



**NC CACFP
Monthly Institution Call
July 2024**

All the information on this call is true and accurate as of July 12, 2024.

TODAY'S AGENDA

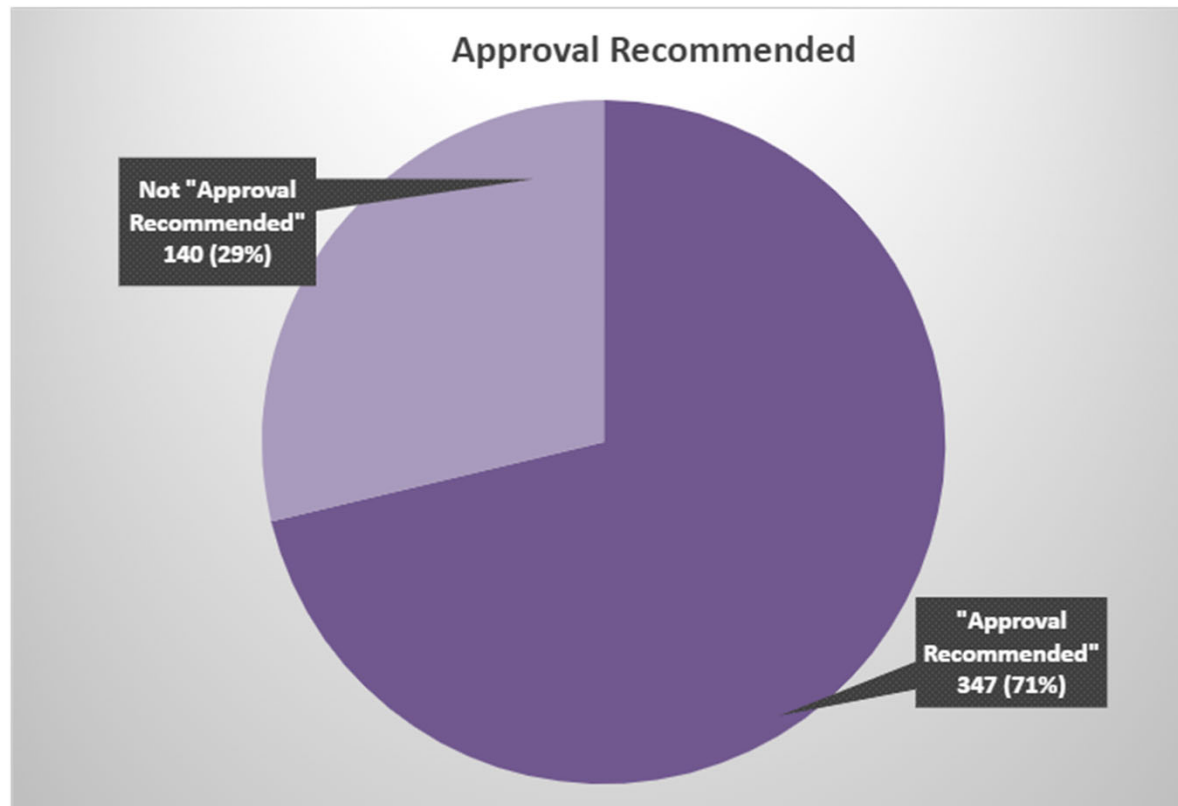
- Record Renewal FY 2024
- Record Renewal FY 2025
- FY 2025 Reimbursement Rates
- FY 2025 Forms (Enrollment & IEA)
- Policy Memo
- USDA Final Rule
- Additional Information
- Q&A





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

- **Opens in NC CACFP CONNECTS on August 1, 2024**
- **Due by September 30, 2024**
- Simple format this year, due to level-set last year

Record Renewal FY 2025

- Guides will be available for each institution type
- Access them by:
 - Email
 - Attending Live Training
 - NC CACFP CONNECTS Document Library



