



North Carolina Department of Health and Human Services
Division of Public Health – Women’s & Children’s Health Section
1914 Mail Service Center, Raleigh, North Carolina 27699-1914
Tel 919-707-5800 Fax 919-870-4819

Beverly Eaves Purdue, Governor

Lanier M. Cansler, Secretary

August 27, 2010

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

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

SUBJECT: FY 2010-2011 Application Renewal and Update

The purpose of this memo is to provide guidance to you on where to send your application renewal/update packets. The Special Nutrition Programs Unit is going through some transitions and it is necessary to revise the original county assignment list that was initially sent with your renewal or update materials.

I have included with this memo a revised list of the agency staff to whom you should send your packet. The CACFP renewal/update application must be legible in blue or black ink or typed. Do not use white out on any of the forms. If you make errors, line through and initial your changes. Make sure all forms are signed and dated by an authorized representative. Please be sure to maintain a copy of your application packet for your files. Additionally, please make sure the most recent version of all forms is used.

Thank you for your time and attention in completing your FY 2010-2011 renewal/update application and submitting it to the staff member on the attached list. Please contact the staff member assigned to review your application if you have questions.

cc: SNP staff
Mary Anne Burghardt
Anteasha Farrell



North Carolina Public Health
Working for a healthier and safer North Carolina
Everywhere. Everyday. Everybody.

Location: 5601 Six Forks Rd. • Raleigh, N.C. 27609-3811
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Independent Institutions and Sponsoring Organizations of Centers only

IF YOU ARE IN THIS COUNTY	SEND YOUR PACKET TO
Buncombe, Cherokee, Clay, Cleveland, Graham, Haywood, Henderson, Jackson, Macon, Madison, Polk, Rutherford, Swain, Transylvania	Vicki Johnson, Business Officer 1914 Mail Service Center Raleigh, NC 27699 919- 981-5277 919- 981-5277 (FAX-call first)
Alleghany, Alexander, Ashe, Avery, Burke, Caldwell, Catawba, Gaston, Iredell, Lincoln, McDowell, Mitchell, Watauga, Wilkes, Yancey	Kathy Seawell, Business Officer 1914 Mail Service Center Raleigh, NC 27699 919- 707-5737 919- 870-4819 FAX
Alamance, Caswell, Chatham, Davie, Forsyth, Guilford, Orange, Person, Rockingham, Stokes, Surry, Yadkin	Pam Savage, Business Officer 4265 Brownsboro Road, suite 115 Winston-Salem, NC 27106 336- 896-7944 ext. 251 336- 896-7684 FAX
Anson, Cabarrus, Davidson, Mecklenburg, Montgomery, Randolph, Richmond, Rowan, Stanly, Union	Deidrea Thompson, Child Nutrition Assistant PO Box 1842 Matthews, NC 28106 704-708-9435 704-708-9436 FAX
Bladen, Cumberland, Harnett, Hoke, Johnston, Lee, Moore, Robeson, Scotland, Wake	Deidra Jackson, Child Nutrition Assistant PO Box 25008 Fayetteville, NC 28314 910-486-4064 910-868-7211 FAX
Brunswick, Carteret ,Columbus, Craven, Duplin, Greene, Lenoir, New Hanover, Pender, Sampson Wayne, Jones, Onslow, Pamlico,	Janet Phelps, Child Nutrition Assistant PO Box 174 Hubert, NC 28539 910-326-2744 910-326-7402 FAX
Beaufort, Bertie, Camden, Chowan, Currituck, Dare, Durham, Edgecombe, Franklin, Gates, Granville, Halifax, Hertford, Hyde, Martin, Nash, Northampton, Pasquotank, Perquimans, Pitt, Tyrell, Vance, Warren, Washington, Wilson	Elizabeth Julye, Child Nutrition Assistant PO Box 5 Castalia, NC 27816 252-459-7023 252-459-7035 FAX

Please be sure to maintain a completed copy of your application packet for your files.

Sponsoring Organizations of Day Care Homes
(If you sponsor homes and centers, please follow this schedule)

Agreement Number and Sponsor Name	Send your packet to:
7297 – Child Advocacy and Parenting Place Exchange Club Center, Inc. 6933 – Burke Co. Child Care Connections	Vicki Johnson, Business Officer 1914 Mail Service Center Raleigh, NC 27699 919- 981-5277 919- 981-5277 FAX-call first
8918 – Partners for Children and Families 7343 – Ft. Bragg Child and Youth	Deidrea Thompson, Child Nutrition Assistant PO Box 1842 Matthews, NC 28106 704-708-9435 704-708-9436 FAX
7422- Children and Youth 7740 – Child Care Networks 7177-MCAS Child Development	Janet Phelps, Child Nutrition Assistant PO Box 174 Hubert, NC 28539 910-326-2744 910-326-7402 FAX
6895 – Child Care Directions 7095 – Person County Partnership for Children 7107 – Nutrition Plus	Deidra Jackson, Child Nutrition Assistant PO Box 25008 Fayetteville, NC 28314 910-486-4064 910-868-7211 FAX
7196 – Wayne Action Group for Economic Solvency (WAGES) 7318 - Family Resources, Inc. 6782 – TKT Family Resources	Pam Savage, Business Officer 4265 Brownsboro Road, suite 115 Winston-Salem, NC 27106 336- 896-7944 ext. 251 336- 896-7684 FAX
7272- Southwestern Child Development 7391- MCAS New River	Elizabeth Julye, Child Nutrition Assistant PO Box 5 Castalia, NC 27816 252-459-7023 252-459-7035 FAX
7506 – Cape Fear Tutoring 7167 – Capitol Nutrition, Inc. 7461 – Child Care Resources 7119 – Child Care Services Association 7484 – Child Nutrition Programs 7644 – Coastal Nutrition Services 7448 – T&T Tutoring 7044 – Guilford Child Development	Donna Beard, Child Nutrition Assistant 1914 Mail Service Center Raleigh, NC 27699 919-707-5773 919-870-4819 FAX