



RICHARD O. BRAJER
Secretary

DANIEL STALEY
Director, Division of Public Health

July 15, 2016

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

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

SUBJECT: FY 2016-2017 Application Update

Please find enclosed the Child and Adult Care Food Program (CACFP) update application materials for fiscal year 2016-2017. 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, 2016**. 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.

New Information:

This year, the State Agency is required to collect additional information. This includes:

- **Attachment A-** General Terms and Conditions (Information in this form has been updated). Please submit the form that is appropriate for your Institution/Facility.
- **Attachment H** – Iran Divestment Form. This form will be collected on an annual basis.
- **Attachment I-** Federal Funding Accountability and Transparency Act (FFATA) Data Reporting.
- **Independent Centers are required to submit a new budget for 2016-2017.**

Important Reminders:

The rollover in NC CARES will take place July 22, 2016. 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 2017. When making changes for the current program year, you must be in fiscal year 2016.

- Institutions are required to submit quotes, specifications and/or bids with their Food Service Management Contract. 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".

- 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. A hard copy of the budget must be submitted for each sponsored center.
- All Independent Centers are required to submit a new budget for 2016-17.
- 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, 2016 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 NDList 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, 2016**. 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. 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 dates for the application update and budget trainings are as follows:

Training	Date	Location
Application Update for Independent Center	July 20, 2016	Waynesville
Application Update for Sponsoring Organizations	July 20, 2016	Clyde
Application Update for Independent Center	July 21, 2016	Salisbury
Application Update for Sponsoring Organization	July 21, 2016	Salisbury
Application Update for Independent Center	July 26, 2016	Bolivia
Application Update for Sponsoring Organization	July 26, 2016	Bolivia
Application Update for Independent Center	July 28 2016	Elizabeth City
Application Update for Sponsoring Organization	July 28, 2016	Elizabeth City
Application Update for Independent Center	August 2, 2016	Cary
Application Update for Sponsoring Organizations	August 2, 2016	Cary
Application Update Independent Center	August 9, 2016	Webinar
Application Update Sponsoring organization	August 10, 2016	Webinar

**North Carolina Child & Adult Care Food Program (CACFP)
Application Update Assignments**

If You are in this County or Zip Code:	Sponsoring Organizations of Unaffiliated Centers/Day Care Homes and Out of State Sponsoring Organizations	Mail Your Update Application to:
<p>Anson, Mecklenburg, Montgomery, Richmond, Stanly, Union *Mecklenburg County has been divided by zip codes 28213 28215 28216 28217 28262 28269 28270 28273 28209</p>	<p>Mecklenburg 7461- Child Care Resources 8931- Nutrition Source 9133-LMC Children Services, Inc. 9394- Freedom Within Walls 9410- C. Ray & Cynthia M. Kennedy Foundation</p>	<p>Kellie Anderson, Business Officer 1914 Mail Service Center Raleigh, NC 27699 (919) 219-2977 (cell) (919)870-4819 (fax) kellie.anderson@dhhs.nc.gov</p>
<p>Alamance, Chatham, Guilford, Lee, Orange, Randolph</p>	<p>6417- E.C. Canada & Associates, Inc. 7044- Guilford Child Development 9043- CACFP Assistance & Child Care Consulting</p>	<p>Joyce Bonner, Child Nutrition Assistant 1914 Mail Service Center Raleigh, NC 27699 (336) 214-6207 (cell) (919)870-4819 (fax) joyce.bonner@dhhs.nc.gov</p>
<p>Beaufort, Bertie, Camden, Chowan, Craven, Currituck, Dare, Edgecombe, Gates, Hertford, Hyde, Martin, Northampton, Pamlico, Pasquotank, Perquimans, Pitt, Tyrrell, Washington</p>	<p>Out of State Sponsoring Organizations 6325- La Petite Academy Inc. 6454- Childtime Childcare, Inc. 6782- TKT Family Resources, Inc. 6865- The Sunshine House 7448- T & T Tutor World, Inc. 8708- Tutor Time Learning Centers, LLC</p>	<p>Angela Williams-Crets, Child Nutrition Assistant 1914 Mail Service Center Raleigh, NC 27699 (919) 302-9429 (cell) (919) 870-4819 (fax) angela.crets@dhhs.nc.gov</p>

