



Sponsoring Organizations of Day Care Homes

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		
	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
<p>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.</p>			
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 workbook into NC CARES (see Notes below).	
✓	Document	Notes	
	Budget for Sponsoring Organization of Day Care Homes <i>(Excel workbook)</i>	<ol style="list-style-type: none"> 1. Complete the Excel workbook found on our website. 2. Enter information from the Budget “Summary” tab into the Institution Budget Details Section in NC CARES. 3. Upload the completed Excel workbook, 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. 	

Checklist		Download the documents from the NC CACFP website, complete as indicated, and upload into the NC CARES Checklist.
✓	Required Checklist Documents	Notes
	Attachment A – General Terms and Conditions	<p>Attachment E – Conflict of Interest Acknowledgement and Policy is called “Attachment E – Conflict of Interest Policy” in NC CARES.</p> <p>Management Plan – 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.</p> <p>Media Release – 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.</p> <p>IRS Letter of Tax-Exempt Status – Provide copy of the Institution’s letter of tax exemption from the IRS. Applicable to non-profit organizations only.</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 (SO)	
	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	
DCH Checklist		
✓	Required Day Care Home Checklist Documents	Notes
	Current Day Care Home License	Upload a copy of the Day Care Home license for each provider, make sure the file is labeled correctly.
	Agreement Between Sponsoring Organization & Day Care Home Provider	<p>Download the documents from the NC CACFP website, complete as indicated, and upload into the NC CARES Checklist.</p>
	Certification of Single Exclusive CACFP Agreement – Facility	
	Attachment A – General Terms and Conditions (Private)	
	Attachment F – Contractor Certification	
	Information on Owners & Principals - Facility	

✓	Day Care Homes Receiving Catered Meals - Additional Checklist Documents													
	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>												
✓	Day Care Homes Receiving Catered Meals - Additional Checklist Documents													
	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 (Institution)	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 into the NC CARES Checklist.												
	Policies and Procedures for the Management Plan for Sponsoring Organizations (SO) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 100px;"><i>Organizational Chart</i></td></tr> <tr><td><i>Job Descriptions</i></td></tr> <tr><td><i>Administrative Review (Appeal) Policy</i></td></tr> <tr><td><i>Administrative Fee Policy*</i></td></tr> <tr><td><i>Code of Conduct Policy*</i></td></tr> <tr><td><i>Compensation Policy*</i></td></tr> <tr><td><i>Confidentiality Policy*</i></td></tr> <tr><td><i>Disbursement Policy*</i></td></tr> <tr><td><i>Edit Check Policy*</i></td></tr> <tr><td><i>Household Contact Policy*</i></td></tr> <tr><td><i>Non-Discrimination Policy</i></td></tr> <tr><td><i>Non-Pricing Program Policy*</i></td></tr> </table>	<i>Organizational Chart</i>	<i>Job Descriptions</i>	<i>Administrative Review (Appeal) Policy</i>	<i>Administrative Fee Policy*</i>	<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>	<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>Organizational Chart</i>														
<i>Job Descriptions</i>														
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	<i>Outside Employment Policy*</i>	
	<i>Procurement Policy*</i>	
	<i>Property Management Standards Policy*</i>	
	<i>Recruitment Policies and Procedures*</i>	
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>
	Annual Civil Rights Training	
	Enrollment Documentation <input type="checkbox"/> Infants and Children* <input type="checkbox"/> Adults*	
	Income Eligibility Applications <input type="checkbox"/> Infants and Children * <input type="checkbox"/> Adults*	
	Budget Training for Sponsoring Organizations	
	Management Plan for Sponsoring Organization	
	Meal Patterns <input type="checkbox"/> Infant* <input type="checkbox"/> Child* <input type="checkbox"/> Adult*	
	Meal Counts	
	Monitoring - Day Care Homes (CORE)	

Required once application has been submitted	
<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)