



# **NC CACEP MONTHLY INSTITUTION CALL**

All the information on this call is true and  
accurate as of February 4, 2022.

# TODAY'S AGENDA

- Change to New Division
- EOC Grant/Survey Reminder
- UEI Information
- Program Update Form Reminders
- Upcoming SA Trainings
- Additional Information
- Q&A



A close-up, top-down view of numerous sliced kiwi fruits. The slices are arranged in a dense, overlapping pattern, filling the entire frame. Each slice shows the characteristic green flesh, a white central core, and a ring of small, dark, oval-shaped seeds. The lighting is soft and even, highlighting the texture of the fruit.

**CHANGE TO  
NEW DIVISION**

# CHANGE TO NEW DIVISION

<b>Previously</b>	<b>New</b>
<b>Division of Public Health (DPH)</b>	<b>Division of Child and Family Well-Being (DCFW)</b>
<b>Nutrition Services Branch (NSB)</b>	<b>Community Nutrition Services Section (CNSS)</b>
<b>Special Nutrition Programs (SNP)</b>	<b>Child and Adult Care Food Program Unit (CACFP)</b>

# MARY ANNE BURGHARDT

- Assistant Director, Division of Child and Family Well-Being, Community Nutrition Services Section
- State Director, Special Supplemental Nutrition Program for Women, Infants and Children (WIC)
- State Director, Child and Adult Care Food Program (CACFP)



# MADHU VULIMRI



Deputy Director, Division  
of Child and Family Well-  
Being



A top-down view of a dark, possibly black, bowl filled with several ripe oranges and green leaves. The oranges are bright orange with some green at the stem, and the leaves are a vibrant green. The text 'EMERGENCY OPERATIONAL COST GRANT' is overlaid in the center in a bold, white, serif font.

**EMERGENCY  
OPERATIONAL COST  
GRANT**

# EMERGENCY OPERATIONAL COST GRANT REPORTING SURVEY

Reporting Survey deadline to State  
agency has passed:

**Friday, January 21, 2022**  
*(extended deadline)*





# EMERGENCY OPERATIONAL COST GRANT

- State agency strongly encourages Institutions to use the grant funds
- Technical Assistance available:  
[FinancialManagementTeam@dhhs.nc.gov](mailto:FinancialManagementTeam@dhhs.nc.gov)
- If you cannot use the funds for allowable costs, provide explanation and return funds to:

