



School Food Authority – At-Risk Afterschool Meal Programs

School Food Authorities applying to the CACFP to provide At-Risk Afterschool Meal Programs are allowed a streamlined application process if they are in good standing with the National School Lunch Program. Follow this guide to ensure all required documents are completed and submitted into the correct section of the NC CARES Application Packet. Forms can be found at: <http://www.nutritionnc.com/snp/forms.htm> → CACFP Forms Fiscal Year 2022 – New Application → School Food Authorities-ARAM

Failure to accurately submit all required documents into NC CARES may delay program approval.

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

Documents required to begin application process and gain access to NC CARES			
✓	Document	Where to Find It	Notes
	New Institution Application Profile	Distributed at Get Started with NC CACFP Training	Complete forms, scan, and email to: CACFPnewapp@dhhs.nc.gov
	NC CARES New Institution User Access Request Form		
	Proposed Menu – one month’s worth per facility if different menus are used at each	Institution’s copy of documentation	Scan and email with documents listed above

Once received and processed, the Institution’s Program Contact will receive an email from the North Carolina Department of Health and Human Services indicating access to NC CARES. The Program Contact can then go to www.nccares.com, sign in, click on “Add” Institution Application, and the Application Packet in NC CARES can then be completed as outlined below.

NC CARES Application Packet

Sections in NC CARES Application Packet	Notes	
Institution Application (Complete first)	Enter information directly into NC CARES	
Facility Application(s) (Complete second)	Enter information directly into NC CARES	
Board of Directors/Principals	Enter information directly into NC CARES	
Institution Budget Details:	Budget for SFAs is not required . Complete the Institution Budget Detail in NC CARES with “0”s.	
Checklist		
✓	Required Institution Checklist Documents	Notes
	Attachment A – General Terms and Conditions	<ol style="list-style-type: none"> 1. Complete each form as indicated on this guide. 2. Save each completed form separately with the form name. 3. Upload each file into the NC CARES Checklist by clicking on the paperclip icon for that form.
	Attachment B – Federal Certifications	
	Attachment F – Contractor Certification	
	Attachment I - FFATA Data Reporting <input type="checkbox"/> Include proof of active SAM registration from www.sam.gov	
	Statement of Authority	

✓	Required Institution Checklist Documents (continued)		Notes	
	CACFP Fact Sheet – Sponsoring Organizations		If the document is not listed on this New Application Guide, it is not required. Mark the box that says, “Document Submitted to NSDHHS”, the date will auto- populate.	
	Institution Training Certification – Sponsoring Organizations			
	Certification of Other Publicly Funded Programs (List of other public funding)			
✓	Required Facility Checklist Documents		Notes	
	Fire Inspection	Or	Occupancy Permit	Facility’s copy of documentation
	Sanitation Report			
Facilities Receiving Catered Meals				
✓	Additional Required Checklist Documents		Notes	
	From Food Service Management Companies <ul style="list-style-type: none"> <input type="checkbox"/> CACFP Food Service Contract – Food Service Management Company <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> Documentation for Quotations and Checklist 		<p>Refer to 2 CFR 226 and FNS 796-2 Rev4 Ex for additional contract requirements.</p> <p>Contracts up to \$10,000 may be phone quotes, \$10,000-\$250,000 require written quotes submitted, and those over \$250,000 require sealed bids and justification of selected contract.</p> <p>Upload documentation of all phone or written quotes, and bids including solicitation materials and specifications into the Attachment List.</p>	
	Application Packet Notes		Check this area for communication from the state agency. Correction notes are listed here when Application Packets are returned for corrections.	
	Attachment List		The documents listed under Attachment List Documents on the following pages are required for the Institution. These items DO NOT have a paperclip icon in the Checklist. Make sure documents are labeled correctly when uploaded.	
✓	Required Attachment List Documents		Notes	
	Monitoring Plan		Upload completed document into NC CARES Attachment List.	
	Program Agreement		<p>The State agency representative assigned to review your application will send this to you for signature. Complete with signature from Institution’s Administrator, and either:</p> <ul style="list-style-type: none"> • EMAIL to CACFPagreement@dhhs.nc.gov (please copy your assigned CACFP New Application Reviewer), or • MAIL to CACFP - New Application 5601 Six Forks Road 1914 Mail Service Center Raleigh, NC 27699-1914 Attn: (Your assigned CACFP New Application Reviewer) 	