



North Carolina Department of Health and Human Services
Division of Child and Family Well-Being
Child Nutrition Services Section
Child and Adult Care Food Program
Program Update Form – Instructions (For Institutions)

Purpose:

Institutions are required to keep their application current with the State agency. Any change to the Institution or Facility Application(s) must be submitted to the State agency for approval. The State agency must process amendments, updates, and changes to the institution's application in a timely manner. These instructions outline the steps required by institutions to complete the Program Update Form to make changes to an institution's application.

Instructions for Institutions:

- Make the desired changes in NC CARES and upload the appropriate supporting documentation. The institution must certify that the information being submitted for the application is true and correct. NOTE: Some changes within the system must be made by State agency staff. See asterisks below. NOTE: A change in the application by the institution will unapproved the application. If the application is in an unapproved status, claims cannot be submitted until the change is approved and the application packet is put in approved status again.
- Complete the first section of this form with the institution name, CACFP agreement number, facility name, and appropriate email address, and phone numbers.
- Below the general information section, mark the boxes for the amendments, updates, and changes under the appropriate sections:
 - Institution Change
 - Update Documents
 - Meal Service Change
 - Facility Change
- Be sure to check all the boxes in each section for changes that are needed.
- One form is required for each facility.
- An authorized representative (listed on the Statement of Authority) from the institution must sign the Program Update Form.
- Email the completed Program Update Form and any supporting documentation to the institution's assigned Regional Consultant. This action will let the consultant know a change has occurred to the application in NC CARES.
- Once the Program Update Form and any supporting documentation is received by the consultant, they will review all changes and supporting documentation for accuracy. Anything not complete and accurate will be returned to the institution by the consultant via email with instructions for corrections.
- Once the consultant has reviewed all documentation and determined all changes are accurate, the consultant will sign and date the Program Update Form and email it to the State agency for processing.
- Once all changes are approved and processed the Program Update Form will be signed, dated, and emailed back to the institution with a copy to the consultant and the NC CARES application packet will be reapproved.

Below you will find a chart that lists the types of changes to be submitted, what the email title should be, and the documents required for the State agency to review, process, and assess program changes. This process went into effect January 7, 2022.

Types of Amendments	Email Title	Program Update Form with Supporting Documentation
Institution changes <i>*Institutions are not permitted to make the change in NC CARES.</i>		
*Name Change	Agreement #-Name Change	<p>Program Update Form must include the following:</p> <ul style="list-style-type: none"> ○ License ○ New Permanent Agreement ○ Articles of Incorporation/DBA ○ Letter from the IRS ○ Fire/Sanitation Inspection(s) <p>If the institution has a name change and the Federal ID does not change the current agreement number and NC CARES Application Packet will remain the same.</p> <p>If the name and the Federal ID changes, the institution must submit a new application. The current agreement number and NC CARES Application Packet will be terminated; the institution will receive a new agreement number with the new application process. (See below process for submitting a New Application)</p>
Change in Ownership	Agreement #-Change in Ownership	<p>Change of ownership requires termination and a new application:</p> <ul style="list-style-type: none"> ● The current agreement number and NC CARES Application Packet must be terminated with a letter from the institution announcing the change of ownership and termination. ● The new owner must attend new institution application training (Get Started with NC CACFP) and the institution under new ownership must complete a new application.
*Federal ID Change	Agreement #-Federal ID Change	<p>Program Update Form must include the following:</p> <ul style="list-style-type: none"> ● Explanation for changing the Federal ID Number If the Federal ID is due to a name change, the institution must submit a new application. The current agreement number and NC CARES Application Packet will be terminated; the institution will receive a new agreement number and complete the new application process. (See below process for submitting a New Application)
*DUNS or UEI Number Change <i>Note: DUNS will change to UEI in April 2022</i>	Agreement #-DUNS (or UEI) Number Change	<p>Program Update Form must include the following:</p> <ul style="list-style-type: none"> ● Explanation for changing the DUNS or UEI number <ul style="list-style-type: none"> ○ If the DUNS or UEI number is due to a name change or new owner, a new application will be required to be submitted. The current agreement number and NC CARES Application Packet will be terminated. (See above process for Name Change) ○ If the DUNS or UEI number was entered incorrectly, submit proof of the correct or new DUNS or UEI number.