**DHHS Controller's Office  
Accounts Receivable Other  
2025 Mail Service Center  
Raleigh, NC 27699-2025**



# UNIQUE ENTITY IDENTIFIER INFORMATION

Time for  
change

# DUNS → UEI

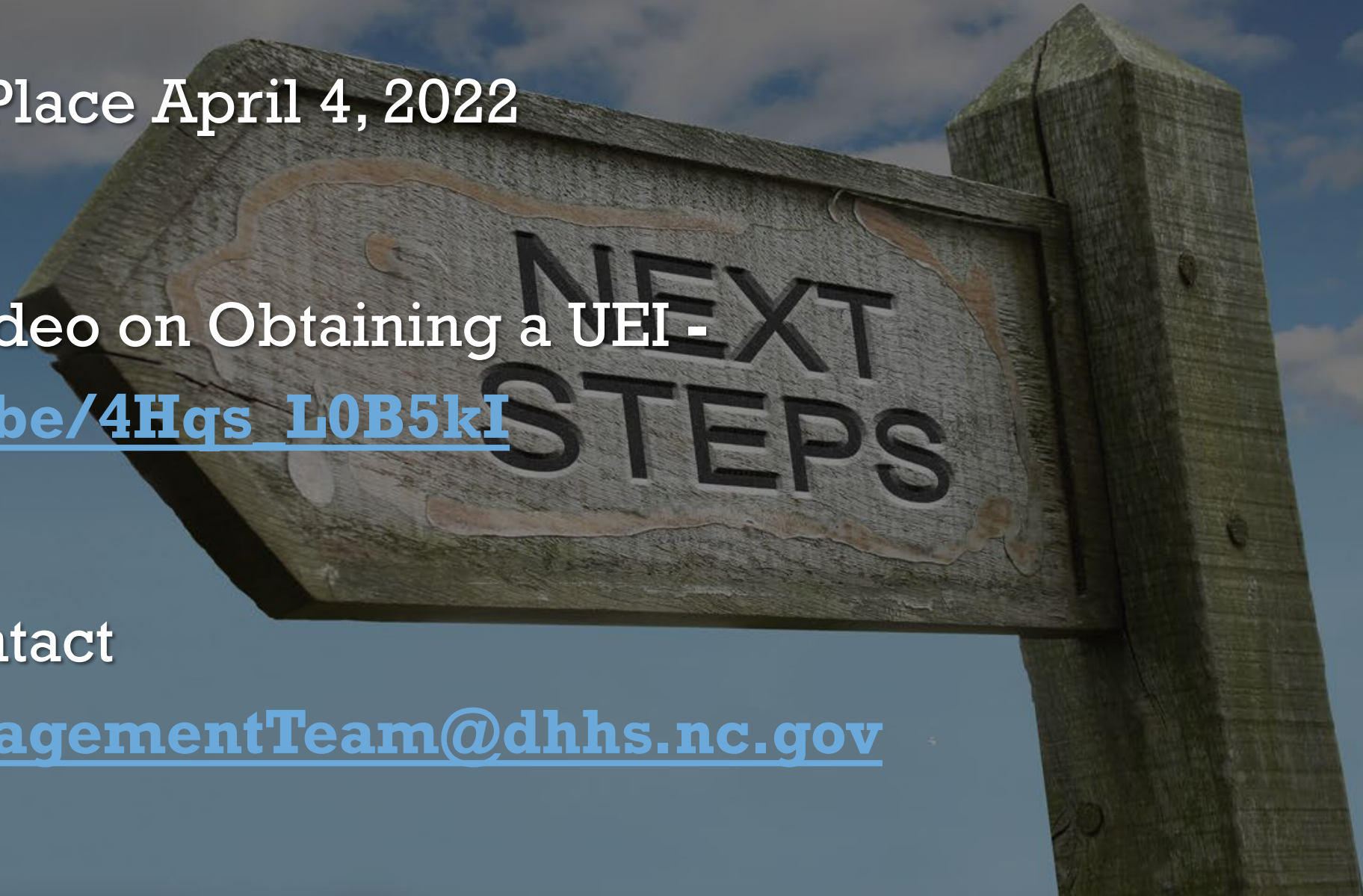
- Change Takes Place April 4, 2022

- Instructional Video on Obtaining a UEI -

[https://youtu.be/4Hqs\\_L0B5kI](https://youtu.be/4Hqs_L0B5kI)

- Questions? Contact

[FinancialManagementTeam@dhhs.nc.gov](mailto:FinancialManagementTeam@dhhs.nc.gov)



**WHAT  
QUESTIONS  
DO YOU  
HAVE?**



A top-down view of a variety of fresh green vegetables and fruits arranged on a dark, textured surface. The items include a large head of broccoli, several stalks of asparagus, a halved avocado showing its pit, a whole green bell pepper, a cucumber, several lemons (some whole, some sliced), a fennel bulb, a green apple, and a cluster of Brussels sprouts. The lighting is soft, highlighting the textures and colors of the produce.

**CACFP PROGRAM  
UPDATE FORM  
REMINDERS**

**THIS CHANGE IS  
FOR  
INDEPENDENT  
CENTERS AND  
SPONSORING  
ORGANIZATIONS  
OF AFFILIATED  
CENTERS ONLY**

A wooden signpost with a sign that says "NEXT STEPS". The sign is made of weathered wood and is mounted on a wooden post. The background is a blue sky with white clouds.

**NEXT  
STEPS**

# MAKING CHANGES TO APPLICATIONS

- Institutions are now required to enter all changes in NC CARES and certify the information is true and correct.

52.  The Institution certifies that the information in this Institution Application 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 application may result in the denial of the application or termination of the agreement (as applicable) and disqualification of the Institution, the responsible principals and the responsible individuals from the CACFP program.

