



**NC CACFP Monthly
Institution Call
July 2023**

All the information on this call is true and accurate as of July 7, 2023.

TODAY'S AGENDA

- NC CACFP CONNECTS
- Orientation & Institution Record
Renewal
- FY 2024 IEA/Enrollment Forms
- FY 2024 Income Eligibility Guidelines
- Additional Information
- Q&A



Welcome

The North Carolina Child & Adult Food Care Program (CACFP) works to ensure that eligible children and adults in qualifying non-residential care facilities receive nutritious meals.

Please Login

To access the system, you must have a valid NCID. Press the Sign In button below to sign in using your NCID.

[SIGN IN](#)

If you don't already have an NCID, you can sign up for one by pressing the Register button.

[REGISTER](#)

NC CACFP CONNECTS

Get Ready. Get Set. Go.

TO: CACFP Institutions

FROM: Cassandra Williams
CACFP Program Manager

DATE: August 22, 2022

RE: NC CACFP CONNECTS Desktop Requirements

Introduction and Purpose

The purpose of the document describes the desktop or device requirements needed to access the new CACFP app (NC CACFP CONNECTS) from the point of view of the end user (Institutions, Sponsoring Organizations, Day Care Centers) and the State. This document contains standards and recommendations on the workstation specification required to execute the application.

This document identifies, or where necessary, recommends the minimum workstation configuration needed to execute the solution.

The document is comprised of the following sections:

Section 1: CACFP workstation specifications: This contains the minimum recommended standards for utilizing the new CACFP application.

Project Updates

Completed	In Progress (July 2023)
CACFP basic modules	End to End Testing
Administration basic modules	Defect resolution for claims, budget modules UAT
	Continue finalizing user manual(s) for MVP capabilities
	Complete finance module UAT

A top-down view of a variety of fresh vegetables arranged on a rustic wooden surface. The vegetables include several bright red tomatoes, a head of purple cabbage, several orange carrots, and a mix of red, yellow, and green bell peppers. In the foreground, there are green onions and fresh basil leaves. The wooden background has a natural grain and some knots, adding to the rustic feel.

Orientation & Institution Record Renewal Training

Orientation Training for NC CACFP CONNECTS

- Training is **mandatory** for at least one staff member
- Will be conducted virtually
- August 7-18, 2023
- Registration will be on our Live Webinars

NC CACFP CONNECTS Orientation Training

Independent Center Trainings

Aug 8, Tues	1-3 pm	IC NC CACFP CONNECTS
Aug 9, Wed	9-11am	IC NC CACFP CONNECTS
Aug 10, Thurs	1-3 pm	IC NC CACFP CONNECTS
Aug 14, Mon	1-3 pm	IC NC CACFP CONNECTS
Aug 15, Tues	9-11am	IC NC CACFP CONNECTS
Aug 16, Wed	1-3 pm	IC NC CACFP CONNECTS
Aug 17, Thurs	9-11am	IC NC CACFP CONNECTS
Aug 18, Fri	9-11am	IC NC CACFP CONNECTS

NC CACFP CONNECTS Orientation Training

Sponsoring Organization Trainings

Aug 7, Mon	1-3:30 pm	SO NC CACFP CONNECTS
Aug 8, Tues	9-11:30 am	SO NC CACFP CONNECTS
Aug 9, Wed	1-3:30 pm	SO NC CACFP CONNECTS
Aug 10, Thurs	9-11:30 am	SO NC CACFP CONNECTS
Aug 11, Fri	9-11:30 am	SO NC CACFP CONNECTS
Aug 15, Tues	1-3:30 pm	SO NC CACFP CONNECTS
Aug 16, Wed	9-11:30 am	SO NC CACFP CONNECTS
Aug 17, Thurs	1-3:30 pm	SO NC CACFP CONNECTS

On-Demand Training

- Available after the live webinars
- Priority access will be given to those attending live trainings
- Live training is encouraged

Orientation Training is **Required**

If training is not completed Institutions will:

- be submitted as Seriously Deficient
- not have access to NC CACFP CONNECTS
- not be able to file claims in the new system
- not be able to renew their record for FY 2024



NC CACFP CONNECTS
Guidance & Key Dates

User Access

- Institutions must complete **User Transition Form and User Access Request** prior to Go Live.
- User Access Requests *will* be processed after institutions have completed Orientation Training.

