



2021 Annual Application Update Guide
SCHOOL FOOD AUTHORITY – AT-RISK AFTERSCHOOL MEALS (ARAM)

Application update for FY 2021 is drastically different from years past. It is very important for institutions to follow this guide for the documents required to ensure all required forms have completed and submitted into the NCCARES system.

This guide is for Institution use only and does not need to be submitted.

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

NC CARES Application Packet		
v	Section	Notes
	Institution Application	Verify information and enter any changes in NC CARES..
	Board of Directors/Principals	Verify information and enter any changes in NC CARES..
	Institution Budget Detail	Budget not required for SFA-ARAMs. Complete with zeros (“0”) in NC CCARES.
	Checklist	Do not use the Checklist section to upload any documents for 2021 – mark all documents as submitted but do not submit any documents here. All required documents listed below should be uploaded to the Attachment List.
	Application Packet Notes for Institutions	Check this area for communication from the State agency if your application is returned. Correction requirements are specified here.
	Attachment List	Upload all required documents listed below and on the following page as appropriate. Be sure to label each document correctly.
	Facility Application(s)	A green approval checkmark will be present upon enrolling in the new year. Update the Facility Application <i>only</i> if there have been changes.

Attachment List: Required Items

Required Items to be uploaded to the Attachment List

v	Document	Where to find it	Notes
	Annual Certification 2021 – SO*	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2021 - Application Update	Download documents from the NC CACFP website, complete as indicated, and upload into the NC CARES Attachment List. *Mark the Annual Certification with N/A in areas not required for SFA-ARAMs (#9, 10, and possibly 11).
	Attachment F- Contractor Certification		
	Attachment I - FFATA Data Reporting Requirement <input type="checkbox"/> Active SAM registration from www.sam.gov		
	Annual Monitoring Plan 2021		

Attachment List: Additional Items			
Required ONLY if there have been changes since last year as indicated in the Annual Certification document listed above.			
√	Document	Where to find it	Notes
	Statement of Authority	http://www.nutritionnc.com/snp/forms.htm	Download documents from the NC CACFP website, complete as indicated, and upload into the NC CARES Attachment List.
	List of Publicly Funded Programs	CACFP Forms Fiscal Year 2021 - Application Update	

Additional Items for Institutions Receiving Catered Meals from Food Service Management Companies (FSMC)			
Add new contracts or proof of contract renewal to the Attachment List.			
√	Required Document	Where to find it	Notes
	CACFP Agreement to Furnish Food Service (Food Service Management Company) or Contract Renewal Form	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2021 – Application Update: Food Service Management Contracts	Download forms from website, complete as indicated, and upload into NC CARES Attachment List.
	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 Attachment List.

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