

**NC CACFP
Monthly Institution Call
November 2023**

All the information on this call is true and accurate as of November 3, 2023.

TODAY'S AGENDA

- NCFS Transition
- Broadcast Emails
- Email Service Accounts
- User Access
- Record Renewal
- Additional Information
- Q&A






NCFS Transition

NCFS

- The North Carolina Financial System (NCFS) is live.
 - NCFS is a statewide system managed by the Office of the Controller
 - NCFS is used by most all agencies in NC after this most recent launch.
 - Every account code and agency code has changed
 - Prior system – three components, 27 characters
 - New system – eight components, 54 characters
- CNSS anticipated payments would resume October 11th however, there were delays
- Payments have resumed and are being paid in NCFS
- November 1st bug in CACFP CONNECTS prevented some institutions from filing October claims, this has been resolved.



October Claims


- 2023 Budget Extension
 - 2023 Budgets have been moved to FFY 2024

	NC DEPARTMENT OF HEALTH AND HUMAN SERVICES	ROY COOPER • Governor KODY H. KINSLEY • Secretary YVONNE COPELAND • Director, Division of Child and Family Well-Being
September 18, 2023		
MEMORANDUM		
TO:	CACFP Institutions	
FROM:	Cassandra Williams, CACFP Manager <i>Cassandra Williams</i> Community Nutrition Services Section	
SUBJECT:	Federal Fiscal Year 2022-2023 Budget Extension	
<p>The implementation of NC CACFP CONNECTS has pushed Record Renewal (previously Application Update) later in the year. This results in a gap in effective dates for Institution Budgets. Therefore, the State agency will amend the approved Institution Budget bearing the effective date of 10/1/2022. The termination date of 9/30/2023 is changed to 2/29/2024.</p> <p>Any necessary budgetary changes should be submitted in the usual manner throughout this time.</p> <p>Please contact your Regional Consultant with any questions.</p> <p>Thank you.</p> <p>Enclosure</p>		

2024 Budget

- FFY 2024 Budget is in pending approval status
 - Institutions can submit the October claim for reimbursement

Independent Center Budget					
	Program Year	Status	Submitted Date	Approved Date	Version
	2024	Pending Approval	10/30/2023		1
	2023	Approved		10/3/2022	2

CACFP Claims Dashboard									
					Facility Type	Program Year			
Actions	Claim Month	Facility Type	Claim Type	Version	Claim Status	Claim Submitted	Date Processed	Reimbursement	
	October 2023	Centers	Original	1	Submitted	11/2/2023		\$4,379.25	
+	November 2023	Centers		1				\$0.00	

2024 Budget

- FFY 2024 Budget is in pending approval status
 - Institutions will be required to update the 2024 budget to reflect 2024 expenditures

Independent Center Budget					
	Program Year	Status	Submitted Date	Approved Date	Version
	2024	Pending Approval	10/30/2023		1
	2023	Approved		10/3/2022	2

A top-down view of various fresh green vegetables. In the upper left is a large head of broccoli. To its right is a white ceramic bowl filled with dark green lentils. Below the broccoli are several heads of cauliflower and more broccoli florets. In the bottom right corner, there are several large, vibrant green basil leaves. The background is dark, making the green colors of the vegetables stand out.

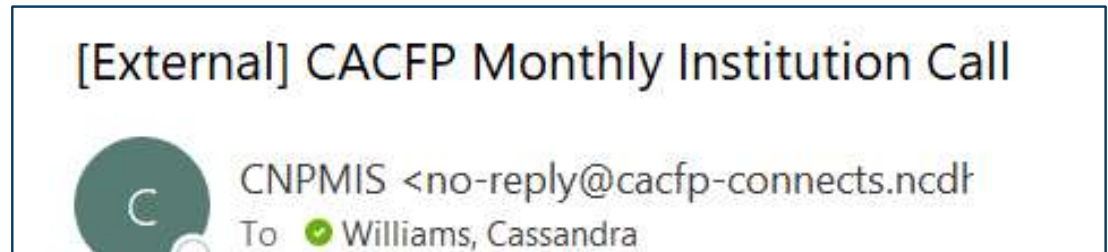
Broadcast Emails

Broadcast Emails from NC CACFP CONNECTS

Emails

- Primary Contact
- Authorized Individual
- Executive Director
- Owner
- Board Chair

CNPMIS



A top-down view of various fresh green vegetables. In the upper left is a large head of broccoli. To its right is a white ceramic bowl filled with dark green lentils. Below the broccoli are several heads of cauliflower and more broccoli florets. In the bottom right corner, there are several large, vibrant green basil leaves. The background is dark, making the green colors of the vegetables stand out.