Requesting User Access

- Step 1 – Complete the **User Transition Form**
 - Form link provided at completion of training
 - Owner/board chair lists all staff and roles
 - One form per four users
 - Email confirmation once submitted
 - ❑ Goes to the user who completed the form
and up to four additional users

Requesting User Access

Step 2 – Complete **User Access Request**

- Link will be in confirmation email
- Submitted within NC CACFP CONNECTS

Access opens **August 21, 2023, at 8:00 am**

Key Dates

Timeline	
Date	Action
August 7, 2023 at 11:59 pm	NC CARES will be taken offline
	<ul style="list-style-type: none">• Claims may be filed in NC CARES until August 7th 11:59 pm• Claim submission will be unavailable until NC CACFP CONNECTS is available statewide on August 21st at 8:00 am• Claim Submission Deadlines<ul style="list-style-type: none">○ May claim Due By: July 31, 2023 (in NC CARES)○ June claim Due By: August 7, 2023 (in NC CARES)○ July claim Due By: August 7, 2023 (in NC CARES); Due By: August 29, 2023 in NC CACFP CONNECTS. <p><i>* Any claims not filed in NC CARES by August 7, 2023, must be submitted in NC CACFP CONNECTS after August 21, 2023.</i></p>


Key Dates

Timeline	
Date	Action
August 9, 2023	The Controller's office will process all claims that have been submitted in NC CARES as of August 7, 2023, at 11:59 pm.
August 14 – 18, 2023	The State agency and test institutions will be working diligently to ensure data conversion was successful and the system is set up properly.
August 21, 2023	NC CACFP CONNECTS opens to all Registered Approved Users.
	<ul style="list-style-type: none">• All approved institution users will receive an email indicating their user ID is now active in NC CACFP CONNECTS and they may log in.• Institutions are strongly encouraged to log into the system and review all information for accuracy.• If errors are noted, report to the State agency. The process for error submission will be provided prior to August 21st.• Institutions with NC CACFP CONNECTS access may begin entering outstanding claims.

Questions Regarding NC CACFP CONNECTS?

Email us at: NCCACFPCONNECTS@dhhs.nc.gov




A top-down view of various healthy ingredients arranged around a central text box. The ingredients include several types of seeds (chickpeas, sunflower, flax, lentils, and black lentils), black beans, green leafy vegetables (spinach, basil, and kale), and broccoli. The background is a light blue-grey surface.

FY 2024 Income Eligibility Applications, Enrollment Forms, Guidelines, and Reimbursement Rates

FY 2024 IEA's and Enrollment Forms

- Available on our [Forms page](#)
- Separate form for each age group

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
ADULT INCOME ELIGIBILITY APPLICATION



INSTITUTION NAME: _____ FACILITY NAME: _____ AGREEMENT#: _____

1. Participant Name: _____
First Last

2. MEDICAID, SNAP, Supplemental Security Income (SSI), or FDIPIR: Provide the participant's case or program number if applicable.
Medicaid # _____ SNAP # _____
SSI # _____ (Last 4 digits only) FDIPIR # _____
If you have provided a Medicaid, SNAP, SSI, or FDIPIR number, do not complete #3. Complete #4 (voluntary) and #5.

3. HOUSEHOLD INCOME: List the income of the participant, and if residing with the participant, their spouse, and any dependents of the adult participant who reside with them. List all gross income (before deductions) received last month.
If you did not give a Medicaid, SSI, FDIPIR and/or SNAP case number, you must complete the income information.

Names of Household Members	Monthly Wages/Salaries	Monthly Social Security	Monthly Retirement Pensions Earnings	Other Monthly Earnings
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

4. ETHNIC IDENTITY: (Check one) Hispanic or Latino Not Hispanic or Latino
RACE: (Check one or more) White Black or African American Asian
 American Indian or Alaskan Native Native Hawaiian or Other Pacific Islander

5. SIGNATURE AND LAST FOUR DIGITS OF THE SOCIAL SECURITY NUMBER: I certify that all the above information is true and correct, and that all income is reported. I understand that this information is being given for the receipt of federal funds; that Program officials may verify the information on the application and that deliberate misrepresentation of the information may subject me to prosecution under applicable state and federal criminal laws.

