



**NC CACFP Monthly  
Institution Call  
August 2023**



All the information on this call is true and accurate as of August 4, 2023.



# TODAY'S AGENDA

- NC CACFP CONNECTS
- Broadcast Emails
- Orientation Training
- Additional Information
- Q&A





## Welcome

The North Carolina Child & Adult Food Care Program (CACFP) works to ensure that eligible children and adults in qualifying non-residential care facilities receive nutritious meals.

## Please Login

To access the system, you must have a valid NCID. Press the Sign In button below to sign in using your NCID.

[SIGN IN](#)

If you don't already have an NCID, you can sign up for one by pressing the Register button.

[REGISTER](#)



# NC CACFP CONNECTS

*Get Ready. Get Set. Go.*

TO: CACFP Institutions

FROM: Cassandra Williams  
CACFP Program Manager

DATE: August 22, 2022

RE: NC CACFP CONNECTS Desktop Requirements

## Introduction and Purpose

The purpose of the document describes the desktop or device requirements needed to access the new CACFP app (NC CACFP CONNECTS) from the point of view of the end user (Institutions, Sponsoring Organizations, Day Care Centers) and the State. This document contains standards and recommendations on the workstation specification required to execute the application.

This document identifies, or where necessary, recommends the minimum workstation configuration needed to execute the solution.

The document is comprised of the following sections:

Section 1: CACFP workstation specifications: This contains the minimum recommended standards for utilizing the new CACFP application.



# Project Updates

Completed	In Progress
Revised Go live timelines and baselined	Complete finalization of User Manual(s)
Finalization of User Manual(s)	Continue with E2E Testing
End to End (E2E) Testing rounds 3 and 4	Checkpoints to assess E2E results
	Go Live planning activities continue



# NC CACFP CONNECTS

Get Ready. **Get Set.** Go.





# Broadcast Emails



# Broadcast Emails - NC CACFP CONNECTS

- Broadcast email attachments - available in the files pod.
- Claims for June and July can be submitted in NC CARES until Monday, August 7, 2023, at 11:59 pm.
- Claims will open for submission in NC CACFP CONNECTS at GO LIVE on August 21, 2023.
- Systems will not be available to institutions from August 7, 2023, at 11:59 pm until 8:00 am on August 21, 2023.





# Orientation Training



# Orientation Training for NC CACFP CONNECTS

- Training is **mandatory** for at least one staff member
- Will be conducted virtually
- August 7-18, 2023
- Registration is available on our website
- DCDEE hours are approved



# NC CACFP CONNECTS Orientation Training

## Independent Center Trainings

<b>Aug 8, Tues</b>	1-3 pm	IC NC CACFP CONNECTS
<b>Aug 9, Wed</b>	9-11am	IC NC CACFP CONNECTS
<b>Aug 10, Thurs</b>	1-3 pm	IC NC CACFP CONNECTS
<b>Aug 14, Mon</b>	1-3 pm	IC NC CACFP CONNECTS
<b>Aug 15, Tues</b>	9-11am	IC NC CACFP CONNECTS
<b>Aug 16, Wed</b>	1-3 pm	IC NC CACFP CONNECTS
<b>Aug 17, Thurs</b>	9-11am	IC NC CACFP CONNECTS
<b>Aug 18, Fri</b>	9-11am	IC NC CACFP CONNECTS

Registration is available on our Live Webinars [page](#)



# NC CACFP CONNECTS Orientation Training

## Sponsoring Organization Trainings

<b>Aug 7, Mon</b>	1-3:30 pm	SO NC CACFP CONNECTS
<b>Aug 8, Tues</b>	9-11:30 am	SO NC CACFP CONNECTS
<b>Aug 9, Wed</b>	1-3:30 pm	SO NC CACFP CONNECTS
<b>Aug 10, Thurs</b>	9-11:30 am	SO NC CACFP CONNECTS
<b>Aug 11, Fri</b>	9-11:30 am	SO NC CACFP CONNECTS
<b>Aug 15, Tues</b>	1-3:30 pm	SO NC CACFP CONNECTS
<b>Aug 16, Wed</b>	9-11:30 am	SO NC CACFP CONNECTS
<b>Aug 17, Thurs</b>	1-3:30 pm	SO NC CACFP CONNECTS

Registration is available on our Live Webinars [page](#)



# On-Demand Training

- Available after the live webinars
- Priority access will be given to those attending live trainings
- Live training is encouraged



# Orientation Training is **Required**

If training is not completed Institutions will:

- be submitted as Seriously Deficient
- not have access to NC CACFP CONNECTS
- not be able to file claims in the new system
- not be able to renew their record for FY 2024





**NC CACFP CONNECTS**  
**Guidance & Key Dates**

# User Access

- Institutions must complete **User Transition Form and User Access Request** prior to Go Live.
- User Access Requests *will* be processed after institutions have completed Orientation Training.