Email Service Accounts

NCCACFPCONNECTS@dhhs.nc.gov

- This email account will be deactivated effective November 3, 2023.
 - General questions regarding the CACFP should be sent to the Field Service Specialist
 - Questions regarding Record Renewal should be sent to the Renewal Service Specialist

Assigned State Specialist	
New App:	
Renewal App:	Laura Brown
Field Service:	Laura Brown
Compliance:	




User Access

Requesting User Access

New User Access Form

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
NC CACFP CONNECTS New User Access Form



Institution Name:		Agreement #:	
Phone Number	Email address		

Individual NCID Required: Visit the [NCID login page](#), click *Register* to obtain a separate **Individual NCID** for each authorized user. Business NCID or shared NCIDs are prohibited. The **Individual NCID** is a required field.

Complete the following section to request **new** NC CACFP CONNECTS access for institution staff who are authorized to act for the institution in NC CACFP CONNECTS. Please type or print the full name, title, **Individual NCID**, and indicate the type of access to be granted.

Name	Title	Individual NCID

Access to which module(s) in NC CACFP CONNECTS:	Manager (full access)	Application	Claims
Name	Title	Individual NCID	

Access to which module(s) in NC CACFP CONNECTS:	Manager (full access)	Application	Claims
Name	Title	Individual NCID	

Access to which module(s) in NC CACFP CONNECTS:	Manager (full access)	Application	Claims
Name	Title	Individual NCID	

As one of the Institution's Authorized Individuals, per the current Statement of Authority:

- I understand all authorized NC CACFP CONNECTS users are responsible for activities performed under their **Individual NCID**.
- I agree precautions will be made to ensure **Individual NCIDs** will not be used by multiple employees.
- I understand changes in the status of any authorized NC CACFP CONNECTS user listed above must be submitted immediately to the NC CACFP by submitting an [NC CACFP CONNECTS User Termination Form](#) to CNS.CustomerService@dohhs.nc.gov or by fax to 919-870-4863.
- Any NC CACFP CONNECTS login that has not been used within 90 days will be deactivated.

Authorized Individual			
Name	Title	Date	
Signature			
Phone		Email	

User Termination Form

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
NC CACFP CONNECTS User Termination Form



Institution Name:		Agreement #:	
Phone Number	Email address		

Complete the following section to request **termination** of NC CACFP CONNECTS access for institution staff who are no longer authorized to act for the institution. Please type or print the full name, title, Individual NCID.

Terminate NC CACFP CONNECTS access for:

Name	Title	Individual NCID

As one of the Institution's Authorized Individuals, per the current Statement of Authority:

- I am requesting the above authorized NC CACFP CONNECTS user(s) access be terminated effective _____
- I agree precautions were made to ensure their individual NCIDs were not used by anyone else.

Any NC CACFP CONNECTS login that has not been used within 90 days will be deactivated.

Authorized Individual			
Name	Title	Date	
Signature			
Phone		Email	

A young man with dark hair, wearing a red, white, and blue plaid shirt, is sitting at a white table in a bright, modern cafeteria. He is smiling and looking towards the camera. In front of him on the table is a brown paper lunch bag, a green apple, and a blue can. The background is slightly blurred, showing other people sitting at tables and hanging lights. A dark blue rectangular box with the text "Record Renewal" in white is overlaid on the center of the image.