Signature of Participant or Adult Household Member - Required _____ Date _____ Check if no SSN
Last four digits of the Social Security number (Required for households qualifying by income)

Printed Name _____ Telephone # _____

Address _____


For Institution Use Only
TOTAL HOUSEHOLD SIZE: _____ TOTAL HOUSEHOLD MONTHLY INCOME: \$ _____
Approved: Free Reduced-Price Denied
Reason for denial: Income too high Incomplete application Other _____

Withdrawn on (Date) _____

Signature of Eligibility Official (Individual at the Institution level) - Required _____ Date - Required _____

NC CACFP - Adult Income Eligibility Application (06/2023) This institution is an equal opportunity provider.

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
Infant and Child Enrollment Form



INSTITUTION NAME: _____ FACILITY NAME: _____ AGREEMENT#: _____

Dear Parent/Guardian,
This center/program receives funding from the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). CACFP needs proof of enrollment for all infants and children. Please complete the table below for each infant and/or child in your family enrolled at this center/program. Be sure to sign and date in the space below.

The information below must be completed by the parent or guardian.

Infant/Child's First Name	Infant/Child's Last Name	Date of Birth	Normal/Typical Hours of Care	Normal/Typical Days of Care (Circle all that apply)	Meals Normally Eaten (Circle all that apply)
			to	M T W Th F Sat Sun	B AM L PM S LPM
			to	M T W Th F Sat Sun	B AM L PM S LPM
			to	M T W Th F Sat Sun	B AM L PM S LPM
			to	M T W Th F Sat Sun	B AM L PM S LPM
			to	M T W Th F Sat Sun	B AM L PM S LPM

Normal/Typical Hours of Care: Write in each infant/child's usual arrival and departure time. Indicate a.m. or p.m.
Normal Days of Care: Circle the days of the week each infant/child is usually in attendance at the facility.
(M-Monday; T-Tuesday; W-Wednesday; Th-Thursday; F-Friday; Sat-Saturday; Sun-Sunday)
Meals Normally Eaten - Circle the meals each infant/child usually eats at the facility.
(B-Breakfast; AM-AM Snack; L-Lunch; PM-PM Snack; S-Supper; LPM-Late PM/Evening Snack)

Parent/Guardian Signature: _____ Date: _____

Print Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone Number: () _____ Work Telephone Number: () _____

For Facility/Provider Use Only:
Signature of Facility Representative/Provider: _____ Date: _____
Date each infant/child withdrew: _____

For State Use Only: Complete _____ Incomplete _____ Reason: _____ Verified by: _____ Date: _____

This institution is an equal opportunity provider.

NC CACFP Infant and Child Enrollment Form (05/2022)

FY 2024 Income Eligibility Guidelines

Effective from July 1, 2023 to June 30, 2024

HOUSEHOLD SIZE	YEARLY		MONTHLY		TWICE PER MONTH		EVERY TWO WEEKS		WEEKLY	
	Free No greater than	Reduced No greater than	Free No greater than	Reduced No greater than	Free No greater than	Reduced No greater than	Free No greater than	Reduced No greater than	Free No greater than	Reduced No greater than
1	\$18,954	\$26,973	\$1,580	\$2,248	\$790	\$1,124	\$729	\$1,038	\$365	\$519
2	\$25,636	\$36,482	\$2,137	\$3,041	\$1,069	\$1,521	\$986	\$1,404	\$493	\$702
3	\$32,318	\$45,991	\$2,694	\$3,833	\$1,347	\$1,917	\$1,243	\$1,769	\$622	\$885
4	\$39,000	\$55,500	\$3,250	\$4,625	\$1,625	\$2,313	\$1,500	\$2,135	\$750	\$1,068
5	\$45,682	\$65,009	\$3,807	\$5,418	\$1,904	\$2,709	\$1,757	\$2,501	\$879	\$1,251
6	\$52,364	\$74,518	\$4,364	\$6,210	\$2,182	\$3,105	\$2,014	\$2,867	\$1,007	\$1,434
7	\$59,046	\$84,027	\$4,921	\$7,003	\$2,461	\$3,502	\$2,271	\$3,232	\$1,136	\$1,616
8	\$65,728	\$93,536	\$5,478	\$7,795	\$2,739	\$3,898	\$2,528	\$3,598	\$1,264	\$1,799
For each additional family member, add:	\$6,682	\$9,509	\$557	\$793	\$279	\$397	\$257	\$366	\$129	\$183

Example: A household of 4 with a yearly income of \$40,000.00 would be classified as Reduced.

