

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



**Procedure:** Adding an Affiliated Facility to a Sponsoring Organization of Affiliated Centers

Effective: May 1, 2020

# PURPOSE

Per 7 Code of Federal Regulations (CFR) §226.16(b)(2), each Sponsoring Organization must submit to the State agency with its application all information required for its approval, and the approval of facilities under its jurisdiction...in addition to the information required in §226.6(b) and 226.6(f), the application must include "an application for participation, or renewal materials, for each child care and adult day care facility accompanied by all necessary supporting documentation."

# PROCEDURE

# **Notify Your Assigned Regional Consultant**

 Notify your assigned regional consultant of your intent to add a new center to the sponsorship. This will alert the consultant to expect a submission in NCCARES and allow the consultant to offer technical assistance during the process, should it be needed. If you do not know who your assigned consultant is, please <u>click here to see the assignment list</u>.

# Add a Facility in NCCARES

1. Go to Application Packet in NCCARES and select Facility Application.

Application Packet Sponsoring Organization of Affiliated Centers							
Packet Submitted Date: Packet Approved Date: Packet Original Approval Date: Packet Status: Institution Type: Sponsoring Organization of Affiliated Centers					03/12/2019 03/19/2019 12/11/2018 Approved		
Action	Form Nam	e		Latest Version	: n Status		
View   Revise	🖌 Institution A	pplication		Rev. 1	Approved		
Revise   Details	🖌 Board of Dir	ectors/Princi	pals	Rev. 1	Approved		
View   Revise	🖌 Institution E	Budget Detail		Origina	Approved		
Details	🖌 Checklist (3	1)					
View	Application	Packet Notes	for Institution (4)				
Details	Attachment	List (4)					
	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications

2. Click on **Add Facility** at the bottom left of the screen.

Centers Application Packet - Facility List for 2018 - 2019						
Institution Type: Spons	soring Organization o	f Affiliated Centers				
Action	Facility #	Facility Name		Туре	Latest Version	Status
View Revise	🖌 0001			CC	Rev. 7	Approved
View   Revise	<b>V</b> 0002			CC	Rev. 6	Approved
Add Facility			_			
Total Facilities Enrolled: 2						
		< Back				

3. Click on Add New Facility.

Available Facility(s)					
Institution Type: Sponsoring Orga	nization of Affiliated Centers				
Facility		Facility Status			
No Facilitys for this Sponsor.					
Add New Facility					

4. Enter the new facility profile information including facility name, county, and FEIN number. Click **Save**.

'Quick' Facility Profile					
Institution Type: Sponsoring Or	ganization of Affiliated Centers				
Facility Information					
Facility ID:	6				
Facility Name:					
County:	✓				
FEIN (##-#######):					
	Save				

5. Once the profile has been created, go to the main screen of the application and find the new facility under Facility Applications.

Application Packet Sponsoring Organization of Affiliated Centers							
Institution Type: Sponsoring	g Organization of Af	filiated Centers	;	Ρ	Packet Subm Packet Appr acket Original App Paci	itted Date: oved Date: roval Date: ket Status:	03/12/2019 03/19/2019 12/11/2018 Approved
Action	Form Name	2		Late Versi	st ion Status		
View   Revise	🖌 Institution A	pplication		Rev.	1 Approved		
Revise   Details	🖌 Board of Dir	ectors/Princip	als	Rev.	1 Approved		
View   Revise	🖌 Institution B	udget Detail		Origi	nal Approved		
Details	🖌 Checklist (3	1)					
View	Application I	Packet Notes f	for Institution (4)	)			
Details	Attachment	List (4)					
	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Facility Application(s)	2	1	0	0	0	0	3
Show Packet History		< Back	Submit for Ap	proval			

6. Click on Modify.

Centers Application Packet - Facility List for 2018 - 2019								
Institution Type: Sponso	Institution Type: Sponsoring Organization of Affiliated Centers							
Action	Facility #	Facility Name		Туре	Latest Version	Status		
View   Revise	✓ 0001			CC	Rev. 7	Approved		
View   Modify	<b>i</b> 6				Original	Pending Validation		
View   Revise	<b>V</b> 0002			CC	Rev. 6	Approved		
Add Facility	Add Facility							
Total Facilities Enrolled: 3								
< Back								

7. Enter the effective date that you wish to activate in #1, then enter the facility information in #2-48.

	VIEW   MODIFY   DELETE
Center Application for 2018 - 2019	
Institution Type: Sponsoring Organization of Affiliated Centers	
Effective Approval Date	Version: Original
1. Application Effective Date:	
License Information	
2. Center Type  If Other, please explain:	
3. Program Type:	
Adult Day Care Center 🗌	
Child Care Center	
Child Care 🗌 Outside School Hours 🗌 Emergency Sl	helter 🗌
Head Start 🗌 At-Risk Afterschool Care Center 🗌	

8. Once all information has been entered, check the certification box and click Save.

Certification
✓ The Institution certifies that the information in this Center Application is true and correct and that the Institution will immediately report to the NC Department of Health and Human Services any changes that occur to the information submitted. The Institution understands that deliberate submission of false information on the Center's application may result in the denial of the application and disqualification of the Institution and/or Center, the responsible principals and the responsible individuals from the CACFP program.
Disclaimer
I certify that I entered the information into NC CARES as presented to the State agency by the Institution. The State agency makes no certification that the information entered is true and correct.
Created By:
Save
VIEW   MODIFY   DELETE

9. Once the submission is error free, go back to the application main page and click on **Details** beside the Checklist.

