



**NC CACFP
Monthly Institution Call
November 2024**



All the information on this call is true and accurate as of November 1, 2024.

TODAY'S AGENDA

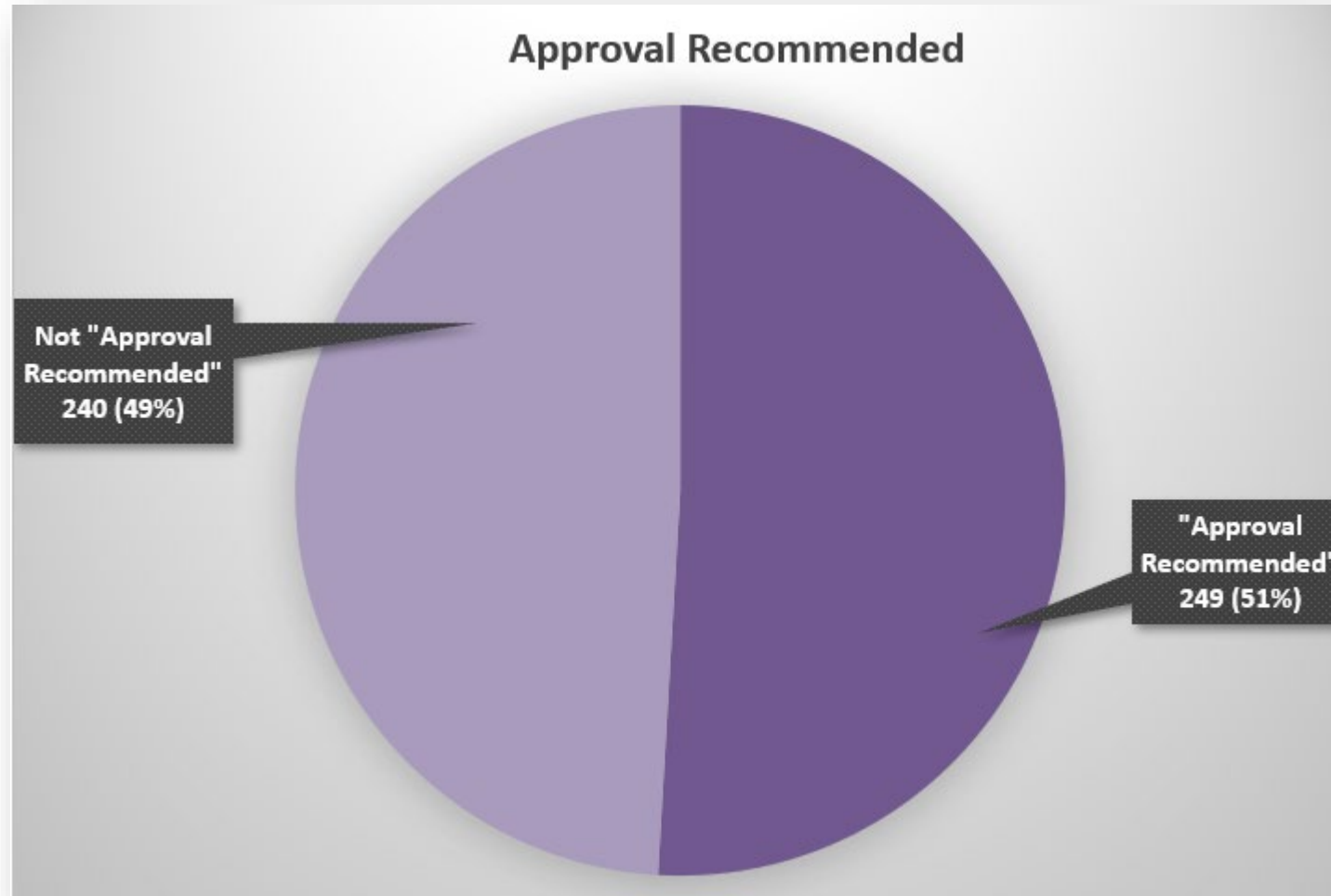
- Record Renewal FY 2025
- User Access Forms
- NC Waiver Requests to USDA
- Policy Memos
- Additional Information
- Q&A