- Available on our Program Resources [page](#)

Reimbursement Rates for FY 2024

- Received from USDA today
- Adjusted based on The Keep Kids Fed Act (KKFA) which no longer gives the additional 10 cents per meal and snack last rate year
- Will be sent through broadcast email and posted to our website



Additional Information

Application Update (Now Institution Record Renewal) 2024

- Institution Record Renewal will begin September 25, 2023, and end February 29, 2024
- Institutions will be required to complete a **NEW** application in NC CACFP CONNECTS
- This will include:
 - All attachments
 - Management Plan
 - Policies (as applicable)
 - Budget

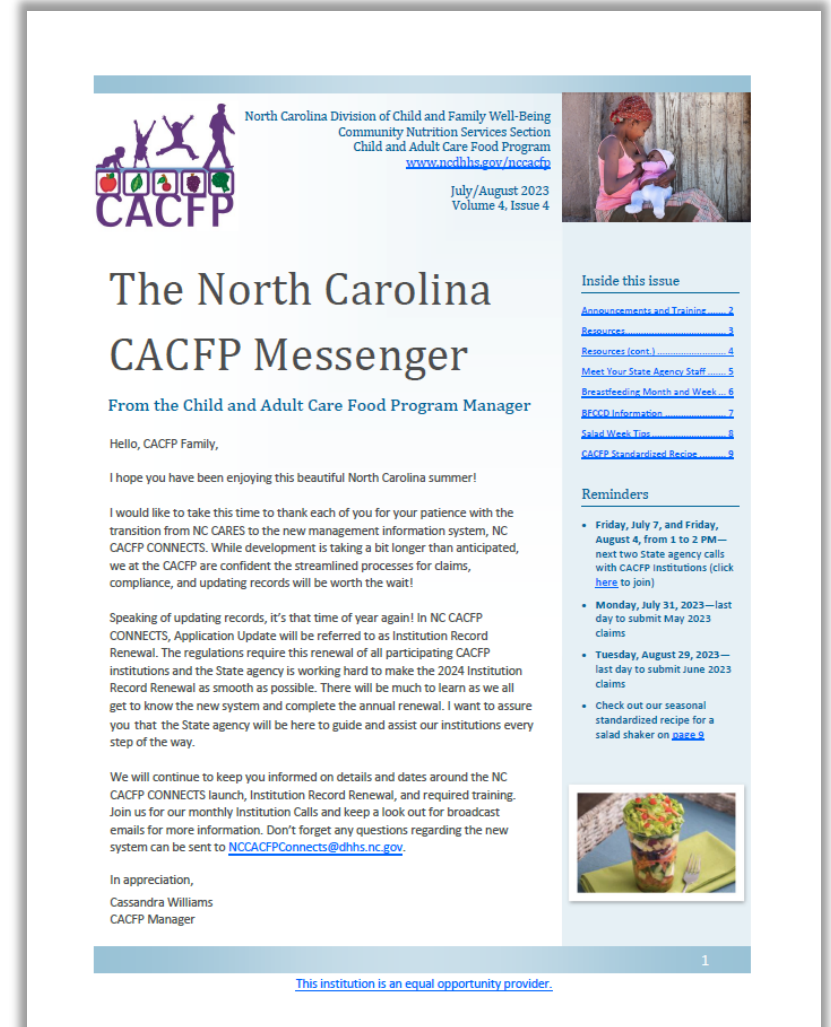
Kidkare/Minute Menu Update

- Kidkare has reverted the upload file to the old version



July-August CACFP Messenger

- Available on our Program Resources [page](#)
- July-August highlights
 - Salad Week (July 23-29)
 - August is National Kids Eat Right Month, National Breastfeeding Month, & World Breastfeeding Week (August 1-7)
 - Updated potentially allowable non-dairy beverage [list](#)



NC Breastfeeding-Friendly Child Care Designation

- Why become designated?
 - Meets families' needs
 - Free marketing
 - And more!
- How to Apply
 - Online application – (link [here](#))
 - No site visits
 - Apply any time – reviewed twice annually



North Carolina

**Breastfeeding-Friendly
Child Care Designation**



IN CLOSING

QUESTIONS & ANSWERS

- Please use the “ASK YOUR QUESTIONS HERE” 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.

