

North Carolina Department of Health and Human Services
 Division of Public Health Nutrition Services Branch
 Child and Adult Care Food Program

2014-15 Annual Application Update for Sponsoring Organizations
CHECKLIST for SPONSORING ORGANIZATIONS OF CENTERS and HOMES

Institution Name: _____

Agreement #: _____

Please Check (✓) each item after completion in the **first column**. Failure to accurately complete all required documents and submit the required number of documents requested may delay program approval.

Form	Institution Use ✓	SNP Regional Consultant Use	Special Nutrition Programs Use
For ALL Sponsoring Organizations (Affiliated, UnAffiliated, Homes)			
CACFP Checklist			
Contractor Certification			
Institution Application (Submit hard copy or Update in NCCARES)			
Truth of Applications and Names and Addresses			
Administrative Budget (DHHS CAC 8A-Homes)			
Administrative Budget (DHHS CAC 8A-Centers)			
Media Release for SO's of Centers			
Media Release for SO's of Day Care Homes			
IRS Letter of Tax Exempt Status (private nonprofits), if not previously submitted			
Annual Information Certification for Institutions			
For Sponsoring Organizations Updating Affiliated Centers			
Center Application (CAC 7) (one per center) (Submit hard copy or Update in NCCARES)			
Current federal, state or local license (One per facility/center)	#submitted:		
Sponsored Centers Budget (CAC 9A) - may submit one budget per center or consolidate all center budgets on one 9A			
For Sponsoring Organizations Updating UnAffiliated Centers			
Center Application (CAC 7) (one for each center) (Submit hard copy or Update in NCCARES)	# submitted:		
Sponsored Centers Budget (CAC 9A) - one per center			
Current federal, state or local license or 8H (if applicable) (One per facility/center)	# submitted:		
Sanitation Report or Pre-operational visit (if applicable)	# submitted:		
Agreement between Sponsoring Organization and Facility (CAC 8C) – one per center	# submitted:		
Contractor Certification- one per center			
IRS letter of Tax exempt status (for private non profit centers), if not previously submitted			
Annual Information Certification for Facilities			
For Sponsoring Organizations Updating Day Care Homes			
Current Day Care Home License (One per home)	# submitted:		
Day Care Home Provider Application (8B) (Submit hard copy or Update in NCCARES)			
Annual Information Certification for Facilities			
Contractor Certification – (One per provider)			

Note: For Institutions receiving Catered Meals : See page 3

Note: Electronic budget tools can be downloaded from <http://www.nutritionnc.com/snp/forms.htm> . (2015 Forms)

2014-15 Annual Application Update for Sponsoring Organizations
**CHECKLIST for SPONSORING ORGANIZATIONS OF CENTERS and HOMES
 FOR ADDING NEW CENTERS AND HOMES ONLY**

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Form	Institution Use	SNP Regional Consultant Use	Special Nutrition Programs Use
For Sponsoring Organizations Adding <u>New</u> Affiliated Centers (Submit one form for each center)			
Center Application (CAC 7)			
Current federal, state or local license			
Current sanitation report			
Participant Eligibility Information for New Centers Summary			
For Sponsoring Organizations Adding <u>New</u> Unaffiliated Centers (Submit one form for each center)			
Center Application (CAC 7)			
Current federal, state or local license			
Current Sanitation Report or Pre-operational visit			
Agreement between Sponsoring Organization and Facility (CAC 8C)			
Attachment A -General Terms and Conditions Sponsored Centers			
Attachment B - Certifications Sponsored Centers			
Attachment C - Notice of Certain Reporting & Audit Requirements, Sponsored Centers (if applicable)			
Attachment D – State Grant Certification No Overdue Tax Debts, Sponsored Centers, if applicable OR State Grant Certification – for Individual Sub Grantees (if applicable)			
Attachment E –Conflict of Interest Policy Sponsored Centers (if applicable)			
Contractor Certification – (One per center)			
IRS letter of Tax exempt status (for private non- profit centers)			
Sponsored Centers Budget (CAC 9A)			
Information on Owners and Principals – Facility			
Certification of Single Exclusive CACFP Agreement - Facility			
Participant Eligibility Information for New Centers Summary			
For Sponsoring Organizations of <u>New</u> Day Care Homes			
Agreement between Sponsoring Organization and Day Care Home Provider (CAC 8D)			
Day Care Home Application (CAC 8B) (Submit hard copy or enter in NCCARES)			
Current Day Care Home License			
Information on Owners and Principals-Facility			
Certification of Single Exclusive CACFP Agreement -Facility			
Contractor Certification – (One per provider)			

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Form	Institution Use ✓	SNP Regional Consultant Use	Special Nutrition Programs Use
For Institutions Receiving Catered Meals			
Food Service Contract Public Schools (CAC 16)			
Attachment A-General Terms and Conditions			
Attachment B- Certifications			
	Total Food Dollars:		
Food Service Management Contract (CAC 17)			
Attachment A-General Terms and Conditions			
Attachment B- Certifications			
	Total Food Dollars:		
Submit three (3) quotes for all Food Service Contracts (School Food Authorities excluded). Quotes for contracts up to \$5000 may be phone quotes. Include copies of all written quotes for all contracts between \$5001-\$150,000			
Submit copies of bids for contracts over \$150,000 (School Food Authorities excluded)			

FOR STATE AGENCY USE ONLY:

Consultant

2nd Party Reviewer

Date Received	_____	_____
Date Returned if incomplete	_____	_____
Date received from institution	_____	_____
2 nd Date Returned if incomplete	_____	_____
2 nd Date received from institution	_____	_____
3rd Date Returned if incomplete	_____	_____
3rd Date received from institution	_____	_____
Date mailed to 2 nd party reviewer	_____	_____
Date 2nd party mailed to Raleigh	_____	_____

To be completed by SNP Consultant:

Reviewed NDL: _____ (date)
 Reviewed Tax Revocation List: _____ (date)
 Consultant Initials: _____