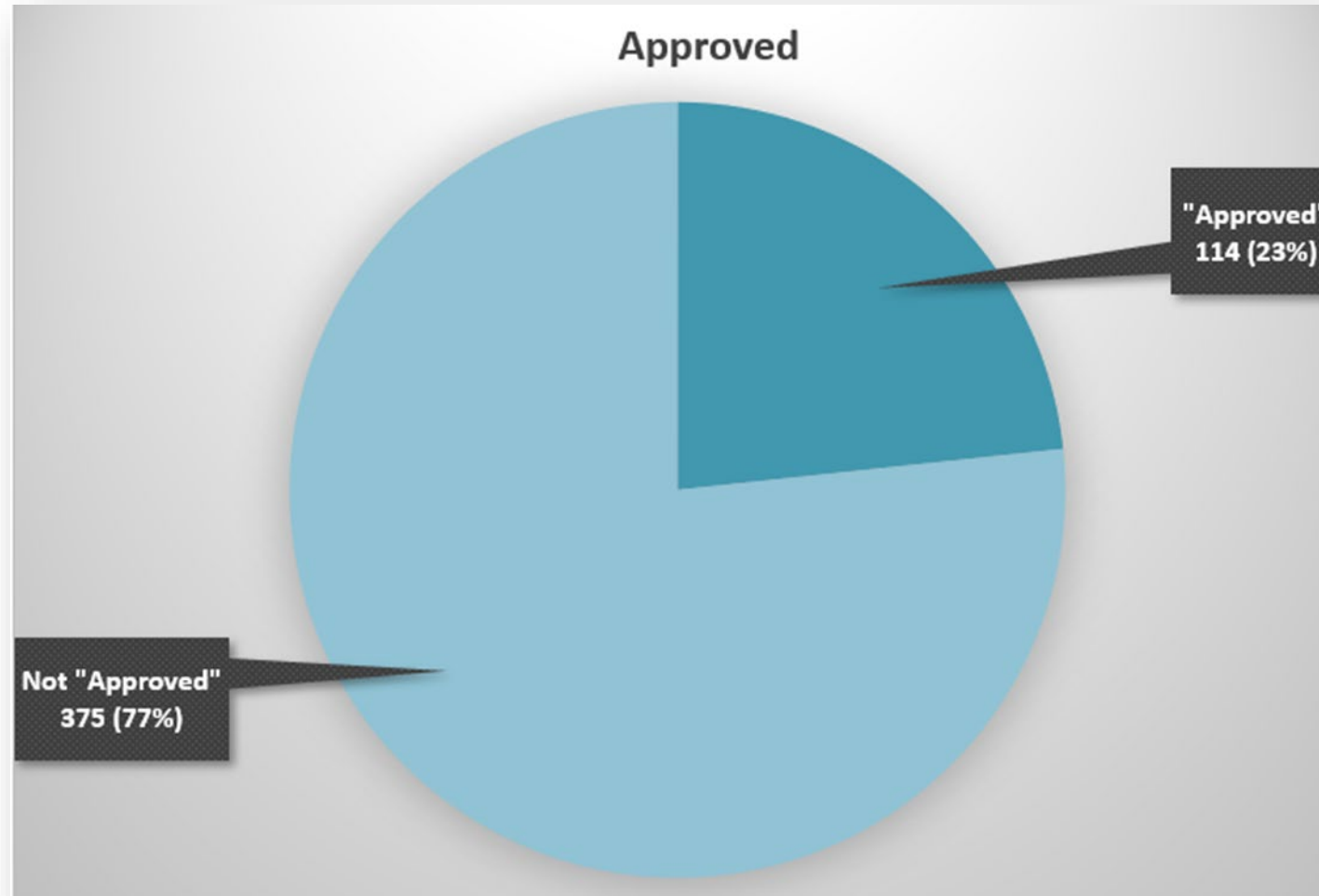


Record Renewal

Record Renewal FY 2025



Record Renewal FY 2025



NC CACFP CONNECTS Defects & Fixes



Expired documents



Other defects



Monitoring Plan

User Access Forms

A close-up photograph of a person's hands working at a desk. The person is wearing a light-colored, long-sleeved shirt. Their right hand is holding a black pen, and their left hand is resting on a white calculator. The desk is covered with papers, and a window with vertical blinds is visible in the background, letting in bright light. A dark blue rectangular box is overlaid on the image, containing the text 'User Access Forms' in white, bold, sans-serif font.

