



**School Food Authorities - ARAM**  
**2022 Annual Application Update Guide**

This guide was created for School Food Authorities (SFA) acting as Sponsoring Organizations of At-Risk Afterschool Meal (ARAM) sites. SFAs in good standing with the National School Lunch Program (NSLP) are allowed a streamlined application and application update process. SFA-ARAMs are to follow this guide to ensure all required forms have been completed and submitted into the correct section of the NCCARES Application Packet.

**Application Update Documents must be submitted electronically:** [www.nccares.com](http://www.nccares.com)

Forms for Application Update Fiscal Year 2022 can be found: <http://www.nutritionnc.com/snp/forms.htm>

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

NC CARES Application Packet		
Section	Directions/ Notes for each section	
<b>Institution Application</b>	Review the information in the Institution Application. Enter any changes or corrections. Click on the certification statement (#52) to acknowledge everything is true and up to date. Click save to indicate the information has been reviewed and is up to date.	
<b>Facility Application</b>	A green approval checkmark will be present upon enrolling in the new year. All institutions must review and update all Facility Applications. Click on the Certification and click save. Facility Applications will then no longer have a green approval checkmark.	
<b>Board of Directors/Principals</b>	Review the information in the Board of Directors/Principals. Enter any changes or corrections. Click save to indicate the information has been reviewed and is up to date.	
<b>Institution Budget Detail</b>	No budgets are required for SFA-ARAMs. Complete the Institution Budget Detail section of NC CARES with "0s" to submit the application update.	
<b>Checklist – Institution</b>		
v	Document	Notes
	Attachment F – Contractor Certification	
	Attachment I - FFATA Data Reporting Requirement <input type="checkbox"/> Documentation of active SAM registration from <a href="http://www.sam.gov">www.sam.gov</a> is <b>REQUIRED</b>	Download these <b>REQUIRED</b> documents from the NC CACFP website, complete as indicated, and upload into the NC CARES Checklist. For all other documents listed in the NC CARES Checklist but not on this Guide, mark as "Previously Submitted".
	Institution Training Certification 2022	*Mark the Annual Certification with N/A in areas not required for SFA-ARAMs (#9, 10, and possibly 11).
	Annual Information Certification for Institutions 2022*	

<b>Checklist – Institution (continued)</b>		
<b>√</b>	<b>Document</b>	<b>Notes</b>
	Media Release 2022 ( <i>State agency is releasing a statewide media release</i> )	<b>No document needed</b> ; the State agency is releasing a statewide media release. Mark the box in the Checklist as previously submitted and a date will auto populate.
	Certification Regarding Other Publicly Funded Programs	These documents are <b>not required unless there have been changes</b> to information previously submitted. If no changes, mark the box in the Checklist as previously submitted and a date will auto populate.
	Statement of Authority	
<b>Application Packet Notes for Institutions</b>		Check this section for communication from the State agency if your application is returned. Correction requirements will be specified here.
<b>Attachment List</b>		
<b>√</b>	<b>Document</b>	<b>Notes</b>
	Annual Monitoring Plan 2022	Download this <b>REQUIRED</b> document from the NC CACFP website, complete as indicated, and upload into the NC CARES Attachment List.
<b>Additional Items for Institutions Receiving Catered Meals from Food Service Management Companies (FSMC)</b> <b>Add new contracts or proof of contract renewal to the Checklist.</b>		
<b>√</b>	<b>Required Document</b>	<b>Notes</b>
	Food Service Contract with a Food Service Management Company (FSMC) <i>or</i> Annual Food Service Contract Renewal Form	Download forms from website, complete as indicated, and upload into NC CARES Checklist.
	Quotes or Bids – 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.)</i>	Contracts up to \$10,000 may be phone quotes. Contracts \$10,000-\$250,000 require written quotes submitted. Contracts over \$250,000 require public notification, sealed bids, State agency representative present at the opening of the bid, and documentation of selection criteria, and signed contract must be provided. Upload copies of all bid documents into NC CARES Checklist.