



Sponsoring Organization of Affiliated and Unaffiliated Centers

This guide was created for institutions applying to be a new Sponsoring Organization in the NC CACFP. Follow this guide to ensure all required documents have been 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 → Sponsoring Organizations

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		
	Get Started with NC CACFP Training Certificate for SO		
	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:	Enter information from the Excel Budget workbooks into NC CARES (see Notes below).	
✓	Required Budget Documents	Notes
	Budget for Sponsoring Organizations of Affiliated Centers (<i>Excel workbook</i>)	1. Complete all the required Excel workbooks 2. Enter information in the Sponsoring Organization’s budget “Summary” tabs into the Institution Budget Details Section in NC CARES. 3. Upload the completed Excel workbooks, copies of supporting documentation, any Less-Than-Arm’s Length documentation, and, if claiming labor, the Institution’s Compensation Policy in the Document Attachments section located at the bottom of the Budget Details section in NC CARES.
	Budget for Sponsoring Organizations of Unaffiliated Centers (<i>Excel workbook</i>)	
	EZ <u>or</u> Full Budget for Sponsored Centers (<i>one Excel workbook for each unaffiliated facility</i>)	

Checklist		Download the documents from the NC CACFP website, complete as indicated, and upload into the NC CARES Checklist.	
✓	Required Institution Checklist Documents	Notes	
	Attachment A – General Terms and Conditions	<p>Attachment E – <i>Conflict of Interest Acknowledgement and Policy</i> is called “Attachment E – Conflict of Interest Policy” in NC CARES.</p> <p>Management Plan – <i>Organizational chart, job descriptions, and policies & procedures required as part of the Management Plan should be uploaded to the Attachment List. See Attachment List Document section of this guide for details.</i></p> <p>Media Release – <i>No document is needed for this item in the Checklist. The State agency releases a statewide media release annually on behalf of all CACFP Institutions. Mark the box in the Checklist as previously submitted and a date will auto populate.</i></p> <p>IRS Letter of Tax-Exempt Status – <i>Provide copy of the Institution’s letter of tax exemption from the IRS. Applicable to non-profit organizations only.</i></p>	
	Attachment B – Federal Certifications		
	Attachment D – State Grant Certification - For Organizations or Attachment D - State Grant Certification - For Sole Proprietors		
	Attachment E – Conflict of Interest Acknowledgement and Policy		
	Attachment F – Contractor Certification		
	Attachment I - FFATA Data Reporting <input type="checkbox"/> Include proof of active SAM registration from www.sam.gov		
	Management Plan -Sponsoring Organizations		
	Statement of Authority		
	CACFP Fact Sheet – Sponsoring Organizations		
	IRS Letter of Tax-Exempt Status (non-profits only)		
	Institution Training Certification – Sponsoring Organizations		
	Outside Employment Policy		
	Certification Regarding Other Publicly Funded Programs (List of public funding sources)		
	Certificate of Attendance – Get Started with NC CACFP for Sponsoring Organizations		
✓	Required Affiliated Facility Checklist Documents		Notes
	Fire Inspection	Facility’s copy of documentation	
	Sanitation Report		
	Or	Occupancy Permit (If ARAM)	
	Current License (<i>if applicable</i>)		Provide institution’s copy of document.
✓	Required Unaffiliated Facility Checklist Documents	Notes	
	Fire Inspection	Facility’s copy of documentation	
	Sanitation Report		
	Or	Occupancy Permit (If ARAM)	
	Current License (<i>if applicable</i>)		Provide institution’s copy of document.
	Agreement Between Sponsoring Organization & Unaffiliated Center		Download documents from our website, complete as indicated, and upload into NC CARES Checklist for Facilities.
	Attachment A – General Terms and Conditions – Sponsored Centers		
	Attachment B – Federal Certifications - Sponsored Centers		

Attachment D – State Grant Certification - For Organizations <i>or</i> Attachment D – State Grant Certification - For Sole Proprietors	Download documents from our website, complete as indicated, and upload into NC CARES Checklist for Facilities.
Attachment E – Conflict of Interest Acknowledgement and Policy	
Attachment F - State Certifications	
Certification of Single Exclusive CACFP Agreement – Facility	
Information on Owners/Principals - Facility	

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 copies of the Institution's/Facility's documentation of all of phone quotes, written quotes, and bids including solicitation materials and specifications into the Attachment List.</p>
	From School Food Authorities CACFP Food Service Contract – School Food Authority (SFA) (Public Schools only)	No quotes are required for School Food Authorities/Public Schools.
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	Download the documents from the NC CACFP website, complete as indicated, and upload all the documents listed here into the Attachment List with the correct file/document title.
	Policies and Procedures for the Management Plan for Sponsoring Organizations (SO)	Templates of policies with an asterisk (*) can be found on our website. All the policies and procedures marked as required in the Management Plan must be uploaded into the Attachment List.
	<i>Organization Chart</i>	
	<i>Job Descriptions</i>	
	<i>Administrative Review (Appeal) Policy</i>	

	<i>Administrative Fee Policy*</i>	<p>Templates of policies with an asterisk (*) can be found on our website.</p> <p>All the policies and procedures marked as required in the Management Plan must be uploaded into the Attachment List.</p>
	<i>Code of Conduct Policy*</i>	
	<i>Compensation Policy*</i>	
	<i>Confidentiality Policy*</i>	
	<i>Disbursement Policy*</i>	
	<i>Edit Check Policy*</i>	
	<i>Household Contact Policy*</i>	
	<i>Non-Discrimination Policy</i>	
	<i>Non-Pricing Program Policy*</i>	
	<i>Outside Employment Policy*</i>	
	<i>Procurement Policy*</i>	
	<i>Property Management Standards Policy*</i>	
	<i>Recruitment Policies and Procedures*</i>	
Required Training Module Certificates		<p>All training modules are located on the website's Trainings page at: https://www.nutritionnc.com/snp/training.htm → Prerecorded Programmatic Training</p> <p>Each training module certificate can be found at the conclusion of the required training.</p> <p>Complete each training, save the certificate provided at the conclusion, and upload into the Attachment List.</p> <p>*Trainings with an asterisk (*) are required <i>if</i> you are serving this age group.</p>
	<i>Annual Civil Rights Training</i>	
	<i>Enrollment Documentation</i> <input type="checkbox"/> <i>Infants and Children*</i> <input type="checkbox"/> <i>Adults*</i>	
	<i>Income Eligibility Applications</i> <input type="checkbox"/> <i>Infants and Children *</i> <input type="checkbox"/> <i>Adults*</i>	
	<i>Budget Training for Sponsoring Organizations</i>	
	<i>Management Plan for Sponsoring Organizations</i>	
	<i>Meal Patterns</i> <input type="checkbox"/> <i>Infant*</i> <input type="checkbox"/> <i>Child*</i> <input type="checkbox"/> <i>Adult*</i>	
	<i>Meal Counts</i>	
	<i>Monitoring - Centers</i>	

<p>Program Agreement The State agency representative assigned to review your application will send this to you for signature.</p>	<p>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), <i>or</i> • MAIL to CACFP - New Application 5601 Six Forks Road 1914 Mail Service Center Raleigh, NC 27699-1914 Attn: (Your assigned CACFP New Application Reviewer)
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