# MAKING CHANGES TO FACILITY APPLICATIONS

- Click “Revise”

**Child and Adult Care Food Program** **NCDHHS**

Applications | Claims | Compliance | Reports | My Account | Search | Programs | Year | Help | Log Out

Applications > Application Packet - Centers > Packet Center List - CACFP > Program Year: 2020 - 2021

### Centers Application Packet - Facility List for 2020 - 2021

09640 Status: Active  
**TEST NewApp IC Training Team**  
DBA: Training Team IC  
5601 Six Forks Road  
Raleigh, NC 27609-1914

Organization Type: Non-Profit Organization  
Institution Type: Independent Center

Action	Facility #	Facility Name	Type	Latest Version	Status
<a href="#">View</a>   <a href="#">Revise</a>	✓ 1	Training Team IC	CC	Rev. 1	Approved
<a href="#">Add Facility</a>					

Total Facilities Enrolled: 1

< Back





# MAKING CHANGES TO FACILITY APPLICATIONS

1. Application Effective Date
2. Select the Month and Year the change is being made

**Child and Adult Care Food Program** **NCDHHS**

Applications | Claims | Compliance | Reports | My Account | Search | Programs | Year | Help | Log Out

Applications > Application Packet - Centers > Packet Center List - CACFP > Program Year: 2020 - 2021

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY [Show Changes](#)

### Center Application for 2020 - 2021

09640 Status: Active <b>TEST NewApp IC Training Team</b> DBA: Training Team IC 5601 Six Forks Road Raleigh, NC 27609-1914 Organization Type: Non-Profit Organization Institution Type: Independent Center	1 Status: Active <b>TRAINING TEAM IC</b> 5601 Six Forks Road Raleigh, NC 27609-1914
---	--

Version: Rev. 2

**Effective Approval Date**

1. Application Effective Date:  

# MAKING CHANGES TO FACILITY APPLICATIONS

- Make the necessary changes

**Weekday Schedule**

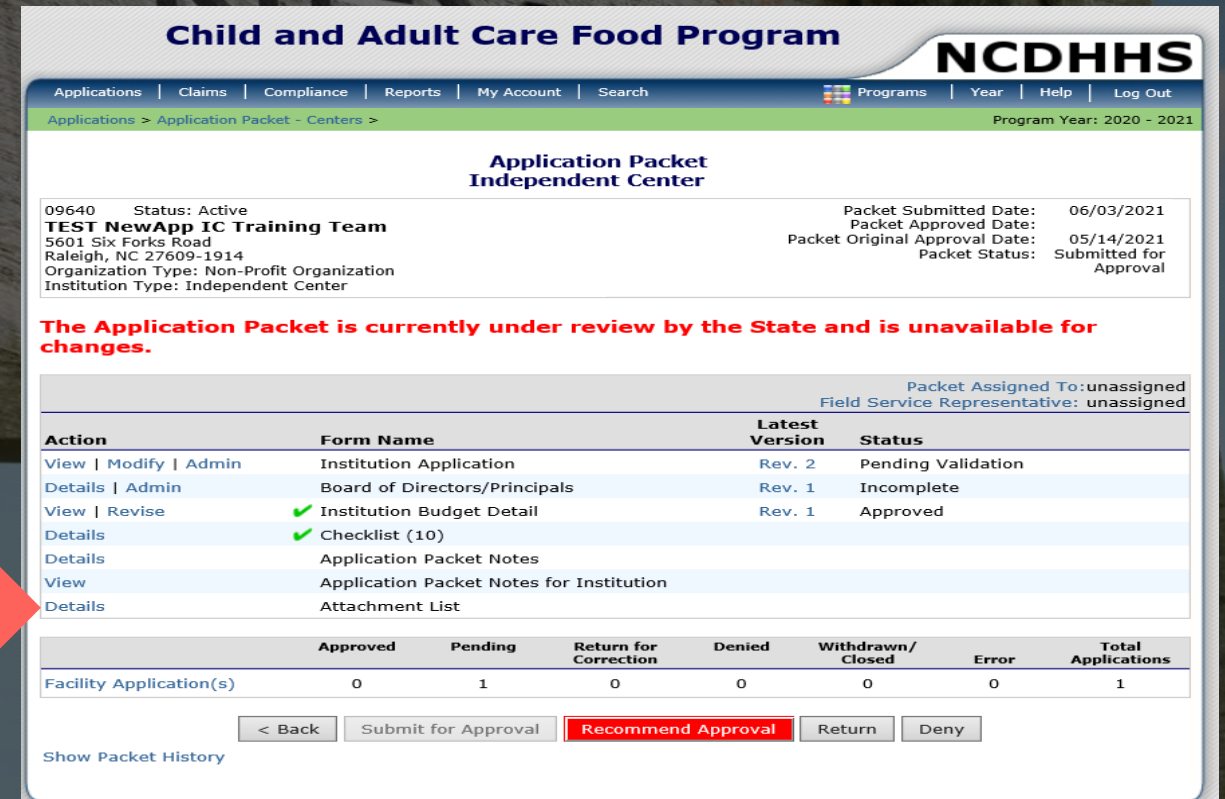
31. Normal Hours of Operations: Time Open:  Time Close:

