



**NC CACFP  
Monthly Institution Call  
August 2024**

All the information on this call is true and accurate as of August 2, 2024.

# TODAY'S AGENDA

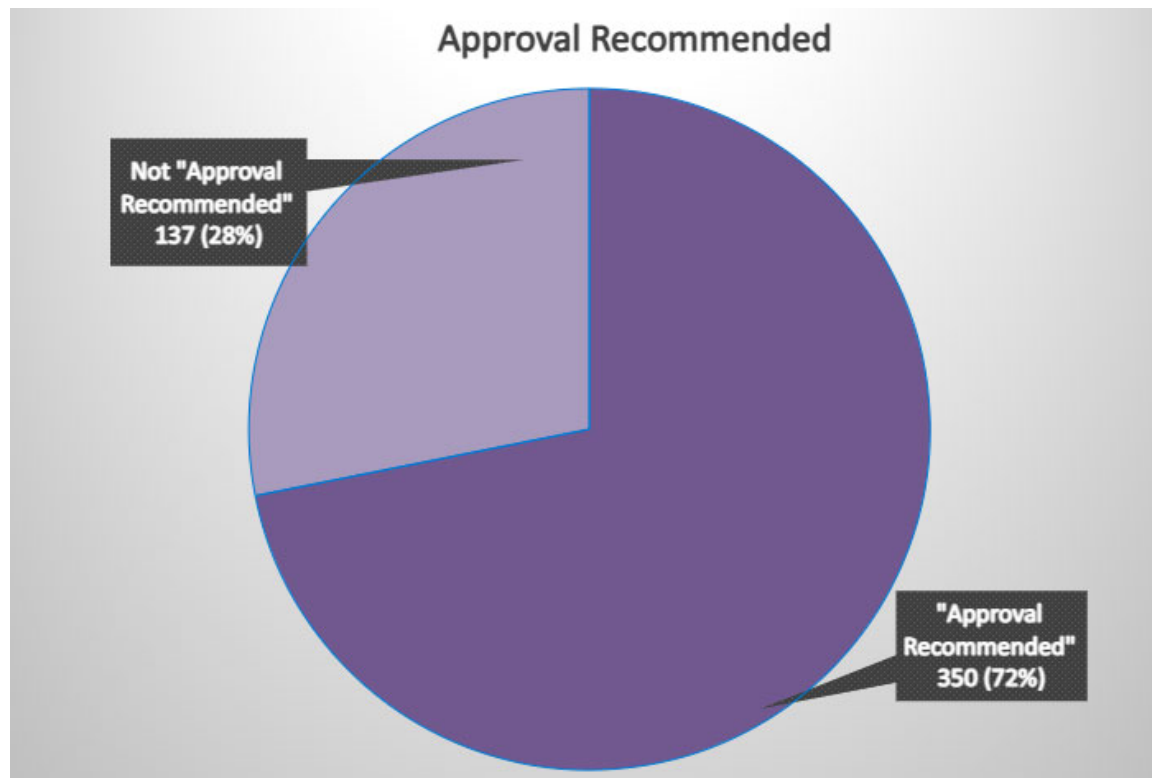
- Record Renewal FY 2024
- Record Renewal FY 2025
- NC CACFP CONNECTS  
Login Process
- Additional Information
- Q&A





**Record Renewal**

# Record Renewal FY 2024 - Status



# Record Renewal FY 2024 - Contingent Approvals

- Provided to institutions in Recommended Approval status
- Corrections to the Record Renewal for 2024 may still need to be submitted

## Record Renewal FY 2025

- **Opened in NC CACFP CONNECTS on August 1, 2024**
- **Approval deadline September 30, 2024**
- Simple format this year, due to level-set last year
- If FY 2024 is not approved, FY 2025 cannot be approved

# Record Renewal FY 2025

- Guides are available for each institution type
- Access them by:
  - Email
  - Attending Live Training
  - NC CACFP CONNECTS Document Library
- Download from the files pod



Follow this guide to complete the annual institutio record renewal may delay program approval. Re before **Sept 30<sup>th</sup>, 2024**. The State agency, by re each submission restarts the 30-day timeframe.