Record Renewal

Record Renewal FY2024

Monday, September 25, 2023: FY2024 Opened

Thursday, February 29, 2024: Approval Deadline

Let's not wait until the last minute, make a goal of giving your institution a Christmas present and get your Record Submitted by December 15, 2023

Record Renewal FY2024 Training

- Pre-recorded trainings for IC's, SO's, and SFA-ARAMs are now available.
 - IC Training: 4 DCDEE contact hours
 - SO Training: 4.5 DCDEE contact hours
- Visit the [Prerecorded Programmatic Training](#) section of the Training Page.
- Must attend the entirety of the training to receive a certificate (time is tracked).
- Important note: FY 2024 Record Renewal Training is separate from NC CACFP CONNECTS Orientation Training. **Both trainings are required.**

Common Concerns Noted by the State Agency

- Management Plan
 - Ensure complete answers are provided.
 - Who
 - What
 - When
 - Where

3a. Please list the person(s) responsible for ensuring funding is available to cover overpayments and responsible for approving payments for overpayment and claims against the institution. (Include who, what, when, where, and how)

[REDACTED] as the director will be notified by the finance team [REDACTED] then will take the bill and write a check out of the account that the bill was created from then the money comes from SLEC or CDC accounts. X

Common Concerns Noted by the State Agency





































- Management Plan
 - Discuss how funds and property are:
 - Received
 - Held
 - Disbursed

5. Describe the institution's process of accountability for all funds and property received, held, and disbursed?

Reports are done at the beginning of the month for the last months billing. Reports consist of daily attendance and expenditures for the month.

Common Concerns Noted by the State Agency

- Budget Documents
 - Ensure the correct budget is selected:

Required Documents										
Rows per page: 10 1-6 of 6										
Actions	Category	SubCategory	Document Name	On File	Date Submitted	Status	Frequency	Next Due Date		
     	Budget Record	Sponsoring Organization	2022-2023 Sponsor of Affiliated Centers Budget	<input type="checkbox"/>			Fiscal Year Renewal			
     	Budget Record	Sponsoring Organization	2022-2023 Sponsor of Unaffiliated Centers Budget	<input type="checkbox"/>			Fiscal Year Renewal			
     	Budget Record	Sponsoring Organization	2022-2023 Sponsor of Day Care Homes	<input type="checkbox"/>			Fiscal Year Renewal			
     	Budget Record	Sponsoring Organization	2023-2024 Sponsor of Affiliated Centers Budget	<input type="checkbox"/>			Fiscal Year Renewal			
     	Budget Record	Sponsoring Organization	2023-2024 Sponsor of Day Care Homes Budget	<input type="checkbox"/>			Fiscal Year Renewal			
     	Budget Record	Sponsoring Organization	2023-2024 Sponsor of Unaffiliated Centers Budget	<input type="checkbox"/>			Fiscal Year Renewal			
Rows per page: 10 1-6 of 6										

Common Concerns Noted by the State Agency

- N/A
 - If a document is Not Applicable to your institution type, click on the circle with the line

     	Institution Record	Policies	Administrative Review Policy
     	Institution Record	Policies	CACFP Performance Standards Policy
     	Institution Record	Policies	Code of Conduct Policy
     	Institution Record	Policies	Compensation Policy
     	Institution Record	Policies	Confidentiality Policy
     	Institution Record	Policies	Disbursement Policy



**Additional
Information**

NC Crunch 2023 at A Safe Place Child Enrichment Center



Feeding Infants in the CACFP

- **Virtual, Wednesday December 6, 2023** (register by November 29)
- **Registration Fee** (late registration fee after November 29)
- **Infant Feeding Bootcamp**

Topics include:

- Feeding Infants in the CACFP: Resources, Training and Regulations
- Infant Meal Pattern: What Foods Are Creditable and When?
- Defining Developmentally Ready, Engaging Parents and Understanding Cues
- Get Cooking with CACFP Creditable Infant Recipes
- Medical Statements: Do You Really Need Them?
- Formulas & Breastfeeding Both Welcome
- Handling Food Allergens in the CACFP Infant Meal Pattern
- Transitioning to Solid Foods: Safe Approaches for Infant Feeding Styles
- CACFP Infant to Toddler Meal Patterns Quizapalooza
- Ask Us Anything: Infants in the CACFP
- Movement and Fun: Learn Ways to Promote Active Play with Infants and Toddlers



CACFP BOOT CAMP
FEEDING INFANTS
DECEMBER 6, 2023

\$99
Standard Registration*

Earn 6 Hours of Continuing Education
The act of feeding is one of the most complex tasks in the first year of life. Whether you're navigating the transition to solid foods through traditional methods or exploring the realm of baby-led weaning, our tailored sessions will be your guide.
Available on-demand for attendees through December 13, 2023.