32. Weekday Meals

	First Meal Service		Second Meal Service	
Meals	Start Time	End Time	Start Time	End Time
<input checked="" type="checkbox"/> Breakfast	<input type="text" value="08:00 AM"/>	<input type="text" value="09:00 AM"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> AM Snack	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Lunch	<input type="text" value="11:30 AM"/>	<input type="text" value="01:00 PM"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> PM Snack	<input type="text" value="02:30 PM"/>	<input type="text" value="04:15 PM"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Supper	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Night Snack	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# MAKING CHANGES TO FACILITY APPLICATIONS

1. Upload all necessary attachments for the change. Ex. License
2. Click on “Details”-Attachment List



**Child and Adult Care Food Program** **NCDHHS**

Applications | Claims | Compliance | Reports | My Account | Search | Programs | Year | Help | Log Out

Applications > Application Packet - Centers > Program Year: 2020 - 2021

### Application Packet Independent Center

09640 Status: Active  
**TEST NewApp IC Training Team**  
5601 Six Forks Road  
Raleigh, NC 27609-1914  
Organization Type: Non-Profit Organization  
Institution Type: Independent Center

Packet Submitted Date: 06/03/2021  
Packet Approved Date:  
Packet Original Approval Date: 05/14/2021  
Packet Status: Submitted for Approval

**The Application Packet is currently under review by the State and is unavailable for changes.**

Packet Assigned To: unassigned  
Field Service Representative: unassigned

Action	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a>	Institution Application	Rev. 2	Pending Validation
<a href="#">Details</a>   <a href="#">Admin</a>	Board of Directors/Principals	Rev. 1	Incomplete
<a href="#">View</a>   <a href="#">Revise</a>	✓ Institution Budget Detail	Rev. 1	Approved
<a href="#">Details</a>	✓ Checklist (10)		
<a href="#">Details</a>	Application Packet Notes		
<a href="#">View</a>	Application Packet Notes for Institution		
<a href="#">Details</a>	Attachment List		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Facility Application(s)	0	1	0	0	0	0	1

[< Back](#) [Submit for Approval](#) [Recommend Approval](#) [Return](#) [Deny](#)

[Show Packet History](#)

# MAKING CHANGES TO FACILITY APPLICATIONS

- Click “Add Attachment”

## Child and Adult Care Food Program

# NCDHHS

Applications | Claims | Compliance | Reports | My Account | Search | Programs | Year | Help | Log Out

Applications > Attachments >

### Attachments

09640 Status: Active  
**TEST NewApp IC Training Team**  
DBA: Training Team IC  
5601 Six Forks Road  
Raleigh, NC 27609-1914

Organization Type: Non-Profit Organization  
Institution Type: Independent Center

#### Attachments

Action	File Name	Type	Date	Comment
No data to display.				