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

Record Renewal Process FY 2025	
Step 1: Log in to the system and select Institution	
Step 2: Under Pending Authorization, Author and Submission Status should be "In Process"	
Step 3: Follow the Notes below for each section	
Step 4: The Institution Record Alerts section submitted for approval.	
Once the record renewal is submitted, review an email from NC CACFP CONNECTS (CNPI) Renewal is complete. Please be sure to check	
Institution Record Alerts	
Institution Demographics	Review information Make any changes
Institution Contacts	Review information Make any changes
Management Plan	Review information Make any changes If changes are made to the plan, upload the updated plan to the document library.
Budget	1. Complete the CACFP Document Library 2. Attach budget entered in the system 3. Upload the completed budget to the Specific Program CONNECTS Document Library
Institution Documents	There is only one document section for all previously submitted documents. Only update the documents in the institution that you are renewing. Required Institution Documents: Annual Informal Sponsoring Org

Institution Certification	Click on the box next to each Renewal Certification statement indicating the institution accepts and agrees with each statement.
Facility Status	Notes
Facility Dashboard – Day Care Home Provider	Review information in all tabs to ensure it is correct and up to date. Make any changes needed.
Facility Dashboard – Sponsored Facility	Review information in all tabs to ensure it is correct and up to date. Make any changes needed.
Required Unaffiliated Facility Documents	Notes
Fire Inspection	The system will flag institutions throughout the year when inspections need to be updated. Update these documents if indicated. Upload the institution's copy of the inspection report(s).
Health Sanitation Inspection	
Facilities Receiving Catered Meals from Food Service Management Companies	
CACFP Food Service Contract – Food Service Management Company	<i>If this is a new contract:</i> Submit a copy of all contract-related documents. Refer to 2 CFR 226 and FNS 796-2 Repeal for additional contract requirements. Contracts up to \$10,000 may be phone quotes, \$10,000-\$250,000 require written quotes submitted, and those over \$250,000 require sealed bids and justification of selected contract. <i>If this is a contract renewal year, the original contract is not required.</i> Upload copies of the institution's/facility's documentation of all phone quotes, written quotes, and bids including specification materials and specifications.
Annual Renewal for Food Service Contract	<i>If this is a contract renewal year:</i> Upload a copy of the contract renewal for FY2025.
Facilities Receiving Catered Meals from School Food Authorities (Contracts with Public Schools only)	
CACFP Food Service Contract – School Food Authority (SFA)	No quotes are required for food service contracts with School Food Authorities (Public Schools).
Annual Food Service Contract Renewal Form*	<i>If this is a contract renewal year:</i> If this is a contract renewal year, submit the original contact as well as the completed contract renewal form.

Failure to accurately complete and submit the annual record renewal in NC CACFP CONNECTS will delay program approval.

Record Renewal FY 2025

- Live trainings will be available 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

LIVE Trainings for Record Renewal FY 2025

Type	Date	Time
Independent Centers	July 30	9:00-11:00 AM
Sponsoring Organizations - Unaffiliated	July 31	9:00-11:00 AM
Sponsoring Organizations - Day Care Home	July 31	1:00-3:00 PM
Sponsoring Organizations - Affiliated	August 1	1:00-3:00 PM
Sponsoring Organizations - Affiliated	August 6	9:00-11:00 AM
Independent Centers	August 7	1:00-3:00 PM
Sponsoring Organizations - Day Care Home	August 8	9:00-11:00 AM
Sponsoring Organizations - Unaffiliated	August 8	1:00-3:00 PM






Reimbursement Rates for 2024-2025

CACFP Reimbursement Rates for 2024-2025




- USDA has released the following rates for FY 2025:
 - Reimbursement Rates
 - Cash In Lieu Rates
 - Administrative Reimbursement Rates for Sponsoring Organizations of Day Care Homes
- Effective July 1, 2024 – June 30, 2025

Summary of Changes for NC

Day Care Homes

- Breakfast  1¢ (Tier I and Tier II)
- Lunch/Supper  3¢ (Tier I) and 2¢ (Tier II)
- Snack  1¢ (Tier II)