Types of Amendments	Email Title	Program Update Form with Supporting Documentation
*SAMS Registration Change	Agreement #-SAMS Registration Change	<p>Program Update Form must include the following:</p> <ul style="list-style-type: none"> • Explanation for changing the SAMS number <ul style="list-style-type: none"> ○ If the SAMS number is due to a name change a new application will be required to be submitted. The current agreement number and NC CARES Application Packet will be terminated. (See above process for Name Change) ○ If the SAMS number was entered incorrectly, submit proof of the correct or new SAMS number
*Address Change	Agreement #-Address Change	<p>Program Update Form must include the following:</p> <ul style="list-style-type: none"> • Letter or email indicating the new address and the date the new address became effective <p><i>The Institution must submit the following documents that reflect the address change:</i></p> <ul style="list-style-type: none"> • New permanent agreement • Updated license • New fire and sanitation inspections and reports (<i>Or Occupancy Permit for ARAMs only</i>)
Telephone /Fax Number Change	Agreement #-Telephone/Fax Number Change	<p>Program Update Form must include the following:</p> <ul style="list-style-type: none"> • Letter or email indicating the new telephone number/fax number
License Change	Agreement #-License Change	<p>Program Update Form must include the following:</p> <ul style="list-style-type: none"> • Updated license <p>Note when submitting license information from Division of Child Development Early Education information must be submitted from the following three tabs:</p> <ul style="list-style-type: none"> • Basic Facility Information • License Information • Owner Information
*Institution Type Change	Agreement #-Institution Type Change	<p>Program Update Form must include the following:</p> <ul style="list-style-type: none"> • The current agreement number and NC CARES Application Packet will be terminated. • Type of institution change: <ul style="list-style-type: none"> ○ Independent to Sponsoring Organization <ul style="list-style-type: none"> ▪ Institution must attend New Application Training ▪ Submit a new application to become a Sponsoring Organization (See below process for submitting a New Application) ○ Sponsoring Organization to Independent Center <ul style="list-style-type: none"> ▪ Submit a new application to become an independent institution

Types of Amendments	Email Title	Program Update Form with Supporting Documentation
Change in Program Contact (Executive Director/Owner, Claim Preparer, Authorized Individual)	Agreement #- Program Contact	<p>Program Update Form must include the following:</p> <ul style="list-style-type: none"> • Type of program contact change: Program Contact, Executive Director/Owner, Claim Preparer, Authorized Individual <ul style="list-style-type: none"> • Date of Birth • Email address • Institution phone number/fax number • Cell/alternate phone • Title • Statement of Authority – completed and signed by all Authorized Individuals. • NC CARES Existing Institution User Access Form <p>NOTE: When adding a new contact, institutions must ensure the new contact is not listed on the National Disqualified List (NDL). Regional Consultants must verify this information before recommending for approval.</p>
Change in Banking Contact	Agreement #- Change in Banking Contact	<p>The Program Update Form cannot be used for a change in bank contact. Institutions must complete a new CACFP Payment Verification Form and submit to the email address on the form: https://www.ncdhhs.gov/media/16596/download?attachment</p>
Change in Banking Account for Payments	Agreement #- Banking Account for Payments	<p>The Program Update Form cannot be used for a change in bank contact. Institutions must complete a new CACFP Payment Verification Form and submit to email on the form: https://www.ncdhhs.gov/media/16596/download?attachment</p>
Update		
Statement of Authority	Agreement #- Statement of Authority	<p>Program Update Form must include the following:</p> <ul style="list-style-type: none"> • Updated Statement of Authority – signed by all Authorized Individuals • A copy of the new Statement of Authority uploaded into NC CARES
Budget	Agreement #- Budget	<p>Program Update Form must include the following:</p> <ul style="list-style-type: none"> • Updated budget detail page in NC CARES • The <i>entire</i> amended budget (excel/PDF) uploaded in the budget attachment section within the Budget Detail section of NC CARES • An explanation of what changed from the original budget • Any supporting documentation <p>Ensure you review the compensation plan to ensure it is current with the amended budget</p>

