



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

Pat McCrory  
Governor

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Secretary DHHS

Daniel Staley  
Acting Division Director

**July 27, 2015**

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

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

**SUBJECT: FY 2015-2016 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, 2015. However, we encourage you to send your packet in earlier. Please address and send your packet to the assigned consultant listed on pages 4 and 5 of this letter.

**Important Reminders:**

The roll over in NC CARES will take place July 30, 2015. 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 2016. When making changes for the current program year, you must be in fiscal year 2015.

- 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. Please review policy memo 14-12 "Written Codes of Conduct of Performance of Employees Engaged in Award and Administration of Contracts".

[www.ncdhhs.gov](http://www.ncdhhs.gov) • [www.publichealth.nc.gov](http://www.publichealth.nc.gov) • [www.nutritionnc.com](http://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

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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). A hard copy of the budget must be submitted for each sponsored center.
- 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.
- Agreements for participating Institutions are permanent. Participating Institutions can continue to submit claims for reimbursement while the application update is being approved. Therefore, participating Institutions can submit October reimbursement beginning November 1.

Failure to submit required application update materials to the State Agency on or before September 30, 2015 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, 2015. This termination letter should be sent to:

Arnette Cowan, Unit Manager  
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:**

Training dates and locations will be announced at a later date.

**Independent Centers and Small\* Sponsoring Organizations**  
**Please address your application packet to your assigned consultant and mail to**  
**1914 Mail Service Center**  
**Raleigh, NC 27699**

<b>IF YOU ARE IN THIS COUNTY</b>	<b>SEND YOUR PACKET TO</b>
Alamance, Alexander, Buncombe, Caswell, Chatham, Guilford, Orange, Person, Randolph, Rockingham, Rowan	Joyce Bonner, Child Nutrition Assistant 1914 Mail Service Center Raleigh, NC 27699
Anson, Cabarrus, Cherokee, Clay, Gaston, Montgomery, Richmond, Stanley, Union, Wake, Washington, Wilson	Diane Beth, Nutrition Program Consultant 1914 Mail Service Center Raleigh, NC 27699 919-707-5817
Beaufort, Bertie, Camden, Chowan, Cleveland, Currituck, Dare, Edgecombe, Franklin, Gates, Graham, Granville, Halifax, Hertford, Hyde, Martin, Nash, Northampton,	Angela Crets, Child Nutrition Assistant 1914 Mail Service Center Raleigh, NC 27699 919-302-9429 (cell)
Mecklenburg, Durham, Haywood, Henderson, Surry, Transylvania, Wilkes, Yadkin, Yancey	Sherry Parson, Child Nutrition Assistant 1914 Mail Service Center Raleigh, NC 27699 919-576-7515 (cell)
Alleghany, Ashe, Avery, Burke, Caldwell, Catawba, Davie, Davidson, Forsyth, Jackson, Macon, Lincoln, McDowell, Mitchell, Stokes,	Beverly Ferrell, Child Nutrition Assistant 1914 Mail Service Center Raleigh, NC 828-230-6154 (cell)
Bladen, Cumberland, Harnett, Hoke, Iredell, Johnston, Lee, Madison, Moore, Polk, Robeson, Scotland	Latosha Redd, Child Nutrition Assistant 1914 Mail Service Center Raleigh, NC 27699 919-618-8473 (cell)
Brunswick, Carteret, Columbus, Craven, Duplin, Greene, Jones, Lenoir, New Hanover, Onslow, Pamlico, Pender, Rutherford, Sampson, Swain, Wayne, Watauga	Janet Phelps, Child Nutrition Assistant 1914 Mail Service Center Raleigh, NC 910-330-0240 (cell)
Pasquotank, Perquimans, Pitt, Tyrrell, Vance, Warren	Jessica Bridgman, Nutrition Program Consultant 1914 Mail Service Center Raleigh, NC 919-707-5773

\*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)

**Please address your application packet to your assigned consultant and mail to  
 1914 Mail Service Center  
 Raleigh, NC 27699**

<b>Agreement Number and Sponsor Name</b>	<b>SEND YOUR PACKET TO</b>
7644 – Coastal Nutrition Services 7107 – Nutrition Plus 7484 – Child Nutrition Programs 7461 – Child Care Resources 6417 – EC Canada & Associates 7119 – Child Care Services Association	Rosalyn Sparkman, Business Officer 1914 Mail Service Center Raleigh, NC 27699 919-604-8577 (cell)
7095 – Person County Partnership for Children 7740 – Child Care Networks 7448 – T&T Tutoring 7044 – Guilford Child Development 7506 – Cape Fear Tutoring 7167 – Capitol Nutrition, Inc. 7272 – Southwestern Child Development	Celena Thaggard, Business Officer 1914 Mail Service Center Raleigh, NC 27699 (704) 455-8313 (cell)
8918 – Partners for Children and Families 7343 – Ft. Bragg Child and Youth 6782 – TKT Family Resources 7422– Children and Youth 7177– MCAS Child Development 9254 - Believers United for Progress 6933 – Burke Co. Child Care Connections 9133 – LMC Children Services, Inc. 9410 - C. Ray and Cynthia Kennedy	Kellie Anderson, Business Officer 1914 Mail Service Center Raleigh, NC 27699 (919) 219-2977 (cell)