Centers/Afterschool

- Breakfast  1¢ (paid) and 9¢ (free/reduced)
- Lunch/Supper  2¢ (paid) and 18¢ (free/reduced)
- Snack  1¢ (paid), 2¢ (reduced), and 4 ¢ (free)

Summary of Changes for NC

Cash In Lieu Rates

- Increased by ½ cents per lunch/supper
- Overall rate of 30 cents per lunch/supper

Summary of Changes for NC

Administrative Reimbursement Rates for Sponsoring Organizations of Day Care Homes

- Increase of \$5 per month for initial 50 homes
- Increase of \$4 per month for next 150 homes
- Increase of \$2 per month for next 800 homes
- Increase of \$2 for each additional home

A close-up photograph of a baby being fed. A hand holds a white and blue spoon with a dollop of yellow food on it, positioned near the baby's mouth. The baby has some food on their chin. Another hand is visible holding a pink bowl. The background is blurred, showing what appears to be a kitchen shelf with various items. A dark blue rectangular box with the word "Forms" in white text is overlaid on the image, centered over the spoon and the baby's mouth.

Forms

Updated Forms for 2024-2025

Now Available in English & Spanish:

- Enrollment Forms
- Income Eligibility Applications
- Infant Feeding Consent Forms

Where to find them:

- NC CACFP CONNECTS Document Library
- NC CACFP Website Forms Page

NC CACFP CONNECTS Document Library

NC CACFP CONNECTS CHILD & ADULT CARE FOOD PROGRAM





CACFP / Document Library

Document Library

Category: Enrollment Forms

2025

Enrollment Forms

	New	Adult Enrollment Form- FY 2025 Created: 07/11/2024 Description: Adult Enrollment Form- English for FY 2025
	New	Adult Enrollment Form- Spanish for FY 2025 Created: 07/11/2024 Description: Adult Enrollment Form- Spanish for FY 2025
	New	Infant and Child Enrollment Form - FY 2025 Created: 07/11/2024 Description: Infant and Child Enrollment Form - English for FY 2025
	New	Infant and Child Enrollment Form- Spanish for FY 2025 Created: 07/11/2024 Description: Infant and Child Enrollment Form- Spanish for FY 2025


NC CACFP CONNECTS Document Library

The screenshot displays the 'NC CACFP CONNECTS' interface. The main header is 'CHILD & ADULT CARE FOOD PROGRAM'. The breadcrumb trail is 'CACFP / Document Library'. The left sidebar contains navigation options: Modules (CACFP, Administration, Training), Home, Record Review Dashboard, Institution Search, Document Library, Pre-Qualification Review, Staff Assignments, Report Library, and Logout.

The 'Document Library' section features a search bar with a 'Category' dropdown set to 'Income Eligibility' and a search input field containing '2025'. Below the search bar, a list of documents is displayed under the heading 'Income Eligibility'. Each document entry includes a download icon, a 'New' badge, the document title, the creation date (07/11/2024), and a description.

Document Title	Created	Description
Adult Income Eligibility Application - FY 2025	07/11/2024	Adult Income Eligibility Application - English for FY 2025
Adult Income Eligibility Application- Spanish for FY 2025	07/11/2024	Adult IEA- Spanish for FY 2025
Infant and Child Income Eligibility Application- FDCH for FY 2025	07/11/2024	Infant and Child Income Eligibility Application- FDCH for FY 2025
Infant and Child Income Eligibility Application- FDCH Providers Children FY 2025	07/11/2024	Infant and Child Income Eligibility Application- FDCH Providers Children for FY 2025
Infant and Child Income Eligibility Application- FY 2025	07/11/2024	Infant and Child Income Eligibility Application- English for FY 2025
Infant and Child Income Eligibility Application - Spanish for FY 2025	07/11/2024	Infant and Child Income Eligibility Application - Spanish for FY 2025

NC CACFP Website Forms Page

An official website of the State of North Carolina [How you know](#) 



NCDHHS

Assistance  Divisic

[Home](#) > [Divisions and Programmatic Offices](#) > [Child and Family Well-Being](#) > [Community Nutrition Services Section](#) > [Child and Adult Care Food Program \(CACFP\)](#) > [CACFP Forms](#)

CACFP Forms

[CACFP General Forms](#)


Claims, Corrective Actions, Meal Documentation, Recordkeeping, Sponsoring Organization Documents, Sponsoring Organization Review Tools, Closeout Documents and Program Update.

