

North Carolina Department of Health and Human Services
 Division of Public Health Nutrition Services Branch
 Child and Adult Care Food Program
2018-19 Annual Application Update Guide
 for INDEPENDENT INSTITUTIONS

Institution Name

Agreement Number

Application Update Documents must be submitted electronically: www.nccares.com

Use this guide as a checklist to ensure you have completed and submitted all required forms into the NCCARES system. Institution use only – this guide does not need to be submitted.

√	Items in NC CARES Application Packet	Notes
	Institution Application	Verify information and enter changes directly into the system
	Board of Directors/Principals	Verify information and enter changes directly into the system
	Institution Budget Detail Institution Budget for Independent Centers	<ol style="list-style-type: none"> 1. Complete the Institution Budget for Independent Centers found at: http://www.nutritionnc.com/snp/forms.htm CACFP Forms Fiscal Year 2018-19. 2. Use information in the Budget Summary to complete the Institution Budget Detail in NC CARES.
	Checklist (see list below)	Upload the documents listed under Checklist. These items can be found at http://www.nutritionnc.com/snp/forms.htm
	Facility (Center) Application	Verify information and enter changes directly into the system

Checklist Items

The Checklist in NC CARES populates all documents needed for a new application, please follow this guide for the required documents. All other documents listed on the NC CARES Checklist can be marked “Document Submitted to NCDHHS” as they were previously submitted upon initial application to the CACFP.

√	Document	Notes
	Attachment F- State Certifications	<ol style="list-style-type: none"> 1. Download these forms from website http://www.nutritionnc.com/snp/forms.htm. 2. Complete each form as indicated. 3. Save each completed form as a separate file with the form name as the file name. There should be 4 separate uploaded files. 4. Upload each file into the NC CARES Checklist by clicking on the paperclip icon for that form.
	Attachment I - FFATA Sub-Awardee Reporting Form	
	Media Release (submit one) <ul style="list-style-type: none"> • w/ income guidelines attached (Child/Adult Day Care Centers, Outside School Hours Care) • w/out income guidelines (Emergency Shelters, At-Risk After School) 	
	Annual Information Certification for Institutions	This is not listed on the NC CARES checklist. Follow 1-2 above and upload this document to the Attachment List in NC CARES.

For Institution Receiving Catered Meals		
√	Document	Notes
Food Service Management Company (FSMC)		
	Agreement for Food Service - FSMC	<ol style="list-style-type: none"> 1. Download these forms from website http://www.nutritionnc.com/snp/forms.htm. 2. Complete each form as indicated. 3. Save each completed form as a separate file with the form name as the file name. There should be 4 separate uploaded files. 4. Upload each file into the NC CARES Checklist by clicking on the paperclip icon for that form. <p>Submit three (3) quotes or all bids received.</p> <ul style="list-style-type: none"> • Contracts up to \$5000 may be documented phone quotes. • Contracts between \$5001-\$149,999 require written quotes. • Contracts over \$150,000 require sealed bids. Submit all bids received.
	Attachment A - General Terms and Conditions	
	Attachment B – Federal Certifications	
	Quotes or Bids – Institution’s copy of documentation	
School Food Authorities/Public Schools (SFA)		
	Agreement to Furnish Food Service - SFA (Public Schools Only)	<ol style="list-style-type: none"> 1. Download these forms from website http://www.nutritionnc.com/snp/forms.htm. 2. Complete each form as indicated. 3. Save each completed form as a separate file with the form name as the file name. There should be 4 separate uploaded files. 4. Upload each file into the NC CARES Checklist by clicking on the paperclip icon for that form. <p><i>No quotes required for School Food Authorities/Public Schools.</i></p>
	Attachment A - General Terms and Conditions	
	Attachment B- Certifications	

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