

North Carolina Department of Health and Human Services  
 Division of Child and Family Well-Being, Community Nutrition Services Section  
 Child and Adult Care Food Program



**Sponsoring Organizations of Unaffiliated Centers**  
**Application Process Checklist for Adding New Providers/Centers**

Institution Name		Agreement Number	
Name of New Day Care Home Provider:			
Name of New Sponsored Center:			

Check (✓) each item after completion in the first column. Failure to accurately complete all required documents and submit the required number of documents requested may delay program approval.

Day Care Home Provider Forms	Institution Use	CACFP Regional Consultant Use	CACFP Use
Facility Pre-Qualification Application			
Agreement CAC 8D			
<b>Attachment F – Contractor’s Certification</b>			
Certification of Single Exclusive CACFP Agreement-Facility			
Information on Owners/Principals-Facility			
License or Letter of Operation			
*If the provider’s name is not listed on the license, provide documentation from The Department of the Secretary of State			
Provider Application CAC 8B (Enter information in the Facility Dashboard)			
<b>Sponsored Center</b>			
Facility Pre-Qualification Application			
Center Application CAC-7			
Agreement CAC 8C			
<b>Attachment A – General Terms and Conditions</b>			
<b>Attachment B – Certifications</b>			
<b>Attachment D – State Grant Certification, No Overdue Tax Debts</b>			
<b>Attachment D – State Grant Certification – For Individual Sub Grantees</b>			
<b>Attachment E – Conflict of Interest</b>			
• Conflict of Interest Policy			
<b>Attachment F – Contractor’s Certification</b>			
Certification of Single Exclusive CACFP Agreement – Facility			
Information on Owners/Principals - Facility			
License			
Current Sanitation Report OR Pre-Operational Visit Form			
AT-RISK/OUTSIDE SCHOOL HOURS/EMERGENCY SHELTERS ONLY			
• State or Local Health/Safety Inspection OR Current Occupancy Permit			
Participant’s Eligibility Information for New Centers Summary Form			
Sponsored Centers Budget CAC 9A			
Non-Profit – IRS Letter 501 (c)(3)			
For Profit – Certification of Eligibility For-Profit CAC 1C			
<b>Submit the following forms ONLY if you will be receiving catered meals.</b>			
<b>Food Service Management Contract (CAC 17)</b>			
<b>Attachment A – General Terms and Conditions</b>			
<b>Attachment B – Federal Certifications</b>			
<b>Total Amount: \$</b>			
<b>Food Service Contract Public Schools (CAC 16)</b>			
<b>Attachment A – General Terms and Conditions</b>			
<b>Attachment B – Certifications</b>			
<b>Total Amount: \$</b>			

FOR STATE USE ONLY – Approval Date: \_\_\_\_\_