



North Carolina Department of Health and Human Services
Division of Public Health

Pat McCrory
Governor

Aldona Z. Wos, M.D.
Ambassador (Ret.)
Secretary DHHS

Laura Gerald, M.D., M.P.H.
State Health Director

July 15, 2013

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

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

SUBJECT: FY 2013-2014 Application Update

Please find enclosed the Child and Adult Care Food Program (CACFP) update application materials. In order to continue participating in the CACFP, your Institution must provide application updates to the State Agency. **Application updates must be submitted to your assigned regional consultant no later than September 30, 2013.** However, we encourage you to send your packet in earlier. Please consult pages 3 and 4 of this document for information regarding your assigned regional consultant. Detailed instructions are included on the back of each document to be submitted for the application update.

Important Reminders:

The roll over in NC CARES will take place July 15, 2013. Once the rollover takes place, you must ensure you are in the correct program year when making corrections or updates to the application. When making changes for the new program year, you must be in fiscal year 2014. When making changes for the current program year, you must be in fiscal year 2013. An informational memo was sent to institutions dated July 20, 2012 with the subject, "Making Changes to your NC CARES Application. Please reference this memo when making changes to the current fiscal year to ensure your application does not get unapproved.

The following documents are new or have been updated for the application update year:

- A new form has been added to the update application this year entitled Contractor's Certification Required by North Carolina Law. All institutions and sponsored facilities must submit this document.
- The media release must be submitted by all institutions this year. The State agency will not send out a statewide media release.

Failure to submit required application update materials to the State Agency on or before September 30, 2013 may result in the issuance of a Notice of Serious Deficiency pursuant to 7 C.F.R. § 226.6. Please note that after a Notice of Serious Deficiency has been issued, a withdrawal from the CACFP will result in the issuance of a Notice of Proposed Termination and Disqualification which may lead to a termination of your agreement and a disqualification of your Institution and responsible principals/individuals. If your Institution and the

www.ncdhhs.gov • www.publichealth.nc.gov • www.nutritionnc.com

Tel 919-707-5800 • Fax 919-870-4818

Location: 5601 Six Forks Road • Raleigh, NC 27609

Mailing Address: 1914 Mail Service Center • Raleigh, NC 27699-1914

An Equal Opportunity / Affirmative Action Employer



responsible principles/individuals are disqualified, your Institution and responsible principles/individuals will be placed on the National Disqualified List. Institutions and responsible principles/individuals will remain on the National Disqualified List for a period of 7 years. Institutions and responsible principals/individuals can be removed from the ND L sooner than 7 years if the serious deficiencies that led to their placement on the list has(ve) been corrected and if all debt has been repaid.

Therefore, an Institution that does not want to continue participating in the CACFP must submit a written termination letter to their assigned regional consultant on or before September 30, 2013.

Application Update Trainings:

The State Agency has developed a webinar accessible 24-hours a day and will host an in person training to provide additional information and answer any questions concerning the annual application update process. Attendance at application update training is highly recommended. The link to the webinar training (available July 18) and registration form for the in person training are posted on the website at www.nutritionnc.com. (Click on Special Nutrition Programs, then Training).

The training dates are as follows:

Application Update Training	Dates (choose one)	Method of Training	Location	Time
Independent Centers	Tuesday July 30, 2013 (please bring your application update packet with you)	In person	Raleigh	Two Sessions 9:00 am – 11:00 am or 2:00 pm – 4:00 pm
Sponsoring Organizations of Centers	Thursday August 1, 2013 (please bring your application update packet with you)	In person	Cary	9:00 am – 11:00 am
Sponsoring Organizations of Family Day Care Homes	Thursday August 1, 2013 (please bring your application update packet with you)	In person	Cary	2:00 pm – 4:00 pm
Webinar	Available 24 hours a day from July 18-September 30, 2013	Webinar	On-line	Go to www.nutritionnc.gov . Click “Special Nutrition Programs, Training, and register on-line after July 14

We encourage institutions to attend one of the “**Just in Time**” **Budget Trainings**, which will give hands-on training for institutions to use the on-line budget tool to develop their CACFP budget for the new fiscal year. Registration forms for those trainings are on the website www.nutritionnc.com.