Record Renewal FY 2025	
Log in to the system and select Institution Pr Under Pending Authorization, Authorization T Submission Status should be "In Process". Follow the Notes below for each section. Upd The Institution Record Alerts section will sho submitted for approval.	
Once the record renewal is submitted, review an email from NC CACFP CONNECTS (CNFM) Renewal is complete. Please be sure to check	
Institution Profile (Menu on left side of the record)	
Demographics	Race/Ethnicity   Census data – fc Review all the ot Make any chang
Contacts	Review informati Make any chang
Institution Documents	There is only o All previously rec Documents secti Only update pr institution that   Required Institut   2025 Annual Inf for Sponsoring C
Facility Dashboard – DCH Providers	Day Care Home Provider
	Financial Viabil
Management Plan	Administrative Capability   Program Accountability

Budget and Budget Documents	Monitoring	Update the <b>Monitoring Schedule</b> for 2025. Review information, <b>make updates as needed</b>
	Training	Review information, <b>make updates as needed</b> . Be sure to add <b>new training dates</b> .
	Changes made to the Management Plan may require changes to the Budget or Policies to ensure they match. The <b>Management Plan, Budget, and Institution Policies must provide coordinating information</b> – be sure to make any updates all items as necessary.	
Institution Certification	1. Complete the budget tool of your choice or use one of the optional Excel NC CACFP Budget workbooks found in the NC CACFP CONNECTS Document Library. 2. Answer budget questions in NC CACFP CONNECTS Budget section and enter information from the Excel Budget workbook/individual pages. 3. Upload the completed Excel Budget workbook/individual pages and copies of supporting documentation, any Less-Than-Arm's Length documentation, or Specific Prior Written Approval (SPWA) to the Budget section in NC CACFP CONNECTS.  <i>Sponsoring Organizations of unaffiliated centers are not required to submit Sponsored Facility Budgets.</i>	
	Changes made to the <b>Budget</b> may require changes to the <b>Management Plan</b> or <b>Institution Policies</b> to ensure they match. They must provide coordinating information.	
Institution Certification		Click on the box next to each Renewal Certification statement indicating the institution accepts and agrees with each statement. This must be completed with each submission of the Record Renewal.

Failure to accurately complete and submit the annual record renewal in NC CACFP CONNECTS will delay program approval. Record Renewal FY 2025 must be approved by the State agency before **September 30<sup>th</sup>, 2024**.

## Record Renewal FY 2025

- Live trainings July 30-August 8
- Trainings for:
  - Independent Centers
  - Sponsoring Organizations of Affiliated Centers
  - Sponsoring Organizations of Unaffiliated Centers
  - Sponsoring Organizations of Day Care Homes
- Two training session options available for each type of institution
- 2 DCDEE contact hours











# LIVE Trainings for Record Renewal FY 2025

Type	Date	Time
<b>Sponsoring Organizations - Affiliated</b>	August 6	9:00-11:00 AM
<b>Independent Centers</b>	August 7	1:00-3:00 PM
<b>Sponsoring Organizations - Day Care Home</b>	August 8	9:00-11:00 AM
<b>Sponsoring Organizations - Unaffiliated</b>	August 8	1:00-3:00 PM
<b>SFA-ARAM</b>	August 14	9:00-10:30 AM