User Access Forms

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:			
<p>Individual NCID Required: Visit the NCID login page, click <i>Register</i> to obtain a separate Individual NCID for each authorized user. NC CACFP CONNECTS access cannot be provided without it. An Individual NCID is required.</p>							
<ul style="list-style-type: none"> • Complete the sections below 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 area of access to be granted. • Prior to submitting this form, each User listed below must request User Access to NC CACFP CONNECTS using the following link: https://cacfp-connects.ncdhhs.gov/landing 							
		Name		Title		Individual NCID	
Grant access to:	<input type="checkbox"/>	Manager (full access)	<input type="checkbox"/>	Application / Record	<input type="checkbox"/>	Application/Record without Budget Documents	
	<input type="checkbox"/>	Training	<input type="checkbox"/>	Compliance	<input type="checkbox"/>	Compliance without Budget Documents	
	<input type="checkbox"/>	Claims	<input type="checkbox"/>	View only (all sections)	<input type="checkbox"/>	Claims without Budget Documents	
<p>Please mark this box to confirm the User has submitted an access request in NC CACFP CONNECTS.</p>							
		Name		Title		Individual NCID	
Grant access to:	<input type="checkbox"/>	Manager (full access)	<input type="checkbox"/>	Application / Record	<input type="checkbox"/>	Application/Record without Budget Documents	
	<input type="checkbox"/>	Training	<input type="checkbox"/>	Compliance	<input type="checkbox"/>	Compliance without Budget Documents	
	<input type="checkbox"/>	Claims	<input type="checkbox"/>	View only (all sections)	<input type="checkbox"/>	Claims without Budget Documents	
<p>Please mark this box to confirm the User has submitted an access request in NC CACFP CONNECTS.</p>							



NC CACFP CONNECTS Access Change Form

This form is to be used for changing user access for those who already have access to NC CACFP CONNECTS.

Institution Name:		Agreement #:	
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Phone Number:		Email Address:	
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Individual NCID Required: Visit the [NCID login page](#), click *Register* to obtain a separate **Individual NCID** for each authorized user. NC CACFP CONNECTS access cannot be provided without it. An **Individual NCID** is required.

- Complete the sections below to request a **change** to NC CACFP CONNECTS access for institution staff who already have access to the institution in NC CACFP CONNECTS.
- Please type or print the full name, title, **Individual NCID**, and indicate the area of access to be granted or removed.

	Name	Title	Individual NCID
--	------	-------	-----------------

Grant access to:	Manager (full access)	Application / Record	Application/Record without Budget Documents
	Training	Compliance	Compliance without Budget Documents
	Claims	View only (all sections)	Claims without Budget Documents
Remove access to:	Manager (full access)	Application / Record	Application/Record without Budget Documents
	Training	Compliance	Compliance without Budget Documents
	Claims	View only (all sections)	Claims without Budget Documents

Please mark this box to confirm the User has submitted an access request in NC CACFP CONNECTS.

	Name	Title	Individual NCID
--	------	-------	-----------------

Grant access to:	Manager (full access)	Application / Record	Application/Record without Budget Documents
	Training	Compliance	Compliance without Budget Documents
	Claims	View only (all sections)	Claims without Budget Documents
Remove access to:	Manager (full access)	Application / Record	Application/Record without Budget Documents
	Training	Compliance	Compliance without Budget Documents
	Claims	View only (all sections)	Claims without Budget Documents

Please mark this box to confirm the User has submitted an access request in NC CACFP CONNECTS.

