



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

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Division Director

July 25, 2014

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

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

**SUBJECT: FY 2014-2015 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. **This year, we are requiring all applications to be submitted to the Raleigh Office at 1914 Mail Service Center, Raleigh, NC 27699. Application updates must be submitted to the Raleigh Office no later than September 30, 2014.** However, we encourage you to send your packet in earlier.

**Important Reminders:**

The roll over in NC CARES will take place July 30, 2014. 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 2015. When making changes for the current program year, you must be in fiscal year 2014.

- Pursuant to 7 C.F.R. § 226.10(a), the State Agency will no longer issue advance payments to Institutions participating in the CACFP, effective October 1, 2014.
- Institutions are required to submit quotes, specifications and/or bids with their Food Service Management Contract. Sponsored centers are not required to bid their contracts. We have enclosed a sample Procurement Log to record quotes (phone quotes and written quotes) from potential vendors. Please note that quotes for contracts up to \$5000 may be phone quotes. Quotes for contracts \$5001-\$150,000 must be written quotes. Include copies of all written quotes for all contracts between \$5001 and \$150,000. Competitive bids are required for contracts over \$150,000.

www.ncdhhs.gov • www.publichealth.nc.gov • www.nutritionnc.com  
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Location: 5601 Six Forks Road • Raleigh, NC 27609  
Mailing Address: 1914 Mail Service Center • Raleigh, NC 27699-1914  
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- All sponsoring organizations of centers (unaffiliated and affiliated) are required to submit a budget for their centers. Please note that budgets can be completed electronically by visiting [nutritionnc.com](http://nutritionnc.com).
- Please note that on the Annual Information Certification for Institutions form, Institutions must determine which method you will use to determine the effective date of your income eligibility applications. The method you choose must be applied to all income eligibility forms submitted on behalf of all participants in all sponsored centers and homes.

Failure to submit required application update materials to the State Agency on or before September 30, 2014 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 responsible principles/individuals are disqualified, your Institution and responsible principles/individuals will be placed on the National Disqualified List and will remain on the National Disqualified List for a period of 7 years. Institutions and responsible principals/individuals can be removed from the NDL 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 on or before September 30, 2014. This termination letter should be sent to:**

Kimberly Kiah, Administrative Officer  
Special Nutrition Programs  
1914 Mail Service Center  
Raleigh, NC 27699

All application update documents that are required for Institutions are located at our website **[www.nutritionnc.com](http://www.nutritionnc.com)**. Documents may be downloaded for completion. 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.

#### **Application Update and Financial Management Trainings:**

The State Agency will host several in-person trainings to review the Application Update materials and answer any questions concerning the annual application update process. Financial Management and budget training will also be offered. Please see attached training schedule for live trainings. A powerpoint presentation of the Application Update training will be posted on the Nutrition Services Branch website at [www.nutritionnc.com](http://www.nutritionnc.com). (Click on Special Nutrition Programs, then Training).

**TRAINING SCHEDULE**  
**2014-15 CACFP APPLICATION UPDATE, FINANCIAL MANAGEMENT AND BUDGETS**

<b>TRAINING</b>	<b>DATE</b>	<b>LOCATION</b>	<b>TIME</b>
Application Update for Independent Centers*	<b>August 25</b>	Asheville	9:00 – 11:00 AM
Application Update for Sponsoring Organizations*	<b>August 25</b>	Asheville	1:00 – 3:00 PM
Application Update for Independent Centers*	<b>September 3</b>	Pembroke	9:00 –11:00 AM
Application Update for Sponsoring Organizations*	<b>September 3</b>	Pembroke	1:00 – 3:00 PM
Application Update for Independent Centers*	<b>September 4</b>	Raleigh (Cardinal Room)	9:00 – 11:00 AM
Application Update for Sponsoring Organizations*	<b>September 4</b>	Raleigh (Cardinal Room)	1:00 - 3:00 PM
Application Update Powerpoint Presentations	<b>August 1-October 1</b>	On-line (Go to <a href="http://www.nutritionnc.com">www.nutritionnc.com</a> . Click on Special Nutrition Programs, Training	
Financial Management for Independent Centers	<b>August 26</b>	Asheville	1:00 – 4:00 PM
Financial Management for Sponsoring Organizations	<b>August 26</b>	Asheville	9:00 – 12:00
Financial Management for Independent Centers	<b>September 4</b>	Pembroke	1:00 – 4:00 PM
Financial Management for Sponsoring Organizations	<b>September 4</b>	Pembroke	9:00 –12:00
How to Complete A Budget – for Independent Centers	<b>August 26</b>	Asheville	9:00 – 12:00 (Bring your laptop)
How to Complete A Budget – for Sponsoring Organizations	<b>August 26</b>	Asheville	1:00 – 4:00 PM (Bring your laptop)
How to Complete A Budget – for Independent Centers	<b>September 4</b>	Pembroke	9:00 – 12:00 (No laptop needed, training will be held in computer lab)
How to Complete A Budget – for Sponsoring Organizations	<b>September 4</b>	Pembroke	1:00 – 4:00 PM (No laptop needed, training will be held in computer lab)

\*Please bring your application packet to Application Update trainings.

Your application packet should be submitted to:

Kimberly Kiah, Administrative Officer  
Special Nutrition Programs  
1914 Mail Service Center  
Raleigh, NC 27699

Please do not submit your packet to your regional consultant. Thank you for your time and attention in completing your FY 2014-2015 application updates and submitting it to the Raleigh office.

cc: SNP staff