NC 27699-1914  Or  <b>EMAIL to:</b>  <a href="mailto:CACFPagreement@dhhs.nc.gov">CACFPagreement@dhhs.nc.gov</a>

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