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. Business NCID or shared NCIDs are prohibited.
- 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 at CNS.CustomerService@dhhs.nc.gov or by fax to 919-870-4863.

Send completed to CNS.CustomerService@dhhs.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	
Signature		Date	
Phone		Email	

STATE USE ONLY		Date Received	
Date	First/Last Name	Verified by	Service Now #

NC CACFP CONNECTS Access Change Form

Compliance Module

Compliance Review - 2025 (updated 11/01/2024)

Institution Demographics

Institution Type: Independent
Organization Type: Non-Profit
Affiliation Type:
Total CTRs: 1
Total DCHs: 0

FY 2025 Authorization

Authorization Type: Renewal
Program Year: 2025
Submission Status: Submitted for Review
Authorization Status: Active
Effective Date:
Review Date: 10/1/2024
Review Due Date: 9/30/2025
Compliance Specialist: Angela Williams-Crets

Institution Contacts

Primary Contact:

Authorized Individual:

Executive Director/Owner:

FY 2025 Review Tracking

- Not Started
- Schedule Review Dates
- Entrance Complete
- On Site Review
- Exit Complete
- QA Review
- Initiate CAD
- CAD In Process
- CAD Submitted
- CAD Returned
- CAD Late

Facility Selection

ID	Name	Type	Meal

Documents

Actions	Date	Title

Review Forms

PRELIMINARY REVIEW FINDINGS REPORT

Actions	Review Form	Facility	Status
	Independent Review		Not Started

Finding(s)

No Finding(s) Available

Technical Assistance

No Technical Assistance Available

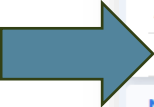
Notes

Alert	Date	Subject

































Correspondence Log

EXPORT

ADD ROW	Actions	Date	Comm. Type	To	From	Subject



Compliance Module

Edit	Category	Status	Assigned
  	100 Licensing and Eligibility	Not Started	
  	200 Board of Directors and Oversight	Not Started	
  	300 Recordkeeping	Not Started	
  	400 Civil Rights	Not Started	
  	500 Training	Not Started	
  	600 Verification of Income Eligibility Applications and Enrollment	Not Started	
  	700 For Profit Verification	Not Started	
  	800 Meal Count Verification	Not Started	
  	900 Approved Meal Service	Not Started	
  	1000 Meal Observation and Meal Pattern Analysis	Not Started	
  	1100 Five Day Meal Count	Not Started	
  	1200 Menu Review	Not Started	
  	1300 Fiscal Integrity	Not Started	
  	1400 Property Standards	Not Started	
  	1500 Procurement Standards	Not Started	

Rows per page: 25 ▾ 1-15 of 15 |< < > >|

[← BACK TO DASHBOARD](#)

Corrective Action Documentation

Corrective Actions

Section Type Search

Action	Type	Form Type	Facility Name	Section	Question	Due	Submitted	Status	Date
	Finding	Independent Review		1500 - Procurement Standards	1506			Not Started	10/25/2024
	Finding	Independent Review		1500 - Procurement Standards	1509			Not Started	10/25/2024
	Finding	Independent Review		100 - Licensing and Eligibility	102			Not Started	10/24/2024
	Finding	Independent Review		1500 - Procurement Standards	1503			Not Started	10/25/2024
	Finding	Independent Review		1500 - Procurement Standards	1504			Not Started	10/25/2024
	Finding	Independent Review		300 - Recordkeeping	302			Not Started	10/28/2024
	Finding	Independent Review		100 - Licensing and Eligibility	103			Not Started	10/29/2024

Rows per page: 25 1-7 of 7 |< < > >|

[+ ADD TA](#) [+ ADD CAD](#)

Corrective Action Documentation

Corrective Actions

[← BACK TO LIST](#)


Corrective Action Details


Form Type*
Independent Review

Facility
Facility


Section*
1500 - Procurement Standards

Question*
1506

CAD Open* 


CAD Due* 

Regulation:




Regulation: Procurement Standards 7 CFR §226.22 (k) Institutions shall maintain records sufficient to detail the significant history of a procurement. These records shall include, but are not necessarily limited to, information pertinent to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the cost or price.

