



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

May 1, 2019

Memorandum

NC CACFP 19-06

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

From: Mary Anne Burghardt, Nutrition Services Branch Head *Mary Anne Burghardt*

Subject: Updating Agreements: Important Information for Sponsors of Family Day Care Homes and Sponsors of Unaffiliated Centers

The purpose of this memorandum is to notify sponsoring organizations of family day care homes and sponsoring organizations of unaffiliated centers of the need to execute new agreements with all providers and/or child care centers under their sponsorships. All sponsoring organizations will need new agreements in place no later than September 30, 2019. The family day care home provider/sponsor agreement is a permanent document; the facility/sponsor agreement is valid for three years and should be maintained as part of the sponsoring organization's programmatic recordkeeping.

The agreements detail the rights and responsibilities of both parties, as well as other information required by the United States Department of Agriculture (USDA) or the State agency. 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 on both agreements. The attached agreements should also be executed for any newly approved providers or facilities.

Distribute the agreements to your sponsored homes and/or centers for review and signature. Once they have been completed, submit one copy to the State agency, provide one copy to the provider or facility, and maintain one copy on file with other required records. Sponsoring organizations have until September 30, 2019 to collect and submit updated agreements to the State agency.

Updated agreements may be emailed to:
Svc_so_documentation@dhhs.nc.gov or

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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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Mail agreements to:

North Carolina Department of Health and Human Services
Attn: CACFP
5601 Six Forks Road
1914 Mail Service Center
Raleigh, NC 27699-1914

The State agency will also be distributing an updated Permanent Agreement to all institutions participating in the CACFP shortly. Institutions will receive additional information and instructions at that time. Thank you for your cooperation in this matter.

Sponsoring organizations should direct any questions concerning this guidance to their Regional Consultant or Cassandra Williams at 919-707-5754 or Cassandra.williams@dhhs.nc.gov.

Attachments