North Carolina Department of Health and Human Services
Division of Child & Family Well-Being, Community Nutrition Services Section
Child and Adult Care Food Program
2023 NEW APPLICATION GUIDE
==**Sponsoring Organization of Unaffiliated Centers**==

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: https://www.ncdhhs.gov/nccacfp → Forms → CACFP Forms Fiscal Year 2023 → New Application → Sponsoring Organizations

All 2023 applicants must strictly follow the application submission timeline and meet all submission deadlines. **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.

PART ONE - **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 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	Email a copy 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 online data management system.			

PART TWO - **NC CARES Application Packet** - **ONLINE**	
Once NC CARES access is received by the Program Contact, they can go to nccares.com sign in, click on "Add" Institution Application, and the Application Packet in NC CARES can be completed as outlined below.	
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 workbook into NC CARES (see Notes below).

✓	**Required Budget Documents**	**Notes**
	Budget for Sponsoring Organization of Unaffiliated Centers *(Excel workbook)*	1. Complete the Excel workbooks found on our website. 2. Enter information from the Sponsoring Organization's Budget "Summary" tab into the Institution Budget Details Section in NC CARES.
	EZ or Full Budget for Sponsored Centers *(One for each unaffiliated facility)*	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.

	Checklist (Institution)	Download the documents from the NC CACFP website, complete as indicated, and upload into the NC CARES Checklist.
✓	**Checklist Documents**	**Notes**
	Attachment A – General Terms and Conditions	Attachment E – *Conflict of Interest Acknowledgement and Policy is called "Attachment E – Conflict of Interest Policy" in NC CARES.*
	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	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.*
	Attachment F – Contractor Certification	
	Attachment I - FFATA Data Reporting	
	Management Plan - Sponsoring Organizations	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.*
	Statement of Authority	
	CACFP Fact Sheet - Sponsoring Organizations	
	IRS Letter of Tax-Exempt Status (non-profits only)	
	Institution Training Certification – Sponsoring Organizations	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.*
	Outside Employment Policy	
	Certificate of Attendance – Get Started with NC CACFP	
✓	**Unaffiliated Facility Checklist Documents**	**Notes**
	Fire Inspection / Sanitation Report — Or — Occupancy Permit (If ARAM)	Facility's copy of documentation
	Current License *(if applicable)*	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 *or* Attachment D – State Grant Certification - For Sole Proprietors	
	Attachment E – Conflict of Interest Acknowledgement and Policy	Download documents from our website, complete as indicated, and upload into NC CARES Checklist for Facilities.
	Attachment F - State Certifications	
	Certification of Single Exclusive CACFP Agreement – Facility	
	Information on Owners/Principals - Facility	

Facilities Receiving Catered Meals	
✓ **Additional Checklist Documents**	**Notes**
From Food Service Management Companies ❑ CACFP Food Service Contract – Food Service Management Company ❑ Invitation to Bid ❑ Documentation for Quotations and Checklist	Refer to *2 CFR 226* and *FNS 796-2 Rev4 Ex* for additional contract requirements. 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. 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.
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 online Checklist. Make sure documents are labeled correctly when uploaded.
✓ **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.
Certification Regarding Other Publicly Funded Programs (List of public funding sources)	
Policies and Procedures for the Management Plan for Sponsoring Organizations (SO)	
Organization Chart	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.
Job Descriptions	
*Administrative Review (Appeal) Policy**	
*Administrative Fee Policy**	
*Code of Conduct Policy**	
*Compensation Policy**	
*Confidentiality Policy**	
*Disbursement Policy**	
*Edit Check Policy**	
*Household Contact Policy**	
Non-Discrimination Policy	

	Non-Pricing Program Policy*	Templates of policies with an asterisk (*) can be found on our website.
	Outside Employment Policy*	
	Procurement Policy*	All the policies and procedures marked as required in the Management Plan must be uploaded into the Attachment List.
	Property Management Standards Policy*	
	Recruitment Policies and Procedures*	
	Organization Chart	
Required Training Module Certificates		
	Annual Civil Rights Training	All training modules are located on the website's Trainings page at: CACFP Training → Prerecorded Programmatic Training
	Enrollment Documentation ❑ *Infants and Children** ❑ *Adults**	
	Income Eligibility Applications ❑ *Infants and Children ** ❑ *Adults**	Each training module certificate can be found at the conclusion of the required training.
	Budget Training for Sponsoring Organizations	Complete each training, save the certificate provided at the conclusion, and upload into the Attachment List.
	Meal Patterns ❑ *Infant** ❑ *Child** ❑ *Adult**	*Trainings with an asterisk (*) are age group specific.
	Meal Counts	
	Monitoring - Centers	

Required once application has been submitted	
Program Agreement The State agency representative assigned to review your application will send this to you for signature.	Complete with signature from Institution's Administrator, and **EMAIL** to your application packet reviewer.