Finding:



Finding: The Institution does not maintain contracts on file for contracted services paid (in whole or in part) with CACFP funds.

Technical Assistance:



Corrective Actions:



CAD: 1) The institution must ensure that contracts are maintained on file for any contracted services in in whole or in part with CACFP funds. 2) The institution must provide corrective action documentation that demonstrates how the institution will ensure that contracts will be maintained on file for any contracted services paid (in whole or in part) with CACFP funds. 3) Submit copies of missing contracts.

SO Corrective Action Documentation

Corrective Actions

Section Type Search

Action	Type	Form Type	Facility Name	Section	Question	Due	Submitted	Status	Date
	Finding	Sponsor of DCHs		500 - Monitoring	503	11/20/2024		Not Started	10/30/2024
	Finding	DCH Provider Review		100 - Licensing & Eligibility	102	11/20/2024		Not Started	10/30/2024
	Finding	Sponsor of DCHs		100 - Board of Directors and Oversight	102			Not Started	10/30/2024
	Finding	DCH Provider Review		300 - Recordkeeping	301	11/20/2024		Not Started	10/30/2024
	Finding	Sponsor of DCHs		500 - Monitoring	521			Not Started	10/30/2024
	Finding	DCH Provider Review		400 - Civil Rights	401	11/20/2024		Not Started	10/30/2024
	Finding	DCH Provider Review		400 - Civil Rights	404	11/20/2024		Not Started	10/30/2024
	Finding	DCH Provider Review		400 - Civil Rights	405	11/20/2024		Not Started	10/30/2024
	Finding	Sponsor of DCHs		1200 - Menu Review	1202	11/06/2024		Not Started	10/30/2024
	Finding	Sponsor of DCHs		100 - Board of Directors and Oversight	104			Not Started	10/30/2024
	Finding	Sponsor of DCHs		1200 - Menu Review	1201			Not Started	10/30/2024
	Finding	DCH Provider Review		1100 - Approved Meal Service	1102	11/20/2024		Not Started	10/30/2024
	Finding	DCH Provider Review		1200 - Meal Observation and Meal Pattern Analysis	1230	11/20/2024		Not Started	10/31/2024
	Finding	Sponsor of DCHs		100 - Board of Directors and Oversight	103			Not Started	10/30/2024
	Finding	Sponsor of DCHs		200 - Recordkeeping	204			Not Started	10/30/2024
	Finding	DCH Provider Review		1400 - Menu Review	1402	11/20/2024		Not Started	10/31/2024

NC Waiver Requests to USDA

REGULATIONS

GUIDELINES



Federal Disaster Counties

- Alexander
- Appalachian Health District
(Alleghany, Ashe, & Watauga)
- Buncombe
- Burke
- Caldwell
- Catawba
- Clay
- Cleveland
- Eastern Band of Cherokee Indians
- Foothills (McDowell & Rutherford)
- Gaston
- Graham
- Haywood
- Henderson
- Jackson
- Macon
- Madison
- Polk
- Toe River (Mitchell & Avery)
- Transylvania
- Wilkes
- Yancey

Hurricane Helene Waiver Request for CACFP Institutions

- Approved by USDA
- Addresses recovery needs from Hurricane Helene
- Effective through Nov. 1, 2024
- Multiple waivers requested