If You are in this County or Zip Code:	Sponsoring Organizations of Unaffiliated Centers/Day Care Homes and Out of State Sponsoring Organizations	Mail Your Update Application to:
	9023- Rainbow early Educations Southeast 9136- Kinder Care Learning Centers, LLC 9421- Community Development Institute Head Start	
Alexander, Alleghany, Ashe, Avery, Burke, Caldwell, Catawba, Surry, Watauga, Wilkes, Yadkin,	6933- Child Care Connections of Burke County, Inc.	Beverly Ferrell, Child Nutrition Assistant 1914 Mail Service Center Raleigh, NC 27699 (828) 230-6154 (cell) (919) 870-4819 (fax) beverly.ferrell@dhhs.nc.gov
Durham, Caswell, Granville, Person, Rockingham, Vance, Wake , Warren *Wake County has been divided by zip codes 27609 27610 27612 27614 27615 27620	7095- Person County Partnership for Children 7119- Child Care Services Association 7167- Capitol Nutrition 9254- Believers United for Progress	Tina Lattimore-McNeil, Business Officer 1914 Mail Service Center Raleigh, NC 27699 (919) 623-2784 (cell) (919) 870-4819 (fax) tina.l.lattimore-mcneil@dhhs.nc.gov
Cleveland, Gaston, Lincoln, Mecklenburg , Rutherford, *Mecklenburg County has been divided by zip codes 28075 28105 28202 28208 28203 28204 28205 28212	7272- Southwestern Child Development Commission, Inc. 7484-Child Nutrition Program, Inc.	Sherry Parson, Child Nutrition Assistant 1914 Mail Service Center Raleigh, NC 27699 (919) 576-7515 (cell) (919) 870-4819 (fax) sherry.parson@dhhs.nc.gov

If You are in this County or Zip Code:	Sponsoring Organizations of Unaffiliated Centers/Day Care Homes and Out of State Sponsoring Organizations	Mail Your Update Application to:
Brunswick, Carteret, Columbus, Duplin, Jones, Lenoir, New Hanover, Onslow, Pender,	7422- Lejeune-New River Child and Youth 7506- Cape Fear Tutoring, Inc. 7644- Coastal Nutrition Services, Inc. 9384- Community Advancement Through Mentoring	Janet Phelps, Child Nutrition Assistant 1914 Mail Service Center Raleigh, NC 27699 (910) 330-0240 (cell) (919) 870-4819 (fax) janet.phelps@dhhs.nc.gov
Franklin, Greene, Halifax, Johnston, Nash, Sampson, Wake , Wayne, Wilson *Wake County has been divided by zip codes: 27502 27511 27519 27526 27529 27540 27587 27601 27603 27604 27605 27606 27607	7107- Nutrition Plus	Latosha Redd, Child Nutrition Assistant 1914 Mail Service Center Raleigh, NC 27699 (919) 618-8473 (cell) (919) 870-4819 (fax) latosha.redd@dhhs.nc.gov
Cabarrus, Davidson, Davie, Forsyth, Iredell, Rowan, Stokes	7343- Fort Bragg Child Youth & School Services 8918- Partners for Children & Families 9422- Chatham County Partnership for Children	Celena Thaggard 1914 Mail Service Center Raleigh, NC 27699 (704) 789-3666 (cell) (919) 870-4819 (fax) celena.thaggard@dhhs.nc.gov
Bladen, Buncombe, Cumberland, Harnett, Hoke, Moore, Scotland		Jennifer Kozaczek 1914 Mail Service Center Raleigh, NC 27699 (919)707-5774 (office) (919) 870-4819(fax) jennifer.kozaczek@dhhs.nc.gov

If You are in this County or Zip Code:	Sponsoring Organizations of Unaffiliated Centers/Day Care Homes and Out of State Sponsoring Organizations	Mail Your Update Application to:
Cherokee, Graham, Haywood, Madison, Mitchell, Swain, Yancey		Diane Beth 1914 Mail Service Center Raleigh, NC 27699 (919) 707-5817 (office) (919) 870-4819 (fax) Diane.beth2@dhhs.nc.gov
Clay, Henderson, Jackson, Macon, McDowell, Polk, Robeson, Transylvania		Jessica Bridgman 1914 Mail Service Center Raleigh, NC 27699 (919) 707-5773 (office) (919) 870-4819 (fax) Jessica.bridgman@dhhs.nc.gov

**Mail application packet to your Assigned Staff at:
1914 Mail Service Center
Raleigh, NC 27699**