



**Sponsoring Organizations of Family Day Care Homes  
 2023 Application Update Guide**

**The deadline for Application Update for 2023 is September 30<sup>th</sup>, 2022.**

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 NC CARES Application Packet.

**Application Update Documents must be submitted electronically:** [www.nccares.com](http://www.nccares.com)

Forms for Application Update Fiscal Year 2023 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>	Review the information in the Institution Application. Enter any changes or corrections. Click on the certification statement to acknowledge everything is true and up to date.	
<b>Provider Application</b>	All institutions must review and update all Provider Applications. Enter new monitoring dates. Verify tiering and license for each.	
<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>		
v	Document	Notes
	Complete the required Excel workbook:  <b>Budget for Sponsoring Organization of Day Care Homes</b>	<ol style="list-style-type: none"> <li>1. 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 2023.</li> <li>2. Use information in the Sponsoring Organization's Budget Summary to complete the Institution Budget Detail in NC CARES.</li> <li>3. 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>4. 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	
	CACFP Fact Sheet 2023	
	Institution Training Certification 2023	
	2023 Annual Information Certification for Institutions	Media Release is not required; the State agency is releasing a statewide media release.
	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 - Provider</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.

### **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**

<b>√</b>	<b>Document</b>	<b>Notes</b>
	Non-Discrimination Policy <i>(UPDATED May 2022)</i>	A change made to the Non-Discrimination Statement in May 2022. A new Non-Discrimination Policy is required for all institutions.
	Annual Monitoring Plan 2023	Download these forms from the NC CACFP website (Forms page under 2023 Application Update Forms), complete as indicated, and upload into the NC CARES Attachment List.  Be sure to label the document correctly before uploading.
	IRS Tax Exemption Verification <i>if applicable (Non-Profits only)</i>	
	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>