



**North Carolina Department of Health and Human Services
Division of Public Health – Women’s & Children’s Health Section**
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Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

June 24, 2011

TO: Independent Institutions Participating in the Child and Adult Care Food Program

FROM: Arnette Cowan, MS, RD, LDN
Supervisor, Special Nutrition Programs

**SUBJECT: FY 2011-2012 Application Update
Independent Institutions**

The purpose of this memo is to provide guidance to Independent Institutions who seek to continue their participation in the Child and Adult Care Food Program (CACFP).

Agreement (required) – Beginning with fiscal year 2011-2012, your agreement to participate in the CACFP will be a permanent agreement. (Please see enclosed letter concerning permanent agreements). This agreement may be amended, as necessary, by the State Agency. If the current information that the State Agency has on file for your Institution is not correct, it is the Institution’s responsibility to complete and submit new documents with the updated and accurate information. All forms will be posted on the State Agency’s website at www.nutritionnc.com. Please download the appropriate form and submit it with this application.

Please note that this agreement requires your Institution to provide its DUNS number. This a federal requirement. This number is required on your application even if you have submitted it previously.

- **Attachment A- General Terms and Conditions (required)** Each Institution must submit this Attachment.
 - If your institution type is **Private** (for-profit or non-profit), please submit Attachment A for Private Institutions.
 - If your institution is a **Unit of State or Federal Government**, please submit Attachment A for State Departments.
 - If your institution is a **Unit of local government (city or county)**, please submit Attachment A for Local Governments.
- **Attachment B- Certifications (required)** Each Institution must complete and submit a signed copy of this Attachment. Please be sure to complete item #4 on page 1 and page 2 of the certifications, including all addresses where business will be conducted. This Attachment must be signed by the same representative who signed the Agreement (page 6). If you checked the first box in item #4 on page 1, please complete the Disclosure of Lobbying Activities and submit it with your application packet.
- **Attachment C - Notice of Certain Reporting and Audit Requirements (required)** This Attachment must be completed and submitted by for-profit and non-profit institutions. Please include the month that your fiscal year begins and the month that your fiscal year ends. This must be a 12 month period. Institutions that are Units of Local, State or Federal Government do not have to submit Attachment C.

- **Attachment D– State Grant Certifications-No Overdue Tax Debts ((required)** This Attachment must be completed and submitted by for-profit and nonprofit institutions. Two authorizing officials must be named in the Attachment and must sign the Attachment. If your corporation does not have two authorizing officials, please indicate this by writing N/A. This Attachment must be notarized. Institutions that are Units of Local, State or Federal Government do not have to submit Attachment D. The information on this form should be submitted on your agency's letterhead.
 - If you are not a corporation, please complete and submit Attachment D for Individual Subgrantees. This form addresses No Overdue Tax and Conflict of Interest.
- **Attachment E- Conflict of Interest (required)** – There are two forms required for the Conflict of Interest. Page one of Attachment E must be notarized. The Institution representative signs the form in the presence of a notary. The Institution must attach its Conflict of Interest.
 - **Policy to Attachment E** Alternatively, the Institution may adopt the Conflict of Interest Policy included with Attachment E. All private for-profit and non-profit institutions must submit Attachment E and its accompanying Conflict of Interest Policy.
 - If you are not a corporation, you do not have to complete this form. However, you must submit Attachment D for Individual Subgrantees, which also addresses conflict of interest, as indicated above.
- **Advance Payment Request (Optional)** – If you wish to apply for an advance, please print the advance form from nutritionnc.com/forms. This form is not included with your packet. Please note that advances will be recouped, in full, through claim deduction beginning with the month for which the advance is received. For example, if you were issued an advance in October, the advance will be recouped in full when you file your October claim for reimbursement.
- **License or Certification (required)** Submit current license or certification
- **Budget- (CAC 9) (required)** Please complete and submit. Please provide a detailed justification for each line item in your budget. Separate instructions are included for completing your budget.
- **Media Release (required)** The State Agency will issue a state wide media release if your application is approved on or before October 31. If your application is not approved on or before October 31, 2011, please submit the enclosed media release with your application packet.
- **IRS Letter of Tax Exempt Status (required for private non-profit institutions)**
- **Certification of Eligibility For Profit Centers (CAC-1C) (required for For-Profit Institutions)** Please complete and submit, if applicable.
- **Annual Information Certification for Institutions (required)** – Please read this document, complete and submit.
- **Food Service Management Contract (CAC 17, if applicable)** – Please include Attachment A-General Terms and Conditions and Attachment B – Certifications. If your contract is over \$100,000, the contract must go through the public bidding process. Please notify the state agency within 14 days of your bid opening. You can find a copy of the Invitation to Bid at www.nutritionnc.com. Each Food Service Management Company must submit Attachment A. Each Food Service Management Company must complete and submit a signed copy of Attachment B. Please be sure that item #4 on page 1 and page 2 of the certifications, including all addresses where business will be conducted is completed. This

- attachment must be signed by the same representative who signed the CAC 17. If item #4 on page 1 is checked then the Disclosure of Lobbying Activities must be completed and submitted.
- **School Food Authority** (CAC 16, if applicable) - Please include Attachment A - General Terms and Conditions and Attachment B Certifications. Each School Food Authority must submit a signed copy of Attachment B. Please be sure that item #4 on page 1 and page 2 of the certifications, including all addresses where business will be conducted is completed. This attachment must be signed by the same representative who signed the CAC 16. If item #4 on page 1 is checked then the Disclosure of Lobbying Activities must be completed and submitted.
- **Procurement Policy** - Please review and keep this policy for your files.
- **Administrative Review (Appeal Policy)** – Please review and keep this policy for your files.