Total Attachments: 0

< Back **Add Attachment**

# MAKING CHANGES TO FACILITY APPLICATIONS

- Certify the information is true and correct

## Certification

- 
- The Institution certifies that the information in this Center Application 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 Center's application may result in the denial of the application and disqualification of the Institution and/or Center, the responsible principals and the responsible individuals from the CACFP program.

# MAKING CHANGES TO FACILITY APPLICATIONS

- “Save” Changes

**Comments**

Internal Comments:

Comments to Institution:

Created By: stateuser6 on: 12/30/2021 8:44:23 AM    Modified By: stateuser6 on: 12/30/2021 8:44:24 AM

[Show Changes](#)

---

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY

# MAKING CHANGES TO FACILITY APPLICATIONS

- Complete the Program Update Form
- Email the Program Update Form to your assigned consultant
- Once the information has been reviewed and it has been approved, you will receive the signed Program Update Form with the State agency approval

NCPH North Carolina Public Health		North Carolina Department of Health and Human Services Division of Public Health, Women's & Children's Health Section Nutrition Services Branch Child and Adult Care Food Program Program Update Form		CACFP Child & Adult Care Food Program	
Institution Name:			Agreement #:		
Email Address					
Phone Number			Fax Number		
Institution Change: (Check all that apply)					
<input type="checkbox"/>	Name Change	<input type="checkbox"/>	Address Change	<input type="checkbox"/>	Change in Program Contact (Ensure Statement of Authority is updated)
<input type="checkbox"/>	Federal ID Change	<input type="checkbox"/>	Telephone/Fax Number Change	<input type="checkbox"/>	Board of Directors
<input type="checkbox"/>	DUNS Number Change	<input type="checkbox"/>	Change in Institution Type	<input type="checkbox"/>	Other Institution Change
<input type="checkbox"/>	SAMS Registration Change	<input type="checkbox"/>	License Change	<input type="checkbox"/>	
Updated Documents: (Check all that apply)					
<input type="checkbox"/>	Truth of Applications Names and Addresses	<input type="checkbox"/>	Management Plan (Ensure all related policies and procedures are updated)	<input type="checkbox"/>	Budget (Ensure Compensation Policy is Updated)
<input type="checkbox"/>	Statement of Authority	<input type="checkbox"/>	Policies	<input type="checkbox"/>	Other document change
<input type="checkbox"/>	Monitoring Plan/Schedule	<input type="checkbox"/>		<input type="checkbox"/>	
Meal Service Change: (Check all that apply)					
<input type="checkbox"/>	Add meal service	<input type="checkbox"/>	Change meal service time	<input type="checkbox"/>	Other Meal Service Change
<input type="checkbox"/>	Drop meal service	<input type="checkbox"/>	Change meal service months/days	<input type="checkbox"/>	
Center Change for Sponsoring Organizations of Affiliated Centers: (Check all that apply)					
<input type="checkbox"/>	Add Center	<input type="checkbox"/>	Terminate Center	<input type="checkbox"/>	Other Center Change
Other Changes:					
All changes to the application must be entered in NC CARES by the institution. Supporting documentation must be submitted for each request and entered in NC CARES. Email/Fax/Mail the CACFP Program Update form to your assigned Regional Consultant.					
Notes/Comments:					
Institution's Signature: _____			Date: _____		
The institution certifies that the information in this request 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 within the Institution's application may result in the denial of the application or termination of the agreement (as applicable) and disqualification of the Institution, the responsible principals and the responsible individuals from the CACFP Program.					
CACFP Staff Signature: _____			Date: _____		
State agency approval: _____			Date: _____		

# MAKING CHANGES TO FACILITY APPLICATIONS

- Find Your Assigned Consultant

## Child and Adult Care Food Program

### NCDHHS

Applications | Claims | Compliance | Reports | My Account | Search | Programs | Year | Help | Log Out

Applications > Application Packet - Centers > Program Year: 2020 - 2021

### Application Packet Independent Center

09640 Status: Active Packet Submitted Date: 06/03/2021  
TEST NewApp IC Training Team Packet Approved Date:  
5601 Six Forks Road Packet Original Approval Date: 05/14/2021  
Raleigh, NC 27609-1914 Packet Status: Submitted for  
Organization Type: Non-Profit Organization Approval  
Institution Type: Independent Center

