

North Carolina Department of Health and Human Services  
 Division of Public Health Nutrition Services Branch  
 Child and Adult Care Food Program  
**2017-18 NEW Application Guide**  
 for SPONSORING ORGANIZATIONS of Centers

Institution Name \_\_\_\_\_

Agreement Number (State use only) \_\_\_\_\_

*Application documents must be submitted electronically into the NCCARES system. [www.nccares.com](http://www.nccares.com)*

Use this guide as a checklist to ensure you have completed and submitted all required forms into the NCCARES system. **Once completed, upload this document into NC CARES as an attachment. (DO NOT MAIL)**

Institution Use (√)	Document	Where to find it	Notes
<b>For Sponsoring Organizations of Centers (Affiliated and Unaffiliated)</b>			
	<b>Institution Application</b>	<a href="http://www.nccares.com">www.nccares.com</a>	Enter information directly into the system
	<b>Board of Directors/Principals</b>	<a href="http://www.nccares.com">www.nccares.com</a>	Enter information directly into the system
	<b>Institution Budget Detail</b>	<a href="http://www.nccares.com">www.nccares.com</a>	1. Complete the Institution Budget and Sponsored Center Budget(s) (Excel) 2. Use information in the Budget Summary (Excel) to complete the Institution Budget Detail in NC CARES. 3. Upload both the Sponsoring Organization Budget and the Sponsored Center Budget(s) (Excel) in NCCARES as attachments
	Institution Budget for Sponsoring Organizations of Centers <i>and</i> the Budget for Sponsored Centers (Excel documents) *Sponsoring Organizations of Affiliated Centers may submit one budget per center or consolidate all centers into one	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2017-18 - Budget	
	<b>Checklist</b> (see list below)	<a href="http://www.nccares.com">www.nccares.com</a>	Upload the documents listed under Checklist. These items can be found at <a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a>
	<b>Facility (Center) Applications</b>	<a href="http://www.nccares.com">www.nccares.com</a>	Enter information directly into the system
<b>Program Agreement</b>			
	Program Agreement (CAC 2)*	Potential Institution Training	Agreement is distributed during the new institution training. See mailing instructions on page 3
<b>Checklist Items</b>			
The following documents may be on the Application Packet Checklist based on responses to the Institution Application. These documents need to be completed and uploaded into the NC CARES system.			
Institution Use (√)	Items listed in NC CARES Checklist	Where to find it	Notes
	Attachment A – General Terms and Conditions	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2017-18 Application (New)	Download documents from website <a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> Complete as indicated, and upload into NC CARES
	Attachment B – Federal Certifications		
	Attachment C – Notice of Certain Reporting and Audit Requirements, if applicable		
	Attachment D – State Grant Certifications – No overdue Taxes		

**Institution Checklist Items (Continued)**

<b>Institution Use (√)</b>	<b>Items listed in NC CARES Checklist</b>	<b>Where to find it</b>	<b>Notes</b>
	Attachment E – Conflict of Interest Policy	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2017-18 – Application (New)	These documents can be downloaded from website <a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> Complete as indicated, and upload into NC CARES
	Attachment F - State Certifications		
	Attachment H - Iran Divestment Act		
	Attachment I - FFATA Sub-Awardee Reporting Form		
	Management Plan		
	Media Release for Sponsoring Organizations w/ income guidelines attached <i>or</i> Media Release for Emergency Shelters, At-Risk After School (no income guidelines required)		
	Sponsor Training Certification		
	Statement of Authority		
	CACFP Fact Sheet for SOs		
	Nondiscrimination Policy		
	Outside Employment Policy		
	Free/Reduced Price Policy Statement		
	Participant Eligibility Information for New Centers Summary		
	Certification of Eligibility – for Profit Institutions only		
	IRS Letter of Tax Exempt Status (private nonprofit), if not previously submitted	Institution’s copy of IRS documentation	Upload copy as an attachment into NC CARES
	License (one per facility)	Appropriate licensing website or institution’s copy of documentation	Upload copy of license from appropriate licensing agency (DCDEE, DOA, etc.)
	Fire Reports (one per facility)	Institution’s copy of documentation	Upload copy as an attachment into NC CARES
	Sanitation Reports (one per facility)	Institution’s copy of documentation	Upload copy as an attachment into NC CARES
	Certificate of Attendance: Potential Institution Training	Issued upon completion of live training	Upload copy as an attachment into NC CARES
<b>For At-Risk Afterschool Meals, Outside School Hours Care, and Emergency Shelters (only) add:</b>			
<b>Institution Use (√)</b>	<b>Items listed in NC CARES Checklist</b>	<b>Where to find it</b>	<b>Notes</b>
	State or Local Health and Safety Inspection or Current Occupancy Permit (one per facility)	Institution’s copy of documentation	Upload copy of inspection or permit into NC CARES

**For Sponsoring Organizations of Unaffiliated Centers add:**

<b>Institution Use (√)</b>	<b>Items listed in NC CARES Checklist</b>	<b>Where to find it</b>	<b>Notes</b>
	Facility/Center Application (one per facility)	<a href="http://www.nccares.com">www.nccares.com</a>	Enter information directly into the system
	Agreement Between Sponsoring Organization & Unaffiliated Center	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2017-18 Application (New)	Download forms from website, complete as indicated one per center, and upload into NC CARES per Checklist in electronic Application Packet
	Attachment F - State Certifications		
	Attachment H - Iran Divestment Act		
	IRS Letter of Tax Exempt Status (private nonprofit), if not previously submitted	Institution's copy of IRS documentation	Upload as an attachment into NC CARES

**For Institutions Receiving Catered Meals**

	<b>Food Service Management Contract</b>	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2017-18 – Application: Food Service Management Contracts	Download forms from website, complete as indicated, and upload into NC CARES per Checklist in electronic Application Packet
	Attachment A - General Terms and Conditions		
	Attachment B – Federal Certifications		
	Attachment H – Iran Divestment Act		
	Quotes or Bids (Procurement rules to do not apply to Sponsored Facilities -DCHs, affiliated centers, or unaffiliated centers; they are not required by regulation or policy to conduct procurements that uphold free and open competition; i.e., they are free to purchase food and other items according to their own practices.) FNS 796-2 Rev4 ExJ	Institution's copy of documentation	<b>Submit three (3) quotes or all bids</b> submitted for all Food Service Management Contracts (School Food Authorities excluded) Contracts up to \$5000 may be documented phone quotes. Contracts between \$5001-\$150,000 require written quotes. Contracts over \$150,000. Submit copies of bids for all
	<b>Food Service Contract School Food Authorities/Public Schools</b>	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2017-18 – Application: Food Services Management Contracts	No quotes required for School Food Authorities/Public Schools. Download forms from website, complete as indicated, and upload into NC CARES per Checklist in electronic Application Packet
	Attachment A - General Terms and Conditions		
	Attachment B- Certifications		
	Attachment H- Iran Divestment Act		

**Failure to accurately submit all required documents into NC CARES may delay program approval.**

**Reminder: Once completed, upload this guide into NC CARES as an attachment.**

**\* Mail the Program Agreement with all carbon copies to:**

North Carolina Department of Health and Human Services  
Division of Public Health, Nutrition Services Branch  
5601 Six Forks Road  
1914 Mail Service Center  
Raleigh, NC 27699-1914  
Attention: New CACFP Application