



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**


ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
BETH LOVETTE, MPH, BSN, RN • Acting Director
Division of Public Health

June 29, 2019

Memorandum

NC CACFP 19-05

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

From: Courtney Jones, MPA, Special Nutrition Programs Manager 

Subject: Updating Permanent Agreements

The purpose of this memorandum is to notify all institutions of the need to execute new agreements with the State agency. All institutions will need new agreements in place no later than September 30, 2019.

The agreements detail the rights and responsibilities of both parties, as well as other information required by the United States Department of Agriculture (USDA). When the USDA updates elements that are required to be included in these agreements, new agreements must be executed by all parties participating in the Child and Adult Care Food Program (CACFP). The State agency has updated the civil rights assurances and nondiscrimination statements contained in agreement. The new agreement also contains updated language regarding NC CARES and filing claims through the electronic system.

The agreement should be thoroughly reviewed, completed, and signed by an authorized individual. Once complete, send one copy to the State agency to the email or physical address below. Once signed by the State agency, the permanent agreement will be available in NC CARES.

Institutions have until September 30, 2019 to complete and submit updated permanent agreements to the State agency.

Updated Permanent Agreements may be emailed to: CACFPagreement@dhhs.nc.gov
Please label the subject line with your institution's agreement number.

Or mailed to: NC CACFP – Permanent Agreement
5601 Six Forks Road
1914 Mail Service Center
Raleigh, NC 27699-1914

Any questions should be directed to your Regional Consultant or the State agency at 919-707-5800.

Attachment

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF PUBLIC HEALTH • NUTRITION SERVICES BRANCH

LOCATION: 5601 Six Forks Road, Building 2, Raleigh, NC 27609
MAILING ADDRESS: 1914 Mail Service Center, Raleigh, NC 27699-1914
www.ncdhhs.gov • TEL: 919-707-5800 • FAX: 919-870-4818

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