All application update documents that are required for Institutions are located at our website www.nutritionnc.com. Documents may be downloaded for completion. Instructions for each form are located on the back of the form. Please ensure that you download the correct form by clicking on Fiscal year 2014.

Attached is a list of the State Agency staff indicating to whom you should send your application update packet. The CACFP application update must be legible. Forms must be completed in blue or black ink or typed. Do not use

white out on any of the forms. If you make errors, line through the error and initial any changes. Make sure all forms are signed and dated by an authorized representative. Please be sure to maintain a copy of your application update packet for your files. Additionally, please make sure to use the most recent version of all forms.

Thank you for your time and attention in completing your FY 2013-2014 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 Centers and Small* Sponsoring Organizations

IF YOU ARE IN THIS COUNTY	SEND YOUR PACKET TO
Alamance, Caswell, Chatham, Guilford, Orange, Person, Randolph, Rockingham, Rowan	Tonya Nicholson, Child Nutrition Assistant PO Box 38663 Greensboro, NC 27438 336-288-6274
Anson, Cabarrus, Gaston, Montgomery, Richmond, Stanley, Union, Wake, Washington, Wilson	Fiorella Horna-Guerra, Child Nutrition Assistant PO Box 3241 Cary, NC 27519 919-467-4540
Beaufort, Bertie, Camden, Chowan, Currituck, Dare, Edgecombe, Franklin, Gates, Granville, Halifax, Hertford, Hyde, Martin, Nash, Northampton, Pasquotank, Perquimans, Pitt, Tyrrell, Vance, Warren	Angela Crets, Child Nutrition Assistant PO Box 151 Bath, NC 27808 252-923-0280
Mecklenburg, Durham, Surry, Wilkes, Yadkin, Yancey	Lorie Stephens, Child Nutrition Assistant PO Box 130 Tabor City, NC 28463 910-653-3378
Alexander, Buncombe, Cherokee, Clay, Cleveland, Graham, Haywood, Henderson, Jackson, Macon, Madison, Polk, Rutherford, Swain, Transylvania	Patricia Ward Nutrition Program Consultant PO Box 16070 Asheville, NC 28816-6070 828-232-2405
Alleghany, Ashe, Avery, Burke, Caldwell, Catawba, Davie, Davidson, Forsyth, Lincoln, McDowell, Mitchell, Stokes,	Beverly Ferrell, Child Nutrition Assistant PO Box 2836 North Wilkesboro, NC 28659 336-696-2089
Bladen, Cumberland, Harnett, Hoke, Iredell, Johnston, Lee, Moore, Robeson, Scotland	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, Watauga	Janet Phelps, Child Nutrition Assistant PO Box 174 Hubert, NC 28539 910-326-2744

*Small Sponsoring Organization = less than 100 centers

Sponsoring Organization of Day Care Homes and
 Large (100 or more centers) Sponsoring Organizations of Centers
 (If you sponsor homes and centers, please follow this schedule)

Agreement Number and Sponsor Name	SEND YOUR PACKET TO
8918 – Partners for Children and Families 7343 – Ft. Bragg Child and Youth 6782 – TKT Family Resources 7119 – Child Care Services Association 7167 – Capitol Nutrition, Inc 7644 – Coastal Nutrition Services 7107 – Nutrition Plus 6933 – Burke Co. Child Care Connections 7272 – Southwestern Child Development 7484 – Child Nutrition Programs 7461 – Child Care Resources 6417 – EC Canada & Associates 9133 – LMC Children Services, Inc	Kathy Seawell, Business Officer 1914 Mail Service Center Raleigh, NC 27699 (919) 707-5737
7095 – Person County Partnership for Children 7740 – Child Care Networks 7318 – Family Resources, Inc. 7448 – T&T Tutoring 7044 – Guilford Child Development 7422– Children and Youth 7177– MCAS Child Development 7391 – MCAS New River 7506 – Cape Fear Tutoring	Pam Savage, Business Officer 4265 Brownsboro Rd. Ste. 115 Winston-Salem, NC 27106 (336) 896-7944 ext. 251