- A. Allow participating institutions the option to serve meals in a non-congregate setting during unanticipated school, child and adult day care closures.
- B. Allow the State agency to waive meal pattern requirements on an institution-by-institution basis for CACFP institutions when there is a disruption to the food supply. Institutions would be required to submit to the State agency documentation of the disruption to the food supply.
- C. Allow all Sponsoring Organizations the option to waive pre-approval visits for the next 60 days, postpone the required 4-week review for new facility for the next 60 days, and allow for more than 6-month to elapse between reviews of existing facility for the next 60 days. Waive the requirement for on-site reviews and allow for desk reviews of the facilities.
- D. Allow institutions up to 90 days from the last day of the claim month to file their claim for reimbursement without having to use a one-time exception or provide a Corrective Action Plan.
- E. Request on behalf of Sponsoring Organizations to waive the requirements to distribute reimbursement to sponsored facilities within 5 days of receipt of the monthly reimbursement. Sponsors have reported loss of electricity and loss of internet connectivity that may prevent a timely distribution of funds.
- F. Request exemption for record retention requirements when records have been destroyed on a case-by-case basis for CACFP institutions. Institutions and facilities would be required to submit documentation of the loss.
- G. Allow program operators the flexibility to adjust the times meals and snacks are provided in order to streamline operations.
- H. Allow sites that are approved for non-congregate meal service to distribute meals to a parent or guardian to take home to their eligible child(ren).

Waiver Request Form

- Institutions **MUST apply for and be approved** for waiver(s) before use
- For Sponsoring Organizations, up to 10 affected facilities can be included on 1 form
- Use online form link:
<https://fs24.formsite.com/cacfp/rshybegek8/index>



NC CACFP Disaster Relief for Hurricane Helene and Port Strike Waivers: Waiver Request Form

The Child and Adult Food Program (CACFP) has been granted eight waiver requests by the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) to provide CACFP operators the maximum flexibility following the devastation of Hurricane Helene in NC and the potential affect of the dock worker strike on nationwide supply. Please complete the waiver request form below to request one or more waivers below for your institution. Each waiver request form must be approved by the State agency prior to the institution implementing any or all the flexibilities listed below.

The following list of waivers provided to the NC CACFP are available to request for all participating CACFP institutions and sponsoring organizations that are currently in good standing with the State Agency (SA).

- Non-Congregate Meal Service
- Meal Pattern Flexibility
- Onsite Monitoring Requirements for Sponsoring Organizations
- Claim Deadline Extension
- Disbursement Timeline Requirements for Sponsoring Organizations
- Record Retention Exemption
- Meal Time Flexibility
- Allow Parents and Guardians to Pick Up Meals for Children

Institutions **MUST** apply and be approved for each waiver they would like to use.

PLEASE NOTE: IF APPROVED, THESE WAIVERS ARE EFFECTIVE BEGINNING OCTOBER 1, 2024.

First Name *

Last Name *

Email Address *

Institution Name *



Policy Memos

Policy Memo

CACFP 01-2025: Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions in the Child and Adult Care Food Program, Questions and Answers

- Updates and clarifies current guidance for fluid milk requirements in CACFP
- Includes FAQ section

Policy Memo

CACFP 02-2025: Offer Versus Serve and Family Style Meals in the Child and Adult Care Food Program

- Provides updated guidance on the use of Offer Versus Serve (OVS) in the adult day care and at-risk afterschool settings
- Provides updated guidance on the use of family style meals
- Includes FAQ section
- Includes OVS examples for breakfast, lunch, and supper meal service

Policy Memo

CACFP 03-2025: Substituting Vegetables for Grains in American Samoa, Guam, Hawaii, Puerto Rico, the U.S. Virgin Islands, and Tribal Communities

- Provides updated guidance on substituting vegetables for grains in eligible areas
- Supports CACFP operations following the publication of the final rule, *Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans*



Additional Information

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 -



WELCOME TO HARVEST OF THE MONTH



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



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.

