North Carolina Department of Health and Human Services
Division of Public Health Nutrition Services Branch
Child and Adult Care Food Program

SPONSORING ORGANIZATIONS: <mark>Family Day Care Homes</mark>
2022 Annual Application Update Guide

This guide was created for Sponsoring Organizations of Family Day Care Homes to follow to ensure all required forms have completed and submitted into the correct section of the NCCARES Application Packet.
Application Update Documents must be submitted electronically: www.nccares.com
Forms for Application Update Fiscal Year 2022 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 (#52) to acknowledge everything is true and up to date. Click save to indicate the information has been reviewed and is up to date.
Provider Application	All institutions must review and update all Provider Applications. Enter new monitoring dates. Verify tiering and license for each.
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

√	Document	Notes
	Complete the required Excel workbook: **Budget for Sponsoring Organization of Day Care Homes**	1. Complete the appropriate institution specific budget found at: http://www.nutritionnc.com/snp/forms.htm under Budgets for Fiscal Year 2022. 2. Use information in the Sponsoring Organization's Budget Summary to complete the Institution Budget Detail in NC CARES. 3. Upload the completed Excel workbook, copies of supporting documentation per the worksheets in the budget, and any Less-Than-Arm's Length documentation in the Document Attachments section located at the bottom of the Institution Budget Details section of the NC CARES Application Packet. 4. If claiming labor, enter upload the institution's Compensation Policy in the Document Attachments section located in the Institution Budget Details section of the NC CARES Application Packet. Ensure that the compensation policy is up to date and consistent with the budget(s) submitted.

Checklist – Institution

√	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.
	Attachment I - FFATA Data Reporting Requirement ❑ Documentation of active SAM registration from www.sam.gov is **REQUIRED**	
	CACFP Fact Sheet 2022	
	Institution Training Certification 2022	
	Annual Information Certification for Institutions 2022	
	Media Release 2022 *(State agency is releasing a statewide media release)*	**No document needed**; the State agency is releasing a statewide media release. Mark the box in the Checklist as previously submitted and a date will auto populate.
	Management Plan: ☐ Org Chart ☐ Job Descriptions ☐ Policies/Procedures	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.
	Outside Employment Policy	
	Certification Regarding Other Publicly Funded Programs	

Checklist - Provider

√	Document	Notes
	Attachment F - Contractor Certification Required by NC State Law	Download the **required** document from the NC CACFP website, complete as indicated, and upload into the NC CARES Checklist for each facility.
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**
	Annual Monitoring Plan 2022	Download these **REQUIRED** documents from the NC CACFP website, complete as indicated, and upload into the NC CARES Attachment List. Be sure to label each document correctly.
	IRS Tax Exemption Verification *if applicable (Non-Profits only)*	
	Conflict of Interest Acknowledgement and Policy	
	Statement of Authority	This item should be completed and uploaded into the Attachment List section of NC CARES Application Packet **ONLY if there have been changes since last year**.