**The Application Packet is currently under review by the State and is unavailable for changes.**

Packet Assigned To: Latosha Redd  
Field Service Representative: unassigned

Action	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a>	Institution Application	Rev. 2	Pending Validation
<a href="#">Details</a>   <a href="#">Admin</a>	Board of Directors/Principals	Rev. 1	Incomplete
<a href="#">View</a>   <a href="#">Revise</a>	✔ Institution Budget Detail	Rev. 1	Approved
<a href="#">Details</a>	✔ Checklist (10)		
<a href="#">Details</a>	Application Packet Notes		
<a href="#">View</a>	Application Packet Notes for Institution		
<a href="#">Details</a>	Attachment List		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Facility Application(s)	0	1	0	0	0	0	1

< Back Submit for Approval **Recommend Approval** Return Deny

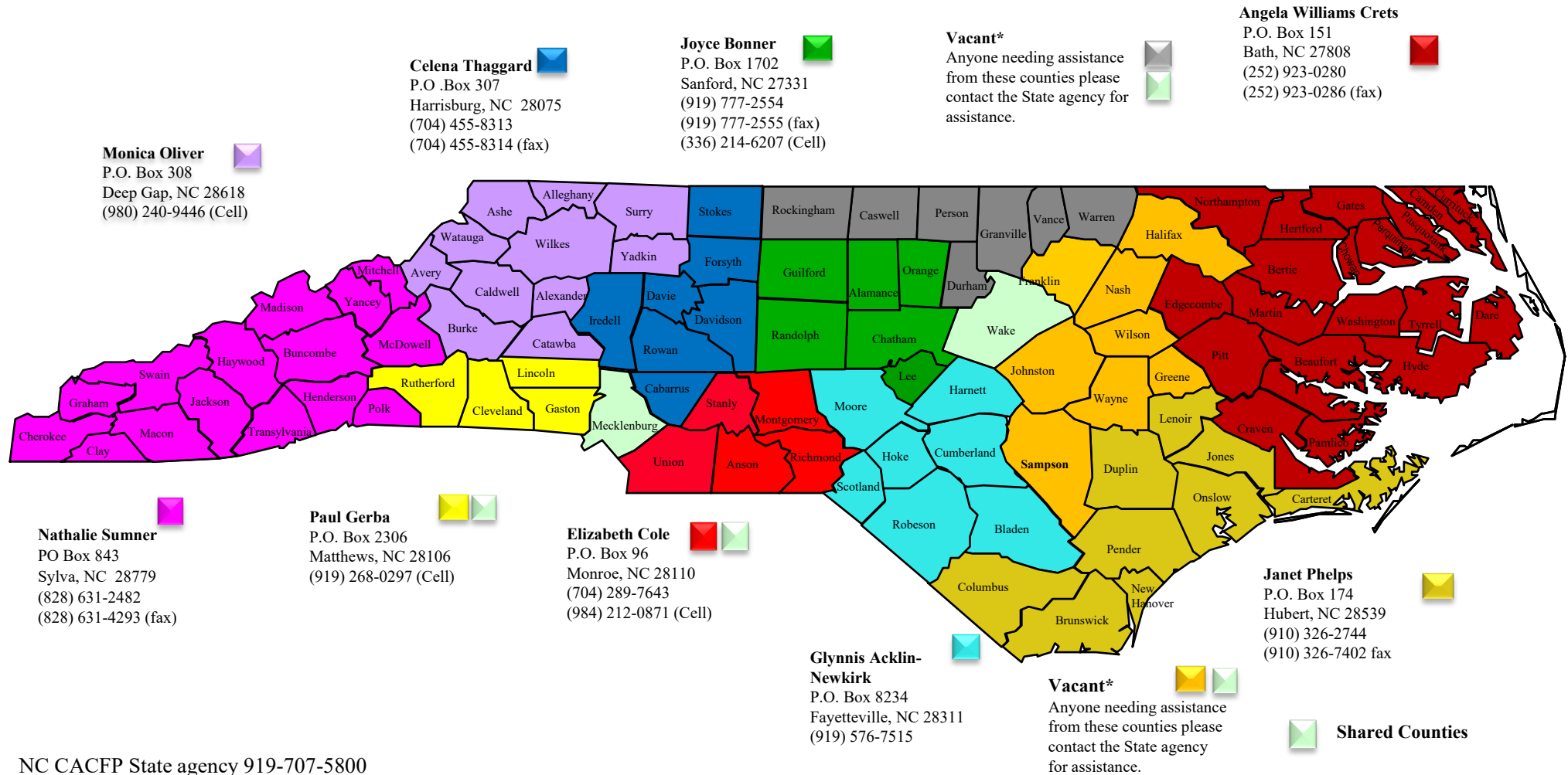
Show Packet History



# North Carolina Department of Health and Human Services

## Community Nutrition Services Section

### CACFP Regional Assignments



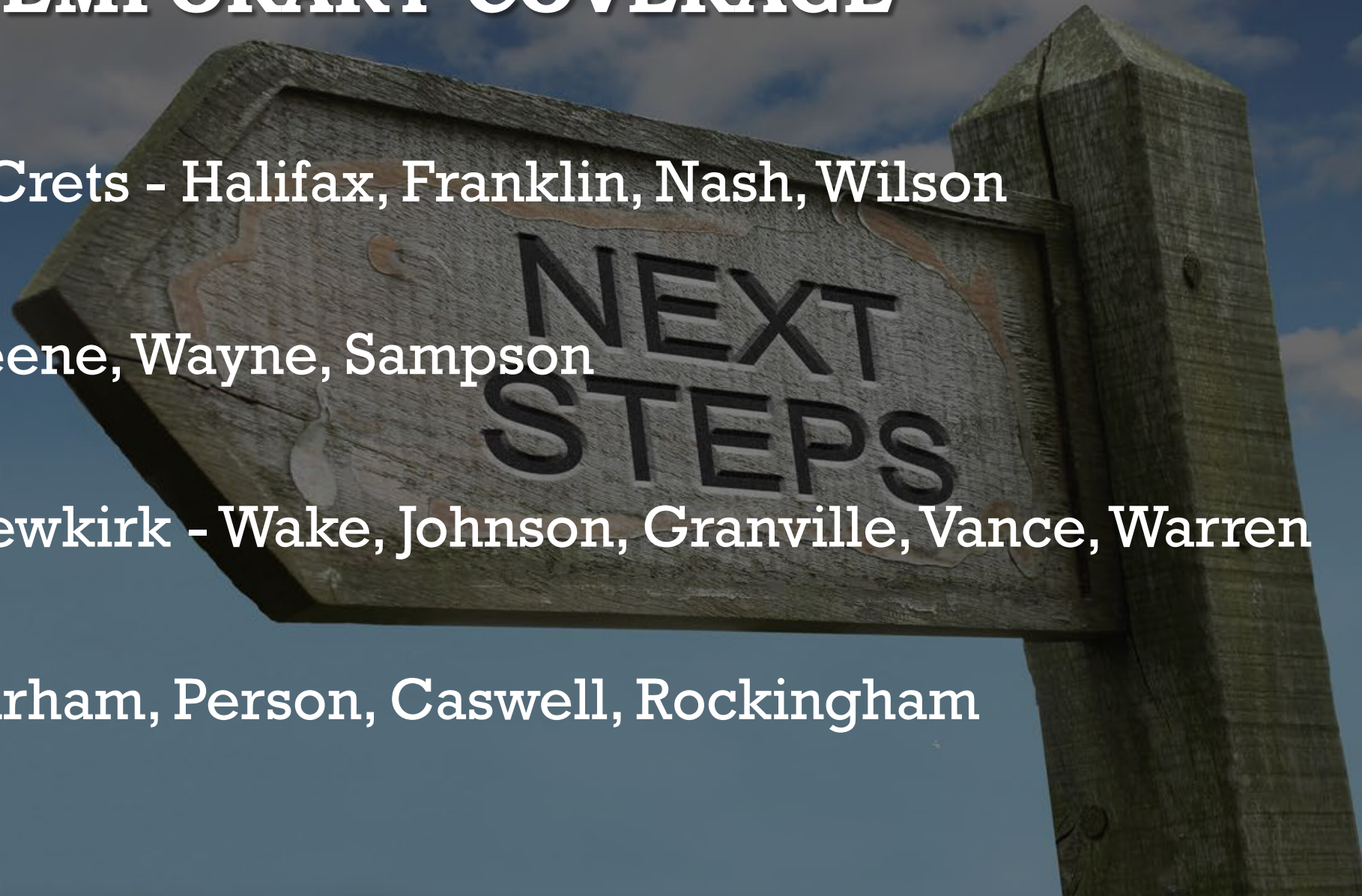
NC CACFP State agency 919-707-5800

February 2022

\* Out of State Institutions

# REGIONAL CONSULTANT ASSIGNMENTS TEMPORARY COVERAGE

- Angela Williams-Crets - Halifax, Franklin, Nash, Wilson
- Janet Phelps - Greene, Wayne, Sampson
