



**SPONSORING ORGANIZATIONS: Unaffiliated Centers**  
**2022 Annual Application Update Guide**

This guide was created for Sponsoring Organizations of Unaffiliated Centers 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](http://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	
<b>Institution Application</b> (Complete first)	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.	
<b>Facility Application</b> (Complete second)	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 (after #48) and click save. Facility Applications will then no longer have a green approval checkmark.	
<b>Board of Directors/Principals</b>	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.	
<b>Institution Budget Detail</b>		
√	Document	Notes
	Complete the required Excel workbooks: <b>Budget for Sponsoring Organization of Unaffiliated Centers and Budget for Sponsored Centers</b> (EZ or Full version) – one for each unaffiliated facility application	<ol style="list-style-type: none"> <li>Complete the appropriate institution specific budget found at: <a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> under Budgets for Fiscal Year 2022.</li> <li>Use information in the Sponsoring Organization’s Budget Summary to complete the Institution Budget Detail in NC CARES.</li> <li>Upload the completed Excel workbooks, 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.</li> <li>If claiming labor, 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.</li> </ol>

<b>Checklist – Institution</b>		
<b>√</b>	<b>Document</b>	<b>Notes</b>
	Attachment F – Contractor Certification	Download these <b>REQUIRED</b> documents from the NC CACFP website, complete as indicated, and upload into the NC CARES Checklist.
	Attachment I - FFATA Data Reporting Requirement <input type="checkbox"/> Documentation of active SAM registration from <a href="http://www.sam.gov">www.sam.gov</a> is <b>REQUIRED</b>	
	CACFP Fact Sheet 2022	
	Institution Training Certification 2022	
	Annual Information Certification for Institutions 2022	
	Media Release 2022 ( <i>State agency is releasing a statewide media release</i> )	<b>No document needed</b> ; 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: <input type="checkbox"/> Org Chart <input type="checkbox"/> Job Descriptions <input type="checkbox"/> Policies/Procedures	These documents are <b>not required unless there have been changes</b> 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	
<b>Checklist - Facility</b>		
<b>√</b>	<b>Document</b>	<b>Notes</b>
	Attachment F - Contractor Certification Required by NC State Law	Download the <b>required</b> document from the NC CACFP website, complete as indicated, and upload into the NC CARES Checklist for each facility.
<b>Application Packet Notes for Institutions</b>		Check this section for communication from the State agency if your application is returned. Correction requirements will be specified here.

<b>Attachment List</b>		
<b>√</b>	<b>Document</b>	<b>Notes</b>
	Annual Monitoring Plan 2022	Download these <b>REQUIRED</b> 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 - <i>if applicable (Non-Profits only)</i>	
	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 <b>ONLY if there have been changes since last year.</b>

<b>Additional Items for Institutions Receiving Catered Meals from Food Service Management Companies (FSMC)</b>			
<b>Add new contracts or proof of contract renewal to the Checklist.</b>			
<b>√</b>	<b>Required Document</b>	<b>Where to find it</b>	<b>Notes</b>
	Food Service Contract with a Food Service Management Company (FSMC) <i>or</i> Annual Food Service Contract Renewal Form	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2022 – Application Update: Sponsoring Organizations; Additional Items for Institutions Receiving Catered Meals (Food Service Contracts)	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	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, 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.

**Additional Items for Institutions Receiving Catered Meals from  
School Food Authorities (SFA)**

**Add new contracts or proof of contract renewal to the Checklist.**

√	Required Document	Where to find it	Notes
	Food Service Contract with a School Food Authority (SFA) <i>or</i> Annual Food Service Contract Renewal Form	<a href="http://www.nutritionnc.com/snp/forms.htm">http://www.nutritionnc.com/snp/forms.htm</a> CACFP Forms Fiscal Year 2022 – Application Update; Sponsoring Organizations; Additional Items for Institutions Receiving Catered Meals (Food Service Contracts)	Download forms from website, complete as indicated, and upload into NC CARES Checklist.  <i>No quotes required for meal contracts with School Food Authorities/Public Schools.</i>