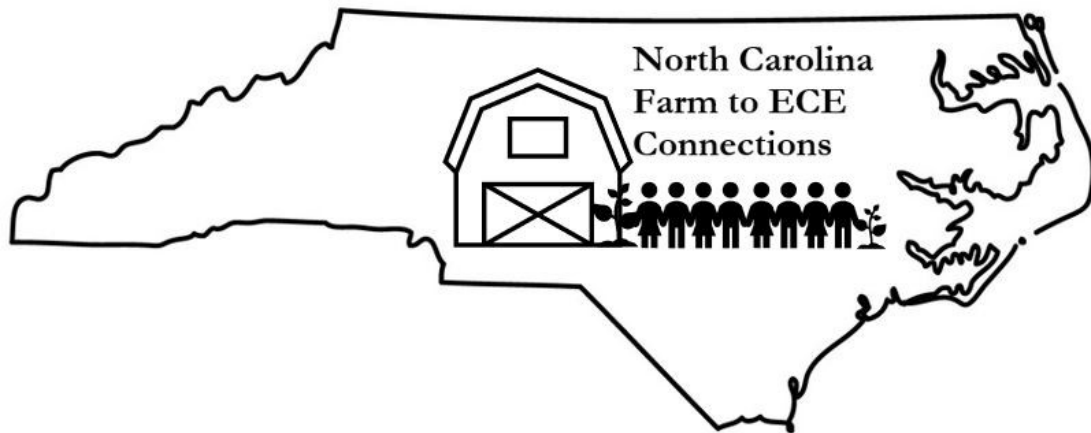
Topics Include:

- » Feeding Infants in the CACFP: Resources, Training and Regulations
- » Infant Meal Pattern: What Foods Are Creditable and When?
- » Defining Developmentally Ready, Engaging Parents and Understanding Cues
- » Get Cooking with CACFP Creditable Infant Recipes
- » Medical Statements: Do You Really Need Them?
- » Formulas & Breastfeeding Both Welcome
- » Handling Food Allergens in the CACFP Infant Meal Pattern
- » Transitioning to Solid Foods: Safe Approaches for Infant Feeding Styles
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- » Ask Us Anything: Infants in the CACFP
- » Movement and Fun: Learn Ways to Promote Active Play with Infants and Toddlers

Register today at cacfp.org/feeding-infants

*\$99 Standard Registration for Members and \$149 for Non-Members. Late Registration is \$169 for Members and \$199 for Non-Members. Standard Registration ends November 29.

Farm to ECE Statewide Mapping System



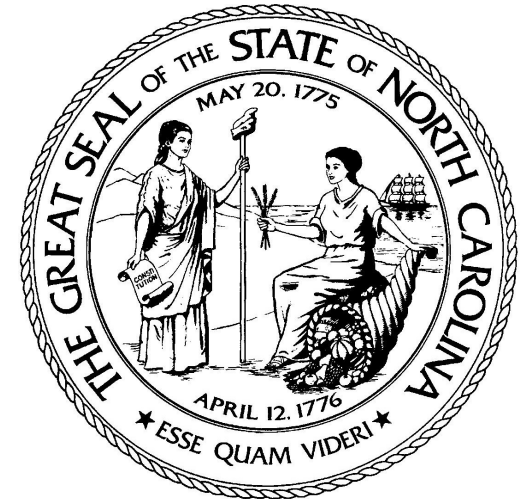
- Connect ECE providers to local farmers
- Ease purchasing of local foods
- County specific
- Healthier NC communities

Interest Survey: <https://www.surveymonkey.com/r/PCY6GLW>

Grant Opportunity

Request for Applications (RFA)