Special Note Concerning Reimbursement

Under 7 C.F.R. § 226.10, valid claims must be submitted no later than 60 days following the last day of the full month covered in the claim. Since “update” information is necessary to ensure the institution’s continued approval for the CACFP, the State Agency is prohibited from paying a claim until all “update” information is received and approved. It is therefore critical that institutions submit complete “update” information in a timely fashion to avoid a loss of reimbursement.

For example: Institution “ABC” has an existing agreement, but is still required to submit “update” information to remain eligible for reimbursement. ABC delays the submission of its “update” information until December 30th of the new fiscal year. Ultimately, ABC’s “update” materials are approved on January 15. Because January 15 is not within 60 days of October 31 (the last day of the month covered by the claim), the State Agency cannot pay a claim for the month of October.

The State Agency will host webinars to provide additional information and answer your questions concerning the update process. The State Agency will not host any live trainings for updating institutions.

Attendance of a webinar is optional. The webinar schedule and registration forms will be posted on the nutritionnc.com website. Please consult the posted dates for the webinar that addresses Independent Institutions.

All documents that are required for an independent center are located at the website nutritionnc.com. Documents and their instructions may be downloaded for completion. An independent center should assure that their institution is in adherence with all certifying statements.

Attached is a list of the agency staff indicating to whom you should send your packet. Please send in the appropriate number of copies of each form by referring to the bottom of each form. The CACFP renewal application must be legible in blue or black ink or typed. Do not use white out on any of the forms. If you make errors, line through and initial your changes. Make sure all forms are signed and dated by an authorized representative. Please be sure to maintain a copy of your application packet for your files. Additionally, please make sure the most recent version of all forms is used.

Thank you for your time and attention in completing your FY 2011-2012 application updates and submitting it to your assigned regional consultant. Please contact the regional consultant assigned to review your application if you have questions.

c: SNP staff

Independent Institutions

IF YOU ARE IN THIS COUNTY	SEND YOUR PACKET TO
Alamance, Beaufort, Bertie, Camden, Forsyth, Guilford, Randolph, Rockingham	Tonya Nicholson, Child Nutrition Assistant PO Box 38663 Greensboro, NC 27438 336-288-6274
Caswell, Chatham, Chowan, Currituck, Dare, Davie, Iredell, Orange, Person, Granville, Halifax	Fiorella Horna-Guerra, Child Nutrition Assistant PO Box 3241 Cary, NC 27519 919-467-4540
Edgecombe, Franklin, Gaston, Gates, Franklin, Mecklenburg, Stanley, Stokes, Union	Nancy Jones, Child Nutrition Assistant PO Box 6127 Gastonia, NC 28056 (704) 853-5425
Anson, Cabarrus, Davidson, Hertford, Hyde, Martin, Montgomery, Nash, Northampton, Pasquotank Richmond, Surry, Yadkin	Lorie Stephens, Child Nutrition Assistant PO Box 130 Tabor City, NC 28463 910-653-3378
Cherokee, Clay, Graham, Haywood, Jackson, Macon, Swain, Transylvania, Perquimans, Pitt, Tyrell	Donna Beard, Nutrition Program Consultant 1914 Mail Service Center Raleigh, NC 27699 919-707-5773
Buncombe, Cleveland, Durham, Henderson, Madison, Polk, Rutherford, Vance, Warren, Washington	Julie Jacklin, Child Nutrition Assistant PO Box 848 Horse Shoe, NC 28742 828-891-2637
Alleghany, Alexander, Ashe, Avery, Burke, Caldwell, Catawba, Lincoln, McDowell, Mitchell, Rowan, Watauga, Wilkes, Yancey	Beverly Ferrell, Child Nutrition Assistant PO Box 2836 North Wilkesboro, NC 28659 336-696-2089
Bladen, Cumberland, Harnett, Hoke, Johnston, Lee, Moore, Robeson, Scotland, Wake, Wilson	Deidra Jackson, Child Nutrition Assistant PO Box 25008 Fayetteville, NC 28314 910-486-4064
Brunswick, Carteret, Columbus, Craven, Duplin, Greene, Jones, Lenoir, New Hanover, Onslow, Pamlico, Pender, Sampson, Wayne	Janet Phelps, Child Nutrition Assistant PO Box 174 Hubert, NC 28539 910-326-2744