# NC CACFP CONNECTS: FY 2024 Approved

<h3>Institution Demographics</h3> <p>ABC Tiny Tots, Inc. 5154 W Beaver Ave Durham, NC 27707 (919) 440-8570 janice.freeman@dhhs.nc.gov</p> <p><b>Record Assigned To:</b></p> <p><b>Field Service Rep:</b></p> <p><b>Institution Type:</b> Independent</p> <p><b>Sponsorship Type:</b></p> <p><b>Organization Type:</b> For-Profit</p> <p><b>Affiliation Type:</b></p>		<h3>Institution Contacts</h3> <p><b>Primary Contact:</b> Ms. Melanie Mosley, Program Contact (919) 870-0535 janice.freeman@dhhs.nc.gov</p> <p><b>Authorized Individual:</b> Mrs. Gayle Rainey, Owner/Responsible Principal (919) 870-0535 janice.freeman@dhhs.nc.gov</p>	
<h3>Institution Record Alerts</h3> <ul style="list-style-type: none"> <li>✓ Institution Demographics</li> <li>✓ Institution Contacts</li> <li>✓ Facility Documents</li> <li>✓ Management Plan</li> <li>✗ Budget</li> <li>✗ Budget Documents</li> <li>✗ Institution Documents</li> <li>✗ Institution Certification</li> </ul>	<h3>Current Authorization</h3> <p><b>Authorization Type:</b> Renewal</p> <p><b>Program Year:</b> 2024</p> <p><b>Institution Type:</b> Independent</p> <p><b>Sponsorship Type:</b></p> <p><b>Submission Status:</b> Approved</p> <p><b>Authorization Status:</b> Active</p> <p><b>Effective Date:</b> 9/23/2023</p>	<h3>Pending Authorization</h3> <p><b>Authorization Type:</b> Renewal</p> <p><b>Program Year:</b> 2025</p> <p><b>Institution Type:</b> Independent</p> <p><b>Sponsorship Type:</b></p> <p><b>Submission Status:</b> In Process</p> <p><b>Authorization Status:</b> Active</p>	<h3>Notes</h3> <p style="text-align: right;"><a href="#">View All</a></p>

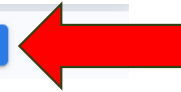
# NC CACFP CONNECTS: FY 2024 Not Approved

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<h3>Institution Record Alerts</h3> <ul style="list-style-type: none"> <li> <a href="#">Institution Demographics</a></li> <li> <a href="#">Institution Contacts</a></li> <li> <a href="#">Facility Documents</a></li> <li> <a href="#">Management Plan</a></li> <li> <a href="#">Budget</a></li> <li> <a href="#">Budget Documents</a></li> <li> <a href="#">Institution Documents</a></li> <li> <a href="#">Institution Certification</a></li> </ul>	<h3>Current Authorization</h3> <p><b>Authorization Type:</b> Renewal <b>Program Year:</b> 2024 <b>Institution Type:</b> Sponsor <b>Sponsorship Type:</b> Centers <b>Submission Status:</b> Submitted for Review <b>Authorization Status:</b> Active <b>Effective Date:</b> 9/23/2023</p>	<h3>Pending Authorization</h3> <p><b>Authorization Type:</b> Renewal <b>Program Year:</b> 2025 <b>Institution Type:</b> Sponsor <b>Sponsorship Type:</b> Centers <b>Submission Status:</b> In Process <b>Authorization Status:</b> Active</p>	<h3>Notes</h3> <p style="text-align: right;"><a href="#">View All</a></p>

# Institution Demographics

## Race/Ethnicity Data

[VIEW CENSUS](#)



### ETHNICITY DATA

Provide the ethnic make up of the population to be served (Sponsoring organization must provide the ethnic information for all the counties served)

Hispanic or Latino*	40,572	X
Non Hispanic or Latino*	294,937	X

### RACIAL DATA

Provide the racial makeup of the population to be served (Sponsoring organization must provide the racial information for all counties served)

American Indian or Alaskan Native*	11,166	X
Asian*	13,820	X
Black or African American*	141,559	X
Native Hawaiian or Pacific Islander*	2,586	X
White*	184,828	X
Unknown*		

# Institution Demographics

## Race/Ethnicity Data

[VIEW CENSUS](#)

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Unknown*		

# Facility Record: License/ Inspection/ Enrollment Tab

## Race/Ethnicity Data

### ETHNICITY DATA

Provide the ethnic data of current enrollment of the facility

Hispanic or Latino*	0	^ v
Non Hispanic or Latino*	9	^ v

### RACIAL DATA

Provide the racial data of current enrollment of the facility

American Indian or Alaskan Native*	0	^ v
Native Hawaiian or Pacific Islander*	0	^ v
Asian*	0	^ v
White*	0	^ v
Black or African American*	11	^ v
Unknown*		^ v

Any review of an Institution having only one race must include a statement indicating the general racial composition of the area the Institution serves