- **Four to eight** NC-based private, public, or non-profit organizations; or local governmental agencies
- Farm to ECE and breastfeeding interventions at ECE sites
- Application deadline: **5:00 pm** on Friday, **December 1, 2023**
- **Questions:** Cindy Stevenson: cindy.stevenson@dhhs.nc.gov; 919-707-5239
- **Link to RFA:**
https://drive.google.com/file/d/1WUvNuGvYAr446c7DTv_Wnp-BKmb9Ku77/view?usp=sharing



TA 01-2023

Crediting Traditional Indigenous Foods in Child Nutrition Programs

- Provides guidance on how to credit Indigenous foods in the CACFP.
- Lists out Indigenous foods with crediting information for each item.
- Lists foods that are similar and could be found in the Food Buying Guide
- Example: Ground Bison/Buffalo credits the same as ground meat.
- Visit our policy memos [page](#) for more information.



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.

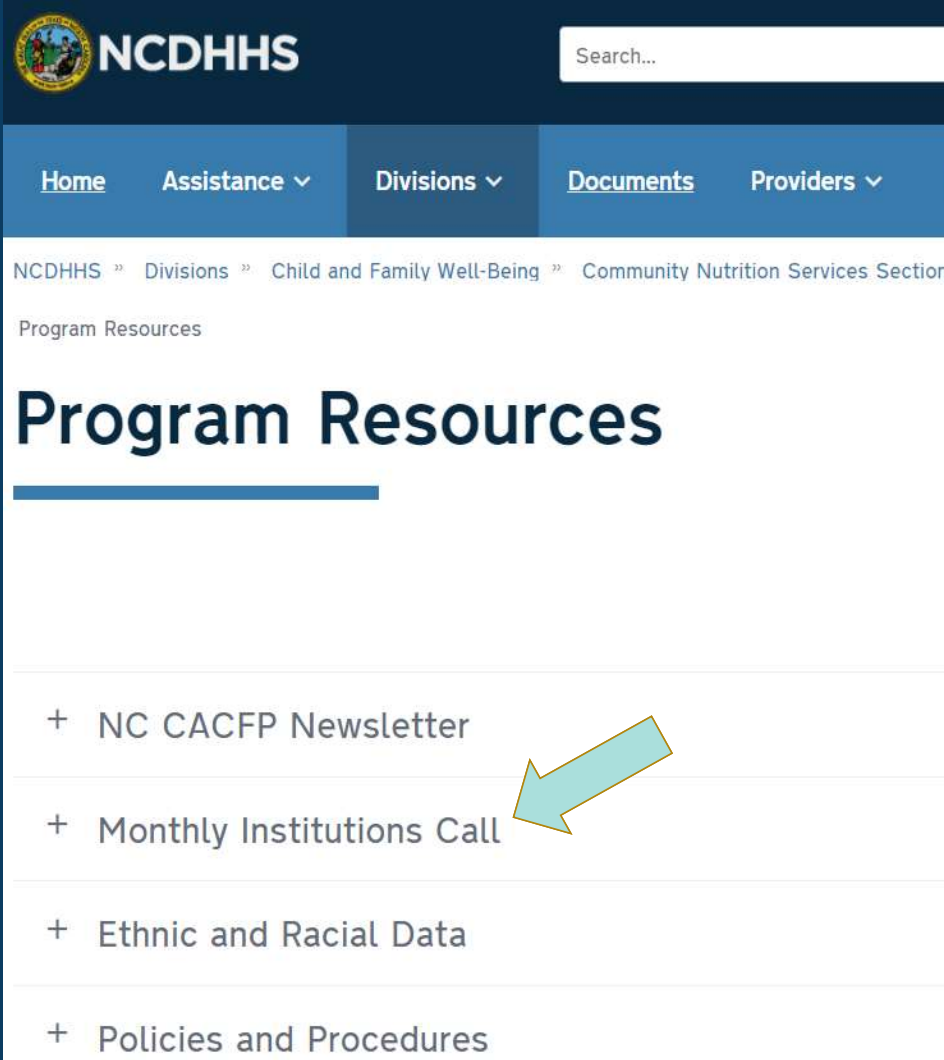


MONTHLY INSTITUTION CALLS

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 follows, each with a plus sign icon: 'NC CACFP Newsletter', 'Monthly Institutions Call', 'Ethnic and Racial Data', and 'Policies and Procedures'. A red 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, December 1.**