Application Packet Sponsoring Organization of Affiliated Centers							
Institution Type: Sponsori	ng Organization of A	filiated Centers	5	P	Packet Subn Packet Appı acket Original App Pac	nitted Date: roved Date: roval Date: :ket Status:	03/12/2019 03/19/2019 12/11/2018 Approved
Action	Form Nam	e		Late Versi	st ion Status		
View   Revise	🖌 Institution A	pplication		Rev.	1 Approved		
Revise   Details	🖌 Board of Dir	ectors/Princip	bals	Rev.	1 Approved		
View   Revise	🖌 Institution E	Budget Detail		Origi	nal Approved		
Details	🖌 Checklist (3	1)					
View	Application	Packet Notes	for Institution (4	4)			
Details	Attachment	List (4)					
	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Facility Application(s)	2	1	0	0	0	0	3
Show Packet History		< Back	Submit for A	pproval			

10. Click on the new facility being added.

Applications Claims Compli	iance Reports My Account	Search		Year Help Log Out
Applications > Application Packet - C	Centers > Checklist >			Program Year: 2018 - 2019
	CACFP Ch	ecklist Summa	ſY	
Institution Type: Sponsoring Org	anization of Affiliated Centers			
Institution		Total Items	Submitted Items	Approved Items
		21	21	21
<b>Centers Facilities</b>		Total Items	Submitted Items	Approved Items
		5	5	5
		5	0	0
		5	5	5
		< Back		

- 11. Upload the following documents by clicking on the appropriate paperclip:
  - a. A copy of the current license
  - b. Current fire inspection
  - c. Current sanitation/health inspection
  - d. Pre-Operational Site Visit Form. This can be found at <u>https://www.nutritionnc.com/snp/forms.htm</u>
  - e. If applicable, upload the facility's Food Service Management Contract (FSMC) or CACFP Agreement to Furnish Food Service (School Food Authority Agreements) with Attachments A and B to the Checklist. These forms may be located at <u>https://www.nutritionnc.com/snp/forms.htm</u>
  - f. For the At-Risk Afterschool Meals Programs and Emergency Shelters Only: Submit an occupancy permit or a state or local sanitation and fire inspection.

Institution Type: Sponsoring Organ	nizat	on of Affiliated (	Centers				
Required Forms/Documents to send to NCDHHS		Document Submitted to NCDHHS	Date Submitted to NCDHHS	Document on File w/NCDHHS	Status	Status Date	Last Updated By
Sponsored Center Budget	U				Pending Approval	05/04/2020	
Fire Inspection Report	U				Pending Approval	05/04/2020	
IRS Letter of Tax Exempt Status	U				Pending Approval	05/04/2020	
Current Federal, State or Local License	U				Pending Approval	05/04/2020	
Sanitation Report	U				Pending Approval	05/04/2020	
Action Checklist I	tem		C	omment		Attachment D	ate/Time
			There are no a	ttachments			

**NOTE:** If there is no paperclip for an attachment, simply click on any paperclip, upload the file, name the document appropriately in the comment section, and click **Save**.

			VIEW   MODIFY   DELETE
		Checklist File Upload Detail	
Che	ecklist		
	Program:	Centers	
	Checklist Item:	IRS Letter of Tax Exempt Status	
Up	load Detail		
1.	File To Upload:		Browse
2.	Comment:	Pre-Operational Site Visit Form	
			~
		Save	

12. On the application screen in NCCARES, click **Revise** next to Institution Budget Detail, submit a revised Sponsor of Affiliated Centers budget by scrolling down and attaching under **Document Attachments.** Ensure that the budget detail page and any corresponding worksheets have the same data entered.

Application Packet Sponsoring Organization of Affiliated Centers										
Institution Type: Sponsorin	Packet Submitted Date: Packet Approved Date: Packet Original Approval Date: 12/11/2018 Packet Status: Not Submitted									
Action	Form Nam	e		Late Versi	st ion Status					
View   Revise	🖌 Institution A	Application		Rev.	1 Approved					
Revise   Details	🖌 Board of Dir	rectors/Princip	Rev.	1 Approved						
View   Revise	🖌 Institution E	Budget Detail	Origiı	nal Approved						
Details	🖌 Checklist (36)									
View	Application Packet Notes for Institution (4)									
Details	Attachment List (4)									
	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications			
Facility Application(s)	2	1	0	0	0	0	3			
< Back Submit for Approval Show Packet History										

13. After completing all required information and documents, click on Submit for Approval

Application Packet Sponsoring Organization of Affiliated Centers											
Institution Type: Sponsorin	Packet Submitted Date: Packet Approved Date: Packet Original Approval Date: 12/11/2018 Packet Status: Not Submitted										
Institution Type. Sponsonn	g organization of A	innated Center:	2								
Action	Form Name			Late Versi	st on Status						
View   Revise	<ul> <li>Institution Application</li> </ul>			Rev.	1 Approved						
Revise   Details	🖌 Board of Dii	rectors/Princip	Rev.	1 Approved							
View   Revise	🖌 Institution E	Budget Detail	Origir	nal Approved							
Details	✔ Checklist (36)										
View	Application Packet Notes for Institution (4)										
Details	Attachment List (4)										
	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications				
Facility Application(s)	2	1	0	0	0	0	3				
Show Dacket History		< Back	Submit for A	pproval							
Show Packet History											

- 14. NCCARES will send an automated message to alert the consultant to changes in the application packet. He or she will review the facility packet and request corrections if needed.
- 15. Upon review by the assigned consultant, the facility addition will be sent to the SNP Manager or designee for final approval.
- 16. Once the facility receives final approval by the Program Manager or designee, the Institution will receive an automatic notification from NCCARES, as well as a letter from the State agency confirming the change.

## Update Internal Processes

- 1. The newly approved facility should be added to the Institution's monitoring and training schedules.
- 2. The newly approved facility should receive civil rights training as well as CACFP programmatic training. All training must be documented.