# Annual Information Certification

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



**ANNUAL INFORMATION CERTIFICATION**  
**Independent Centers**  
For Federal Fiscal Year



Institution Name:  Agreement #

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



**ANNUAL INFORMATION CERTIFICATION**  
**Sponsoring Organizations**  
For Federal Fiscal Year



Institution Name:  Agreement #

# Certification

## Renewal Certification

- The Institution certifies that the names, mailing addresses, and dates of birth of all current institution principals have been submitted to the State agency
- The Institution itself, and the Institution's principals, are not currently on the CACFP National Disqualified List.
- The Institution itself, and the Institution's principals, have not been determined ineligible for any other publicly funded programs due to violation of that Program's requirements in the past seven years.
- The Institution certifies that no principals of the Institution have been convicted of any activity that occurred during the past seven years and that indicated a lack of business integrity.
- The Institution understands that if the State agency has reason to believe that the institution or its principals were determined ineligible to participate in another publicly funded program by reason of violating that program's requirements, the State agency must follow up with the entity administering the publicly funded program to gather sufficient evidence to determine whether the institution or its principals were, in fact, determined ineligible.
- The Institution understands that institutions and individuals providing false certifications will be placed on the National Disqualified List and will be subject to any other applicable civil or criminal penalties.
- The Institution certifies that non unreported less-than-arms-length transactions or other potential conflicts of interest have occurred in the past year; and, further, that any potential conflicts on interest in the upcoming year have been and will be disclosed in writing annually to the State agency including any relationships between staff, directors and governing board members, per 7CFR 226.6(a). Relationships can be defined as familial, or contractual.
- The Institution certifies that the list of publicly funded programs institution and principals have participated in the past seven years is current
- The Institution is currently compliant with the required performance standards of financial viability and management, administrative capability, and program accountability as described in 7 CFR 226.6 (b)(2)(vii).
- The Institution understands that if the institution no longer participates in the CACFP, the CACFP records must still be maintained for three years plus the current year. If an audit is being conducted, the records will be maintained as necessary.
- I understand that I must at all times comply with all North Carolina child care laws and rules that apply to my child care facility (North Carolina Child Care Requirements). I understand that failure to comply with North Carolina Child Care Requirements may result in termination from the program.
- The Institution understands if this record does not meet all the requirements in the Child and Adult Care Food Program regulations, 7 CFR 226.6(b), 226.15(b), and 226.16(b), the State agency must deny the record. If the State agency determines that the institution has committed one or more serious deficiency in 226.6(c)(1)(i) for new institutions or 226.6(c)(2)(i) for renewing institutions, the State agency must initiate action to deny the record and initiate action to disqualify the institution and the responsible principals and responsible individuals.
- The Institution certifies that the information in this Institution Record is true and correct, and that the Institution will immediately report to the NC Department of Health and Human Services any changes that occur to the information submitted. The Institution understands that deliberate submission of false information on the Institution's record may result in the denial of the record or termination of the agreement (as applicable) and disqualification of the Institution, the responsible principals, and the responsible individuals from the CACFP program.

✓ SUBMIT FOR APPROVAL





**NC CACFP CONNECTS Login Process**

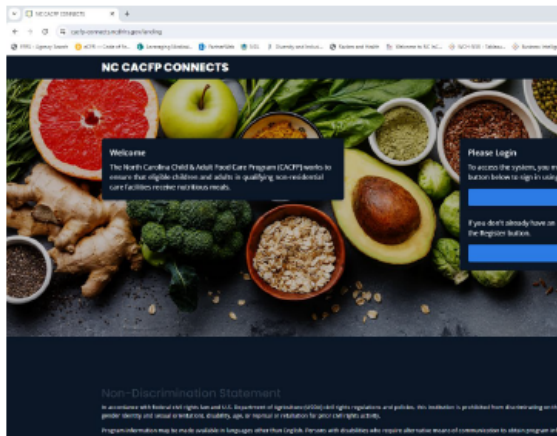
# Changes to NC CACFP CONNECTS Login Process

## Changes to NC CACFP CONNECTS Log In

NC CACFP CONNECTS has transitioned to a new NCID system for added security. The new NCID login will resolve the login failures experienced by all users. The login process is unchanged. If you continue to experience repeated login failures, please contact the Community Nutrition Services Section Customer Services Desk [cns.customer@ncdhhs.gov](mailto:cns.customer@ncdhhs.gov)