[CACFP Forms Fiscal Year 2025](#)

[CACFP Forms Fiscal Year 2024](#)

Enrollment and Income Eligibility Forms, Food Service Contract and Add New Facilities under a Sponsoring Organization.

NC CACFP Website Forms Page

An official website of the State of North Carolina [How you know](#) 

NCDHHS COVID-19



Assistance  Divisions  Provic

[Home](#) > [Divisions and Programmatic Offices](#) > [Child and Family Well-Being](#) > [Community Nutrition Services Section](#) > [Child and Adult Care Food Program \(CACFP\)](#) > [CACFP Forms Fiscal Year 2025](#)

CACFP Forms Fiscal Year 2025

Income Eligibility



Income Eligibility Guidelines



Enrollment Forms





Policy Memo

Policy Memo CACFP 10-2024: Geographic Preference Option Questions & Answers

- Released on June 26, 2024
- Notable changes include:
 - Q&A that address the use of local as a specification for local unprocessed agricultural products
 - Use the term “defined scoring advantage” instead of “geographic preference”
 - Reorganization of Q&As



USDA Final Rule

Partnerships With Faith-Based and Neighborhood Organizations

- Final Rule published by USDA: “Partnerships With Faith-Based and Neighborhood Organizations”
- Affects all Child Nutrition Programs
- Effective July 2, 2024

The screenshot displays the Federal Register website interface. At the top, there is a navigation bar with options for Sections, Browse, Search, Reader Aids, and My FR, along with a search box for documents. The main header features the National Archives logo, the text "FEDERAL REGISTER The Daily Journal of the United States Government", and the Presidential Seal. Below this, a blue bar indicates the document is a "Rule". The title "Partnerships With Faith-Based and Neighborhood Organizations" is prominently displayed. A summary line states: "A Rule by the Education Department, the Homeland Security Department, the Agriculture Department, the Agency for International Development, the Housing and Urban Development Department, the Justice Department, the Labor Department, the Veterans Affairs Department, and the Health and Human Services Department on 03/04/2024". The main content area is titled "PUBLISHED DOCUMENT" and includes a "Start Printed Page 15671" indicator. It lists the following details:

- AGENCY:** Department of Education, Department of Homeland Security, Department of Agriculture, Agency for International Development, Department of Housing and Urban Development, Department of Justice, Department of Labor, Department of Veterans Affairs, Department of Health and Human Services.
- ACTION:** Final rule.
- SUMMARY:** This final rule amends the regulations of the agencies listed above (the "Agencies") to clarify protections for beneficiaries and prospective beneficiaries

A "DOCUMENT DETAILS" sidebar on the right provides additional information:

- Printed version:** PDF
- Publication Date:** 03/04/2024
- Agencies:** Department of Education, Department of Homeland Security, Department of Agriculture, Agency for International Development, Department of Housing and Urban Development, Department of Justice, Department of Labor, Department of Veterans Affairs, Department of Health and Human Services

Notice to Beneficiaries and Prospective Beneficiaries

CACFP local operators:

- **Must** provide written notice to beneficiaries of their right to be free from discrimination on the basis of religion;
- **Must** provide written notice to beneficiaries of how to report violations of these regulatory protections; and,
- *May* provide written notice to beneficiaries on how to obtain information about other federally funded service providers available in their area.

Notice to Beneficiaries and Prospective Beneficiaries

CACFP local operators must provide written notice to beneficiaries by using one or more of the methods below:

- Post a written notice at the service location (e.g., schools, child care centers, community organization sites); or,
- Post a written notice on the local program operator website; or,
- Provide flyers or handouts at food distribution sites (e.g., congregate meal sites, non-congregate meal pick up locations, etc.); or,
- Add the written notification to the program application.

