

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

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

Agreement Number \_\_\_\_\_

**Note: Application Update 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)**

**For ALL Sponsoring Organizations (Affiliated, Unaffiliated, Homes)**

Institution Use (√)	Items in NC CARES Application Packet	Where to find it	Notes
	<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(s) found at: <a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2017-18. <i>NOTE: Sponsoring Organizations of Affiliated Centers may submit one budget per center or consolidate all centers into one Sponsored Center Budget.</i>
	Institution Budget for Sponsoring Organizations of Day Care Homes and/or Institution Budget of Sponsoring Organizations of Centers and the Budget for Sponsored Centers	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2017-18 - Budget	2. Use information in the Budget Summary to complete the Institution Budget Detail in NC CARES.
	<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
Checklist Items			
Institution Use (√)	Document	Where to find it	Notes
	Attachment F - State Certifications	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2017-18 Application	Download forms from website, complete as indicated, and upload into NC CARES per Checklist in electronic Application Packet.
	Attachment H - Iran Divestment Act		
	Attachment I - FFATA Sub-Awardee Reporting Form		
	Sponsor Training Certification		
	Media Release for Sponsoring Organizations w/ income guidelines attached		
	Media Release for Sponsoring Organizations of Day Care Homes		
	Annual Information Certification for Institutions		
	IRS Letter of Tax Exempt Status (private nonprofit), if not previously submitted	Institution's copy of IRS documentation	Upload copy as an attachment

<b>Checklist Items</b>			
<b>Institution Use (√)</b>	<b>Document</b>	<b>Where to find it</b>	<b>Notes</b>
	License (one per facility/center or day care home)	Appropriate licensing website or institution's copy of documentation	Upload copy of license from appropriate licensing agency (DCDEE, DOA, etc.).
<b>For At-Risk Afterschool Meals, Outside School Hours Care, and Emergency Shelters (only)</b>			
<b>Institution Use (√)</b>	<b>Document</b>	<b>Where to find it</b>	<b>Notes</b>
	State or Local Health and Safety Inspection or Current Occupancy Permit	Institution's copy of documentation	Upload copy of inspection or permit.
<b>For Sponsoring Organizations of Affiliated Centers</b>			
<b>Institution Use (√)</b>	<b>Document</b>	<b>Where to find it</b>	<b>Notes</b>
	<b>Facility/Center Application</b> (one per facility)	<a href="http://www.nccares.com">www.nccares.com</a>	Enter information directly into the system
<b>For Sponsoring Organizations of Unaffiliated Centers</b>			
<b>Institution Use (√)</b>	<b>Document</b>	<b>Where to find it</b>	<b>Notes</b>
	<b>Facility/Center Application</b> (one per facility)	<a href="http://www.nccares.com">www.nccares.com</a>	Enter information directly into the system
	Attachment F - State Certifications	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2017-18 Application	Download forms from website, complete as indicated one per center, and upload into NC CARES per Checklist in electronic Application Packet.
	Attachment H - Iran Divestment Act		
	Agreement Between Sponsoring Organization and Unaffiliated Center		
	Annual Information Certification for Facilities		
	IRS Letter of Tax Exempt Status (private nonprofit), if not previously submitted	<a href="http://www.nccares.com">www.nccares.com</a>	Enter information directly into the system
<b>For Sponsoring Organizations of Day Care Homes</b>			
<b>Institution Use (√)</b>	<b>Document</b>	<b>Where to find it</b>	<b>Notes</b>
	<b>Day Care Home Provider Application</b>	<a href="http://www.nccares.com">www.nccares.com</a>	Enter information directly into the system
	Attachment F - State Certifications	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2017-18 Application	Download forms from website, complete as indicated one per center, and upload into NC CARES per Checklist in electronic Application Packet.
	Attachment H - Iran Divestment Act		
	Annual Information Certification for Facilities		

### For Institutions Receiving Catered Meals

Institution Use (√)	Document	Where to find it	Notes
	<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 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 Contracts (School Food Authorities excluded) Contracts up to \$5000 may be documented phone quotes. Contracts between \$5001-\$150,00 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 document into NC CARES as an attachment.**

**For Sponsoring Organization Adding NEW Affiliated Centers  
(Submit one form for each affiliated center)**

<b>Institution Use (√)</b>	<b>Document</b>	<b>Where to find it</b>	<b>Notes</b>
	<b>Facility/Center Application</b> (one per new facility)	<a href="http://www.nccares.com">www.nccares.com</a>	Enter information directly into the system
	Current federal state or local license	Appropriate licensing website or institution's copy of documentation	Upload copy of license from appropriate licensing agency (DCDEE, DOA, etc.)
	Current sanitation report	Facility's copy of documentation	Upload copy of the appropriate report
	Participant Eligibility Information for New Center Summary	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2017-18 Application	Download forms from website, complete as indicated, and upload into NC CARES per Checklist in electronic Application Packet

**For Sponsoring Organizations Adding NEW Unaffiliated Centers  
(Submit one form for each unaffiliated center)**

<b>Institution Use (√)</b>	<b>Document</b>	<b>Where to find it</b>	<b>Notes</b>
	<b>Facility/Center Application</b> (one per new facility)	<a href="http://www.nccares.com">www.nccares.com</a>	Enter information directly into the system
	Current federal state or local license	Appropriate licensing website or institution's copy of documentation	Upload copy of license from appropriate licensing agency (DCDEE, DOA, etc.)
	Current sanitation report	Facility's copy of documentation	Upload copy of the appropriate report
	Agreement between Sponsoring Organization and Facility (CAC 8C)	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2017-18 Application	Download forms from website, complete as indicated, and upload into NC CARES per Checklist in electronic Application Packet
	Attachment A-General Terms and Conditions Sponsored Centers		
	Attachment B-Certifications Sponsored Centers		
	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)		
	Attachment F-Contractor's Certification		
	Attachment H-Iran Divestment Act		
	Sponsored Centers Budget (CAC 9A)		

**For Sponsoring Organizations Adding NEW Unaffiliated Centers (Continued)**  
**(Submit one form for each unaffiliated center)**

<b>Institution Use (√)</b>	<b>Document</b>	<b>Where to find it</b>	<b>Notes</b>
	Certification of Single Exclusive CAC Agreement-Facility	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a>	Download forms from website, complete as indicated, and upload into NC CARES per Checklist in electronic Application Packet
	Participant Eligibility Information for New Centers Summary	CACFP Forms Fiscal Year 2017-18 Application	
	IRS letter of Tax exempt status (for private non-profit centers)	Institution's copy of IRS documentation	Upload copy as an attachment

**For Sponsoring Organizations Adding NEW Day Care Homes**  
**(Submit one form for each new day care home)**

<b>Institution Use (√)</b>	<b>Document</b>	<b>Where to find it</b>	<b>Notes</b>
	Day Care Home Application (CAC 8B)	<a href="http://www.nccares.com">www.nccares.com</a>	Enter information directly into the system
	Provider Agreement Permanent (Agreement between Sponsoring Organization and Day Care Home Provider - CAC 8D)	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2017-18 Application	Download forms from website, complete as indicated, and upload into NC CARES per Checklist in electronic Application Packet
	Attachment A – Private DCH General Terms and Conditions		
	Attachment B – Federal Certifications		
	Attachment F- State Certification - Contractor's Certification		
	Attachment H-Iran Divestment Act		
	Certification of Single Exclusive CAC Agreement-Facility		
	Day Care Home License (one per day care home)	Appropriate licensing website or institution's copy of documentation	Upload copy of license from DCDEE