



## NC CARES New Institution User Access Form

<b>Institution Name:</b>			
<b>DBA Name:</b>			
<b>Physical Address</b>			
<b>Phone Number</b>		<b>Email address</b>	

NCID Required: Visit <https://ncid.nc.gov>, click *Register* to obtain a separate *Individual* NCID for each authorized user. The Individual NCID is a required field and NC CARES access cannot be provided without it.

Complete the following section to request **new** NC CARES access for users who are authorized to complete applications and electronically submit monthly claims for reimbursement through the NC CARES system. Please type or print the full name, title, Individual NCID, and check the program type for each user (Center – CTR; Day Care Home – DCH; or both).

Names to add NC CARES Access	Title	Individual NCID	CTR	DCH

**As the Institution’s Owner or Board Chair,**

- **I understand all authorized NC CARES 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 CARES user listed above must be submitted immediately to the NC CACFP.** Changes can be made by submitting an *NC CARES Existing Institution User Access Form* by email to [NSB.customerservice@dhhs.nc.gov](mailto:NSB.customerservice@dhhs.nc.gov) or by fax to 919-870-4863. This form is available at <https://www.nutritionnc.com/snp/forms.htm> under Application Update.
- **Any NC CARES login that has not been used within 90 days will be deactivated.**

<b>Owner/Board Chair Printed Name</b>		<b>Official Title</b>	
<b>Owner/Board Chair Signature</b>		<b>Date</b>	
<b>Owner/Board Chair Phone</b>			
<b>Owner/Board Chair Email</b>			

Send this completed form along with the *New Institution Application Profile* and your *Get Started with NC CACFP training* certificate to [CACFP\\_NewApp@dhhs.nc.gov](mailto:CACFP_NewApp@dhhs.nc.gov)

STATE USE ONLY		Institution Agreement Number	Date Received	
Date	First/Last Name	Verified by	Tracking #	