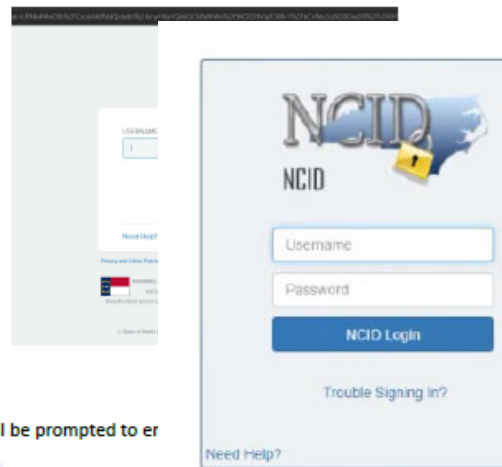
The next time you log in to NC CACFP CONNECTS there will be a new screen.

At first the usual login screen appears. Click SIGN IN.

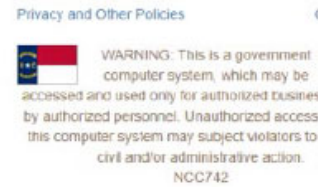


The new screen will appear. See sample below.

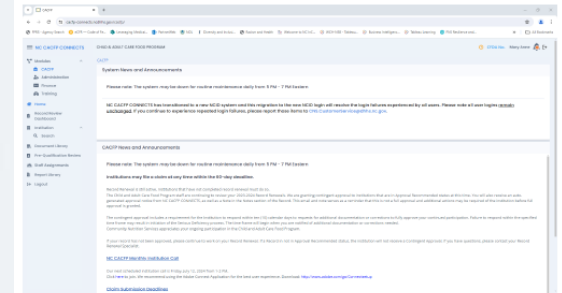
Enter your individual NCID USERNAME. Click Next.



On the next screen, you will be prompted to enter your NCID USERNAME.

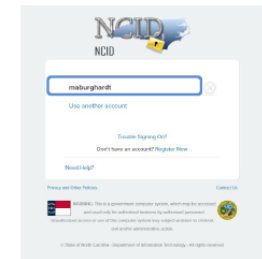


Once entered, select NCID Login.



And you are in!

When you login after the initial time, you may see your NCID USERNAME prepopulated. If you see your NCID USERNAME you will need to click the name to move forward to get into NC CACFP CONNECTS.



NC CACFP CONNECTS functionality is unchanged.



# Additional Information

# New Institution Staff - Training

- NC CACFP CONNECTS Orientation Training
  - Visit [this link](#) to register/attend.



# North Carolina Farm to ECE Connections Map



**NORTH CAROLINA**  
**Farm to ECE Connections**

» Farm to ECE Connections Map

What is Farm to ECE?

Farm to Preschool Network

ECE Resources

Farmer Resources

CACFP

## North Carolina Farm to ECE Connections Map

Farm to Preschool or Early Care and Education (ECE) programs are instrumental in nurturing healthy eating habits and fostering a deeper understanding of food origins in young children. By introducing locally sourced foods and hands-on experiences like gardening and farm visits, these initiatives not only promote nutrition but also environmental awareness, support for local economies, and community interconnectedness.

The map below serves as a tool for connecting childcare sites with local farmers, facilitating the use of locally sourced foods, and contributing to healthier communities in North Carolina.

Add Your Farm Organization to the Map

Add Your Childcare Organization to the Map



Click on a county or select a county from the list below for participating Farmers and Childcare Providers

- SELECT COUNTY -

**Explore the map:**  
<https://www.communityclinicalconnections.com/farm-to-ece/>

# North Carolina Farm to ECE Connections Map



Register your site  
on the map today!

