



**School Food Authorities - ARAM
 2023 Application Update Guide**

The deadline for Application Update for 2023 is September 30th, 2022.

This guide was created for School Food Authorities (SFA) sponsoring At-Risk Afterschool Meal (ARAM) sites. SFAs in good standing with the National School Lunch Program (NSLP) are allowed a streamlined application and application update process. SFA-ARAMs must follow this guide to ensure all required forms have been completed and submitted into the correct section of the NC CARES Application Packet.

Application Update Documents must be submitted electronically: www.nccares.com

Forms for Application Update Fiscal Year 2023 can be found: <http://www.nutritionnc.com/snp/forms.htm>

This guide is for Institution use only and does not need to be submitted.

NC CARES Application Packet

Section	Directions/ Notes for each section
Institution Application	Review the information in the Institution Application. Enter any changes or corrections. Click on the certification statement to acknowledge everything is true and up to date.
Facility Application	A green approval checkmark will be present upon enrolling in the new year. All institutions must review and update all Facility Applications. Enter new monitoring dates and ensure the monitoring dates match the dates on the Monitoring Plan. Click on the Certification and click save. Facility Applications will then no longer have a green approval checkmark.
Board of Directors/Principals	Review the information in the Board of Directors/Principals. Enter any changes or corrections. Click save to indicate the information has been reviewed and is up to date.
Institution Budget Detail	No budgets are required for SFA-ARAMs. Complete the Institution Budget Detail section of NC CARES with "0s" to submit the application update.

Checklist – Institution

v	Document	Notes
	Attachment F – Contractor Certification	Download these REQUIRED documents from the NC CACFP website, complete as indicated, and upload into the NC CARES Checklist. Media Release is not required; the State agency is releasing a statewide media release. *Mark the Annual Certification with N/A in areas not required for SFA-ARAMs.
	Attachment I - FFATA Data Reporting Requirement	
	Institution Training Certification 2023	
	Annual Information Certification for Institutions 2023*	

Checklist – Institution (continued)		
	Certification Regarding Other Publicly Funded Programs	These documents are not required unless there have been changes to information previously submitted. If no changes, mark the box in the Checklist as previously submitted and a date will auto populate.
	Statement of Authority	
Application Packet Notes for Institutions		
Check this section for communication from the State agency if your application is returned. Correction requirements will be specified here.		
Attachment List		
√	Document	Notes
	Non-Discrimination Policy <i>(UPDATED May 2022)</i>	A change made to the Non-Discrimination Statement in May 2022. A new Non-Discrimination Policy is required for all institutions. Download these REQUIRED documents from the NC CACFP website (Forms page under 2023 Application Update Forms), complete as indicated, and upload into the NC CARES Attachment List. Be sure to label the document correctly before uploading.
	Annual Monitoring Plan 2023	
Additional Items for Institutions Receiving Catered Meals from Food Service Management Companies (FSMC) Add new contracts or proof of contract renewal to the Checklist.		
√	Required Document	Notes
	Food Service Contract with a Food Service Management Company (FSMC) <i>or</i> Annual Food Service Contract Renewal Form	Download forms from website, complete as indicated, and upload into NC CARES Checklist.
	Quotes or Bids – per 2 CFR 226 and FNS 796-2 Rev4 Ex J <i>(Institution’s documentation of all of phone quotes, written quotes, and bids including solicitation materials and specifications.)</i>	Institution’s documentation of <i>all</i> of phone quotes, written quotes, and bids including solicitation materials and specifications. Contracts up to \$10,000 may be phone quotes. Contracts \$10,000-\$250,000 require written quotes submitted. Contracts over \$250,000 require public notification, sealed bids, a state agency representative present at the opening of the bid, and documentation of selection criteria and signed contract must be provided. Upload copies of all bid documents into NC CARES Checklist.