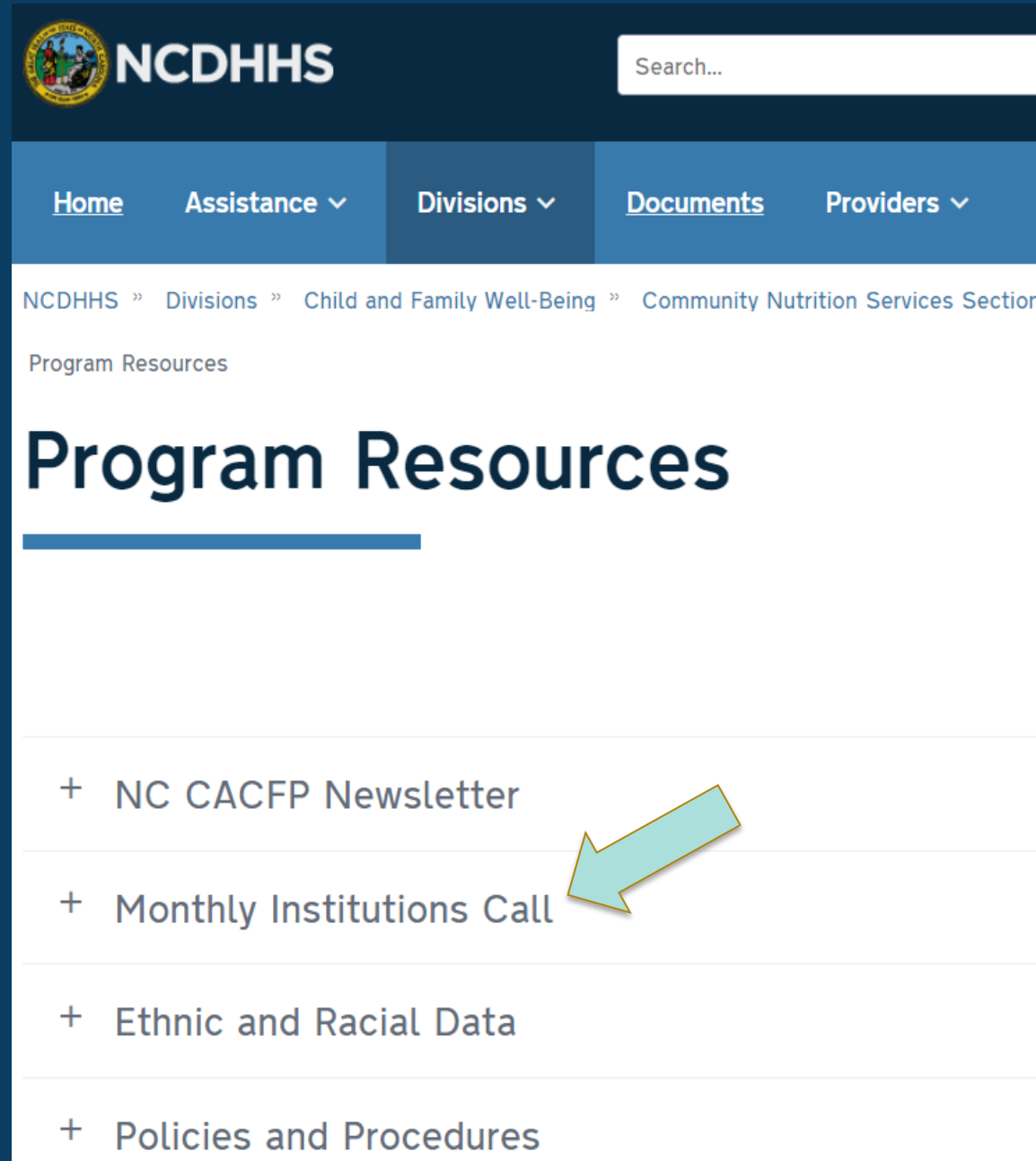


MONTHLY INSTITUTION CALLS

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 with a yellow outline 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, August 4.**