- Glynnis Acklin-Newkirk - Wake, Johnson, Granville, Vance, Warren
- Joyce Bonner - Durham, Person, Caswell, Rockingham



**WHAT  
QUESTIONS  
DO YOU  
HAVE?**



**UPCOMING  
STATE  
AGENCY  
TRAININGS**





# **UPCOMING STATE AGENCY TRAININGS**

**Tuesday, February 15th, 2022**

**Duties and Documents for IC's**

**1:00 pm – 4:00 pm**

**Wednesday, February 16th, 2022**

**Duties and Documents for SO's**

**1:00 pm – 4:00 pm**

**Wednesday, February 22nd, 2022**

**Compliance Review: Are You Ready?**

**1:00 pm – 3:00 pm**

Go to [www.nutritionnc.com/training](http://www.nutritionnc.com/training) to register



**ADDITIONAL  
INFORMATION**



# NATIONAL NUTRITION MONTH 2022



# NATIONAL NUTRITION MONTH 2022

- Starts in March
- Weekly Emails
- Visit

<https://www.eatright.org/food/resources/national-nutrition-month> for a  
preview of the resources





# CACFP SUCCESS STORIES

In anticipation of CACFP Week and National Nutrition Month, the State agency is looking for CACFP success stories.

Follow this link -

<https://fs24.formsite.com/cacfp/lurvkkttfj/index.html> and share your CACFP success stories. The first 20 institutions to submit a story will receive a gift in the mail!



**IN CLOSING**

# QUESTIONS & ANSWERS

- 1) Please use the chat function to submit your questions.