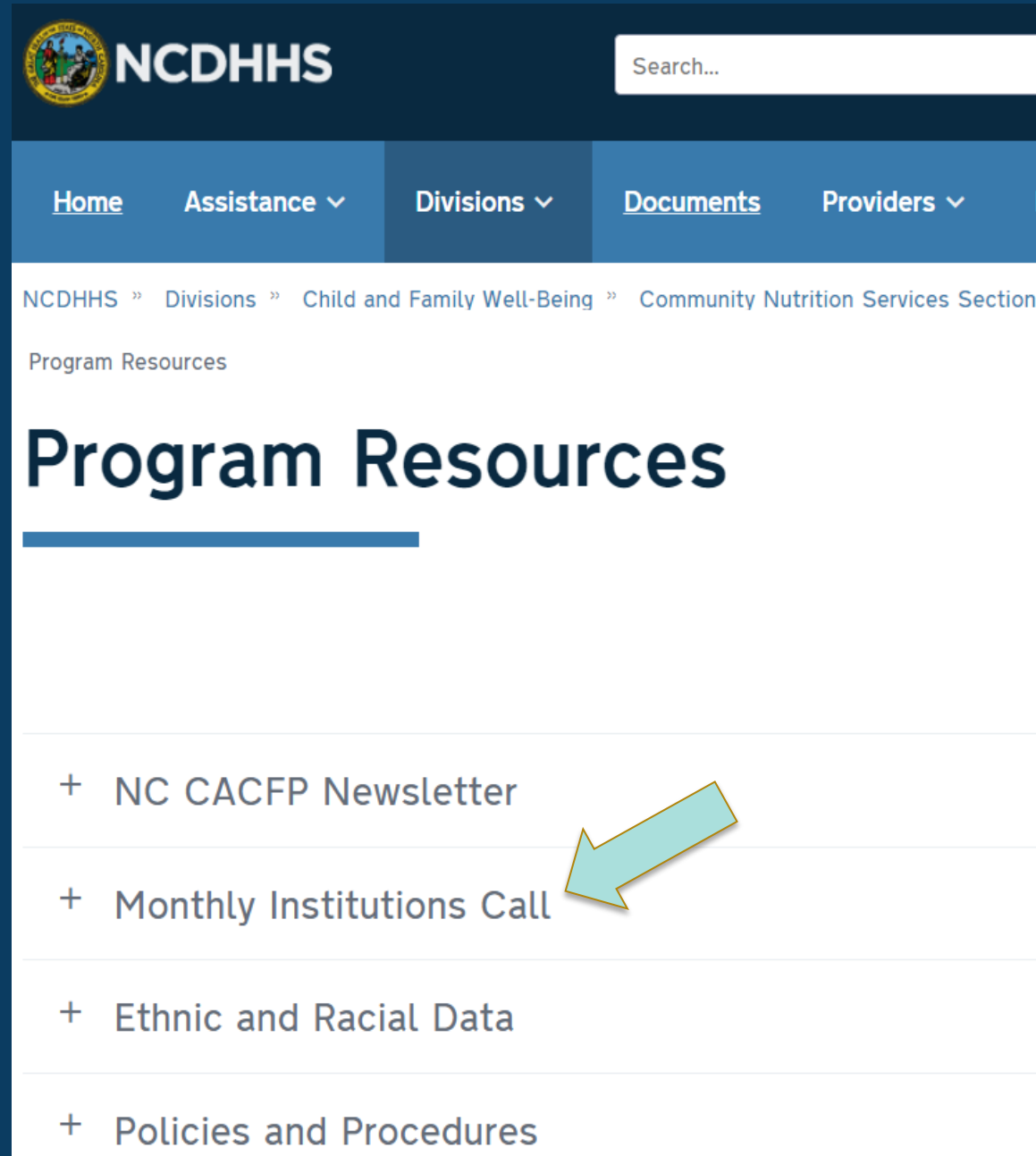


MONTHLY INSTITUTION CALLS

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 interface. At the top left is the NCDHHS logo. To its right is a search bar with the text "Search...". Below the logo and search bar is a navigation menu with the following items: "Home", "Assistance" (with a dropdown arrow), "Divisions" (with a dropdown arrow), "Documents", and "Providers" (with a dropdown arrow). Below the navigation menu is a breadcrumb trail: "NCDHHS » Divisions » Child and Family Well-Being » Community Nutrition Services Section". Underneath the breadcrumb trail is the text "Program Resources". The main heading of the page is "Program Resources" in a large, bold, dark blue font, followed by a horizontal blue line. Below the heading is a list of resources, each preceded by a plus sign (+): "NC CACFP Newsletter", "Monthly Institutions Call", "Ethnic and Racial Data", and "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, December 6.**