



**2021 Annual Application Update Guide
 SPONSORING ORGANIZATIONS**

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 Required Excel Workbooks based on institution type: Sponsoring Organization of Unaffiliated Centers Budget for Sponsoring Organization of Centers Budget for Sponsored Centers (EZ or Full version) 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 Sponsored Centers (EZ or Full version) Budget for Sponsoring Organizations of Day Care Homes	<ol style="list-style-type: none"> Complete the appropriate institution specific Excel workbook(s) found at: http://www.nutritionnc.com/snp/forms.htm. Use information in the Budget Summary to complete the Institution Budget Detail in NC CARES. Upload the completed Excel workbook(s), copies of supporting documentation, and any Less-Than-Arm's Length documentation in the Document Attachments section located in NC CARES Institution Budget Detail.
	Checklist	<p>Do not use the Checklist section to upload any documents for 2021 – mark all documents as submitted but do not submit any documents here.</p> <p>All required documents listed below should be uploaded to the Attachment List.</p>
	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 on the following pages. Be sure to label each document correctly.
	Facility Application	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

√	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.
	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
	Management Plan 2021: <input type="checkbox"/> Org Chart <input type="checkbox"/> Job Descriptions <input type="checkbox"/> Policies/Procedures	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.
	Statement of Authority		
	List of Publicly Funded Programs		

Attachment List: Additional Required Items for *Unaffiliated* Facilities

Required Items to be uploaded to the Attachment List

√	Items listed in NC CARES Facility 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 2021 - Application Update	Download documents from the NC CACFP website, complete as indicated, and upload into the NC CARES Attachment List.

Attachment List: Additional Required Items for *Day Care Homes*

Required Items to be uploaded to the Attachment List

√	Items listed in NC CARES Day Care Home 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 2021 - Application Update	Download documents from the NC CACFP website, complete as indicated, and upload into the NC CARES Attachment List.

**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.

**Additional Items for Institutions Receiving Catered Meals from
School Food Authorities (SFA)**
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 (School Food Authority) or Contract Renewal Form	http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2021 – Application Update: Food Services Management Contracts	Download forms from website, complete as indicated, and upload into NC CARES Attachment List. <i>No quotes required for meal contracts with School Food Authorities/Public Schools.</i>