Types of Amendments	Email Title	Program Update Form with Supporting Documentation
Management Plan	Agreement #- Management Plan	Program Update Form must include the following: <ul style="list-style-type: none"> • Updated Management Plan • Explanation of what changed from the original Management Plan • Any supporting documentation (organization chart, job descriptions, policies and procedures as needed)
Board of Directors	Agreement #- Board of Directors	Program Update Form must include the following: <ul style="list-style-type: none"> • Update of Board of Directors in NC CARES • New Statement of Authority if change in Board of Directors is related to a change in authority
Schedule		
Monitoring Schedule <i>(Sponsoring Organizations only)</i>	Agreement #- Monitoring Schedule	Program Update Form must include the following: <ul style="list-style-type: none"> • Updated monitoring schedule
Operating Months	Agreement #- Operating Months	Program Update Form must include the following: <ul style="list-style-type: none"> • Updated months
Operating Days	Agreement #- Operating Days	Program Update Form must include the following: <ul style="list-style-type: none"> • Updated days
Hours of Operation	Agreement #- Hours of Operation	Program Update Form must include the following: <ul style="list-style-type: none"> • Updated hours of operation
Meal Service Changes		
Add meal service	Agreement #- Add Meal Service	Program Update Form must include the following: <ul style="list-style-type: none"> • Specify what meal service to be added: <ul style="list-style-type: none"> ○ Breakfast, AM Snack, Lunch, PM Snack, Supper, Night Snack
Drop meal service	Agreement #- Drop Meal Service	Program Update Form must include the following: <ul style="list-style-type: none"> • Specify what meal service to be dropped: <ul style="list-style-type: none"> ○ Breakfast, AM Snack, Lunch, PM Snack, Supper, Night Snack
Change in meal service times	Agreement #- Change in Meal Service Times	Program Update Form must include the following: <ul style="list-style-type: none"> • Specify what meal service and meal service times are to be changed
Food Service		
Food Service Management Contract	Agreement #- Food Service Management Contract	Program Update Form must include the following: <ul style="list-style-type: none"> • Updated Food Service Contract • Quotes <i>(Not required for SFA)</i> • Revised budget • Invitation to BID <i>(if applicable)</i>
Food Service Type	Agreement # - Food Service Type	Program Update Form must include the following: <ul style="list-style-type: none"> • Specify food service type within the Facility Application in the Application Packet in NC CARES • If changing to a Food Service Management Contract see above

Types of Amendments	Email Title	Program Update Form with Supporting Documentation
Sponsoring Organizations of Affiliated Centers (ONLY)		
Terminating an Affiliated Facility for Convenience (<i>Sponsoring Organizations only</i>)	Agreement #- Terminating Facility	<p>The Program Update Form must include the name of all facilities being terminated.</p> <ul style="list-style-type: none"> • Supporting documentation must include: <ul style="list-style-type: none"> ○ Letter from the sponsoring organization terminating the facility. The letter must include: <ul style="list-style-type: none"> ▪ The date of termination ▪ The reason the facility was terminated
Adding a Facility (<i>Sponsoring Organizations only</i>)	Agreement #- Adding Facility	<p>The Program Update Form must include the name of all facilities being added.</p> <ul style="list-style-type: none"> • Add a new Facility Application in NC CARES. <p>The following documentation should be uploaded in NC CARES:</p> <ul style="list-style-type: none"> • Facility Pre-Qualification • Pre-Approval Visit • Updated Sponsoring Organization Budget • IRS Letter of Tax-Exempt Status • Current Federal, State, or Local License • Fire Inspection Report – <i>Child or Adult Day Care Centers</i> • Sanitation Report – <i>Child or Adult Day Care Centers</i> • Occupancy Permit - <i>At-Risk/Outside School Hours/Emergency Shelters Only if Fire and Sanitation Inspections are not normally conducted.</i> <p>Note when submitting license information from Division of Child Development Early Education information must be submitted from the following three tabs:</p> <ul style="list-style-type: none"> • Basic Facility Information • License Information • Owner Information
Process for Submitting a New Application		<p>If the Federal ID or owner have changed complete the following steps:</p> <ul style="list-style-type: none"> • Attend New Application Training • Complete the following forms to gain access to the new institution application process in NC CARES: <ul style="list-style-type: none"> ○ Institution Profile ○ NC CARES Access • Once NC CARES Access is approved, complete application online.