WELCOME TO HARVEST OF THE MONTH



# NC CACFP Seasonal Menus

The image displays a grid of seasonal menu templates for the NC CACFP. It is organized into four main sections: Fall, Winter, Spring, and Summer. Each section contains a 4-week cycle menu. The columns represent the days of the week (Monday through Friday), and the rows represent the meals: Breakfast, Lunch, and Dinner. Each cell in the grid contains a list of menu items, such as 'Oatmeal with fruit', 'Turkey and cheese sandwich', and 'Grilled chicken and rice'. The templates are color-coded by season: Fall (orange and green), Winter (blue and green), Spring (green and yellow), and Summer (red and green). Each template also includes a 'Recipes & Links' section at the bottom of each week's column.

The image displays a grid of seasonal menu templates for the NC CACFP, similar to the first image but with a different layout. It is organized into four main sections: Fall, Winter, Spring, and Summer. Each section contains a 4-week cycle menu. The columns represent the days of the week (Monday through Friday), and the rows represent the meals: Breakfast, Lunch, and Dinner. Each cell in the grid contains a list of menu items, such as 'Oatmeal with fruit', 'Turkey and cheese sandwich', and 'Grilled chicken and rice'. The templates are color-coded by season: Fall (orange and green), Winter (blue and green), Spring (green and yellow), and Summer (red and green). Each template also includes a 'Recipes & Links' section at the bottom of each week's column.

4-week cycle menu template  
 4-week seasonal cycle menu: Fall, Winter, Spring, Summer

# NC CACFP Messenger

## July/August Edition is out now!



North Carolina Division of Child and Family Well-Being  
Community Nutrition Services Section  
Child and Adult Care Food Program  
[www.ncdhhs.gov/nccacfp](http://www.ncdhhs.gov/nccacfp)

July/August 2024  
Volume 5, Issue 4



### The North Carolina CACFP Messenger

From the Child and Adult Care Food Program Manager

Hello CACFP Family,

I hope you all have been enjoying a lovely summer filled with family, friends, and fun! This has been a busy summer for the CACFP with meal pattern updates which you can read all about in this issue of the NC CACFP Messenger.

Believe it or not, it is time for FY 2025 Record Renewal. Regulations require all participating CACFP institutions to complete the renewal each fiscal year. While it may seem like we just wrapped up FY 2024 Record Renewal, the silver lining is that the new system and renewal process may be fresh in our minds! Nevertheless, the State agency is here to guide and assist you every step of the way, beginning with FY 2025 Record Renewal training. We strongly encourage all institutions to attend the training specific to their institution type to learn what is required for this fiscal year and help ensure a smooth and successful record renewal. We will share more information and registration details soon. Stay tuned!

As usual, the newsletter contains lots of great information on monthly celebrations. Did you know July is National Watermelon Month? We also observe healthy eating right from the start with National Breastfeeding Month and Kids Eat Right Month in August. Read on to learn more!

In appreciation,  
Cassandra Williams  
CACFP Manager

#### Inside this issue

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#### Reminders

- **Friday, July 12 and August 2, from 1 to 2 PM** — next two State agency monthly calls with CACFP institutions (click [here](#) to join)
- **Tuesday, July 30 and Thursday, August 29, 2024** — last days to submit May and June 2024 claims
- **Beat the heat this July with delicious Watermelon Pops (on [page 9](#))!** Celebrate National Watermelon Month (all month long in July!) with this refreshing treat.



1

[This institution is an equal opportunity provider.](#)





**IN CLOSING**

# QUESTIONS & ANSWERS

- Please use the “QUESTIONS” pod to submit your questions.
- We will review what we have time for that pertains to the relevance of the group.
- Questions that apply to one specific Institution will be handled offline.