- 2) We will review what we have time for that pertains to the good of the group.
- 3) Questions that apply to one specific institution will be handled offline.



# MONTHLY INSTITUTION CALLS

The PowerPoints for the institution calls can now be found on our website [www.nutritionnc.com](http://www.nutritionnc.com)

- 1) Click on “Child and Adult Care Food Program”
- 2) Click on “Program Resources”
- 3) Click on “Monthly Institutions Call”



The screenshot shows the NCDHHS website header with the logo and navigation menu. The main content area displays 'Program Resources' with a list of links. A red arrow points to the 'Monthly Institutions Call' link.

NCDHHS  
Division of Public Health

Search

NC.DHHS NC.GOV AGENCIES JOBS SERVICES

Home About Breastfeeding Promotion And Support Child And Adult Care Food Program WIC Program Contacts

DHHS > DPH > NISB > Child and Adult Care Food Program > Resources

## Program Resources

[\(+ Expand Items Below | \(-\) Collapse Items Below](#)

- [+ NC CACFP Newsletter](#)
- [+ Monthly Institutions Call](#)
- [+ Ethnic and Racial Data](#)
- [+ Policies and Procedures](#)
- [+ School Data - Free and Reduced Meals](#)
- [+ Regulations](#)
- [+ Reimbursement Rates](#)

**JUST  
WANTED TO  
SAY...**