Notice to Beneficiaries and Prospective Beneficiaries

- Model notice available here →
- Download from the FILES pod



United States Department of Agriculture

NOTICE TO BENEFICIARIES AND PROSPECTIVE BENEFICIARIES

Name of Organization:

Name of Program:

Contact Information for Program Staff: [provide name, phone number, and email address, if appropriate]

Because this program is supported in whole or in part by financial assistance from the Federal Government, we are required to let you know that:

- (1) We may not discriminate against you on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice;
- (2) We may not require you to attend or participate in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) that are offered by our organization, and any participation by you in such activities must be purely voluntary;
- (3) We must separate in time or location any privately funded explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) from activities supported with direct Federal financial assistance; and
- (4) You may report violations of these protections, including any denials of services or benefits by an organization, by contacting or filing a written complaint with the Office of the Assistant Secretary for Civil Rights, Center for Civil Rights Enforcement, Program Complaint Division by mail, fax, or e-mail at:

Mail:

United States Department of Agriculture
Director, Center for Civil Rights Enforcement
1400 Independence Avenue, SW
Washington, DC 20250-9410

Fax: (202) 690-7442

Email: program_intake@usda.gov

- (5) If you would like to seek information about whether there are any other federally funded organizations that provide these kinds of services in your area, please contact [INSERT State Administrative Agency contact information].

This written notice must be provided to you before you enroll in the program or receive services from the program, unless the nature of the service provided, or exigent circumstances make it impracticable to provide such notice before we provide the actual service. In such an instance, this notice must be provided to you at the earliest available opportunity.



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 --

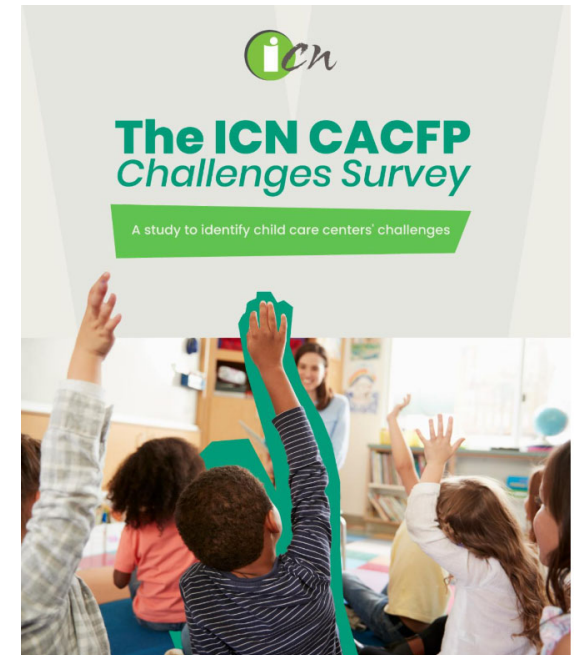
Explore the map:
<https://www.communityclinicalconnections.com/farm-to-ece/>

Register your site on the map today!

The ICN CACFP Challenges Survey

Institute of Child Nutrition Applied Research
Division (ICN ARD)

- 7- 10 minutes
- Voluntary
- Confidential
- CACFP resources, training, and technical assistance development



Click [here](#) to take the survey.

Recipe Standardization Guide for the CACFP



Click [here](#) to view the Recipe Standardization Guide

- ✓ “How-To” Guide
 - ✓ Tools and templates
 - ✓ Taste-test rating activities
-
- Check out the [Institute of Child Nutrition \(ICN\)](#) for more CACFP resources
 - Explore [USDA’s Team Nutrition](#) resources



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.