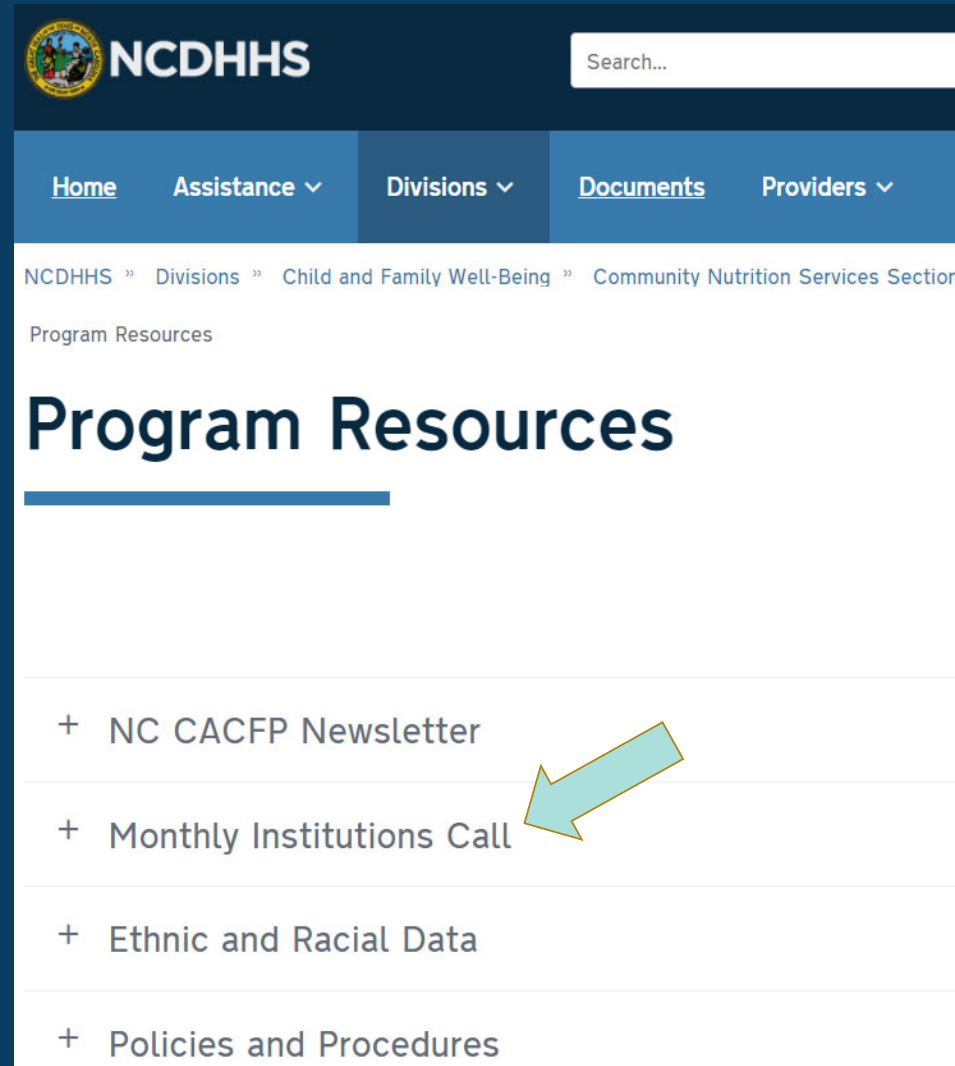


# MONTHLY INSTITUTION CALLS

The PowerPoints for the  
Institution calls are found on  
our website:

[Program Resources Page](#)

Click on “Monthly Institutions  
Call”



The screenshot shows the NCDHHS website header with the logo and a search bar. The navigation menu includes Home, Assistance, Divisions, Documents, and Providers. The breadcrumb trail reads: NCDHHS » Divisions » Child and Family Well-Being » Community Nutrition Services Section. Below this, the text 'Program Resources' is displayed. The main heading is 'Program Resources'. A list of resources is shown with expandable plus signs:

- + NC CACFP Newsletter
- + Monthly Institutions Call
- + Ethnic and Racial Data
- + Policies and Procedures

A teal arrow points to the 'Monthly Institutions Call' link.

# EVALUATION SURVEY

Please complete an evaluation survey to share your feedback with us

1. Click on “EVALUATION SURVEY” below
2. Complete the survey questions
3. Click the blue “Submit” button



## North Carolina CACFP Monthly Institution Call Evaluation Survey

Thank you for attending the **Monthly Institution Call** for the North Carolina Child and Adult Care Food Program. Please indicate your responses to the below questions.

We appreciate your feedback.

**The objectives of the call were clearly defined. \***

- Yes  
 No (Please explain)

**The objectives were met. \***

- Yes  
 No (Please explain)

**Participation and interaction were encouraged. \***

- Yes  
 No (Please explain)



Thank you for your time!  
Next call is on **Friday, September 6.**