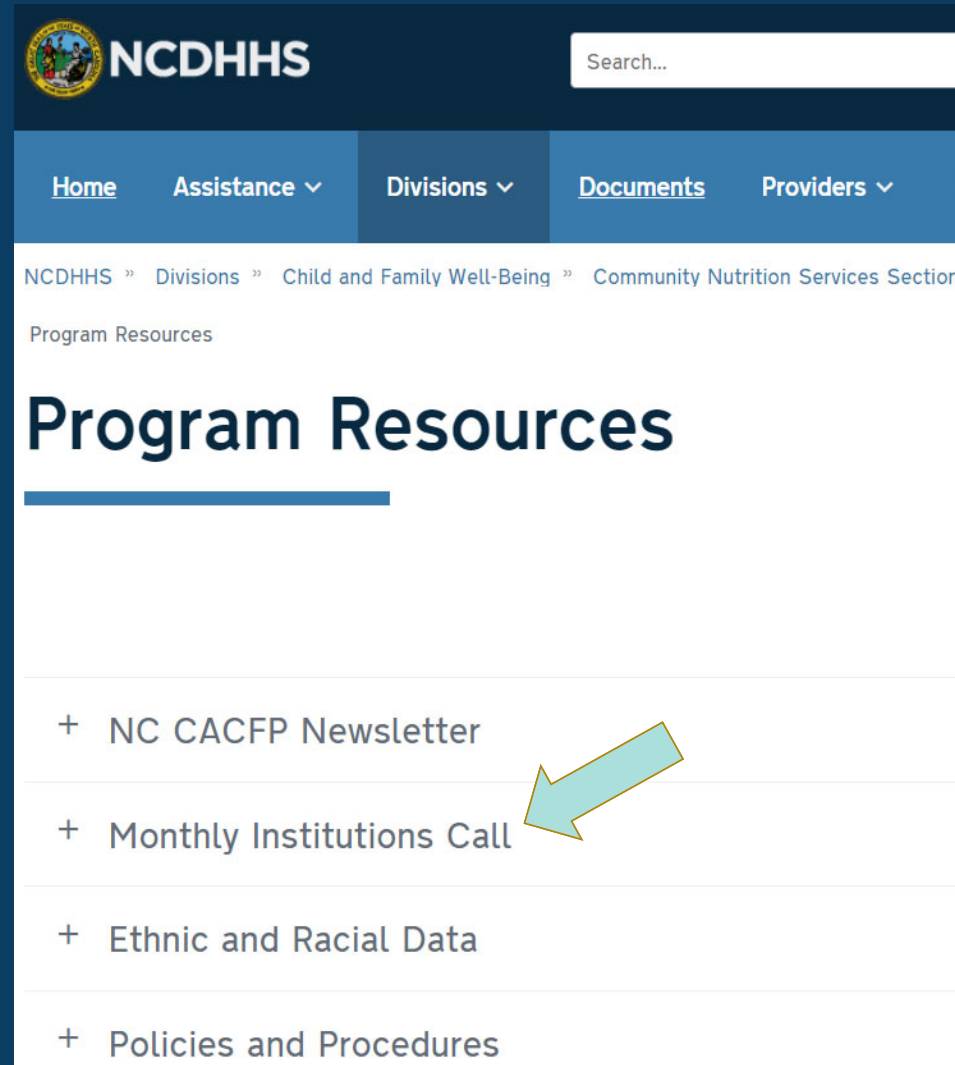


MONTHLY INSTITUTION CALLS

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 page title is 'Program Resources'. A list of resources is displayed, with a teal arrow pointing to 'Monthly Institutions Call'.

NCDHHS » Divisions » Child and Family Well-Being » Community Nutrition Services Section

Program Resources

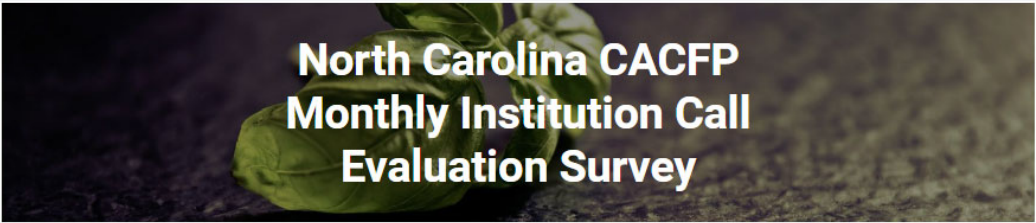
Program Resources

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

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 2.**