# Requesting User Access

- Step 1 – Complete the **User Transition Form**
  - Form link provided at completion of orientation training
  - Owner/board chair lists all staff and roles
  - One form per four users
  - Email confirmation once submitted
    - Goes to the user who completed the form  
and up to four additional users

# Requesting User Access

## Step 2 – Complete **User Access Request**

- Link will be in confirmation email
- Submitted within NC CACFP CONNECTS

Access opens **August 21, 2023, at 8:00 am**



# Key Dates

Timeline	
Date	Action
August 7, 2023, at 11:59 pm	NC CARES will be taken offline
	<ul style="list-style-type: none"><li>• Claims may be filed in NC CARES until August 7th 11:59 pm</li><li>• Claim submission will be unavailable until NC CACFP CONNECTS is available statewide on August 21<sup>st</sup> at 8:00 am</li><li>• Claim Submission Deadlines<ul style="list-style-type: none"><li>○ June claim Due By: August 29, 2023. Enter in NC CARES until August 7, 2023, or in NC CACFP CONNECTS between August 21 and 29, 2023</li><li>○ July claim Due By: September 29, 2023. Enter in NC CARES until August 7, 2023, or in NC CACFP CONNECTS between August 21, 2023, and September 29, 2023</li></ul></li></ul> <p><i>* Any claims not filed in NC CARES by August 7, 2023, must be submitted in NC CACFP CONNECTS after August 21, 2023.</i></p>

# Key Dates

Timeline	
Date	Action
<b>August 9, 2023</b>	The Controller's office will process all claims that have been submitted in NC CARES as of August 7, 2023, at 11:59 pm.
<b>August 14 – 18, 2023</b>	The State agency and test institutions will be working diligently to ensure data conversion was successful and the system is set up properly.
<b>August 21, 2023</b>	NC CACFP CONNECTS opens to all Registered Approved Users.
	<ul style="list-style-type: none"><li>• All approved institution users will receive an email indicating their user ID is now active in NC CACFP CONNECTS and they may log in.</li><li>• Institutions are strongly encouraged to log into the system and review all information for accuracy.</li><li>• If errors are noted, report to the State agency. The process for error submission will be provided prior to August 21<sup>st</sup>.</li><li>• Institutions with NC CACFP CONNECTS access may begin entering outstanding claims.</li></ul>



# Important Information for Sponsoring Organizations

- SO's will not be able to add, drop, or change a facility after August 7th.
- All add, drops and changes not approved by August 7th will be processed and reviewed on or after August 21st.

# Questions Regarding NC CACFP CONNECTS?

Email us at: [NCCACFPCONNECTS@dhhs.nc.gov](mailto:NCCACFPCONNECTS@dhhs.nc.gov)







**Additional  
Information**



# Application Update (Now Record Renewal) 2024

- Record Renewal will begin September 25, 2023, and end February 29, 2024
- Institutions will be required to complete a **NEW** application in NC CACFP CONNECTS
- This will include:
  - All attachments
  - Management Plan
    - Policies (as applicable)
  - Budget



# NCAS to NCFS

- October 1, 2023, the North Carolina Office of State Controller (OSC) will replace the North Carolina Accounting System (NCAS) with the North Carolina Financial System (NCFS).

NCAS	NCFS
Federal Identification Number	Data Elements from Substitute W-9

- Guidance will be forthcoming
- What institutions must do in order to plan for the switch:
  - Complete Substitute W-9 (once the State Agency has clarification on the form)
  - Go on the IRS.gov website to ensure you have the correct name of your Institution as it is listed on the IRS website
    - All forms that do not match the IRS website will be rejected
    - If forms are rejected, institutions will not be able to file a claim for reimbursement until corrected



- Prenatal resources
- Lactation concerns
- Online courses
- Resources for support
- Printable materials
- Toolkit



[www.breastfeednc.com](http://www.breastfeednc.com)



# NC Breastfeeding-Friendly Child Care Designation

- Why become designated?
  - Meets families' needs
  - Free marketing
  - And more!
- How to Apply
  - Online application – (link [here](#))
  - No site visits
  - Apply any time – reviewed twice annually



North Carolina

**Breastfeeding-Friendly  
Child Care Designation**



# REACH

*Recognizing ECE's Advancing Children's Healthy Habits*



## Want to apply?

- This [video](#) will walk you through how to apply
- For more information visit: <https://reach-recognition.org/reach-recognition/>
- Contact REACH at: [reachrecognition@gmail.com](mailto:reachrecognition@gmail.com)
- **Application Deadline: August 15, 2023**





<https://gonapsacc.org/provider-tools>

## 35 FREE DCDEE-approved trainings:

- Healthy habit topics
- Free as a part of your ECE program's Go NAPSACC account
- Information and strategies for ECE programs
- For directors, owners, and classroom and support staff
- 30 minutes
- DCDEE approved certificate

To get your free Go NAPSACC account, complete this short [Interest Survey](#).





**IN CLOSING**

# QUESTIONS & ANSWERS

- Please use the “QUESTIONS” pod to submit your questions.
- We will review what we have time for that pertains to the relevance of the group.
- Questions that apply to one specific Institution will be handled offline.



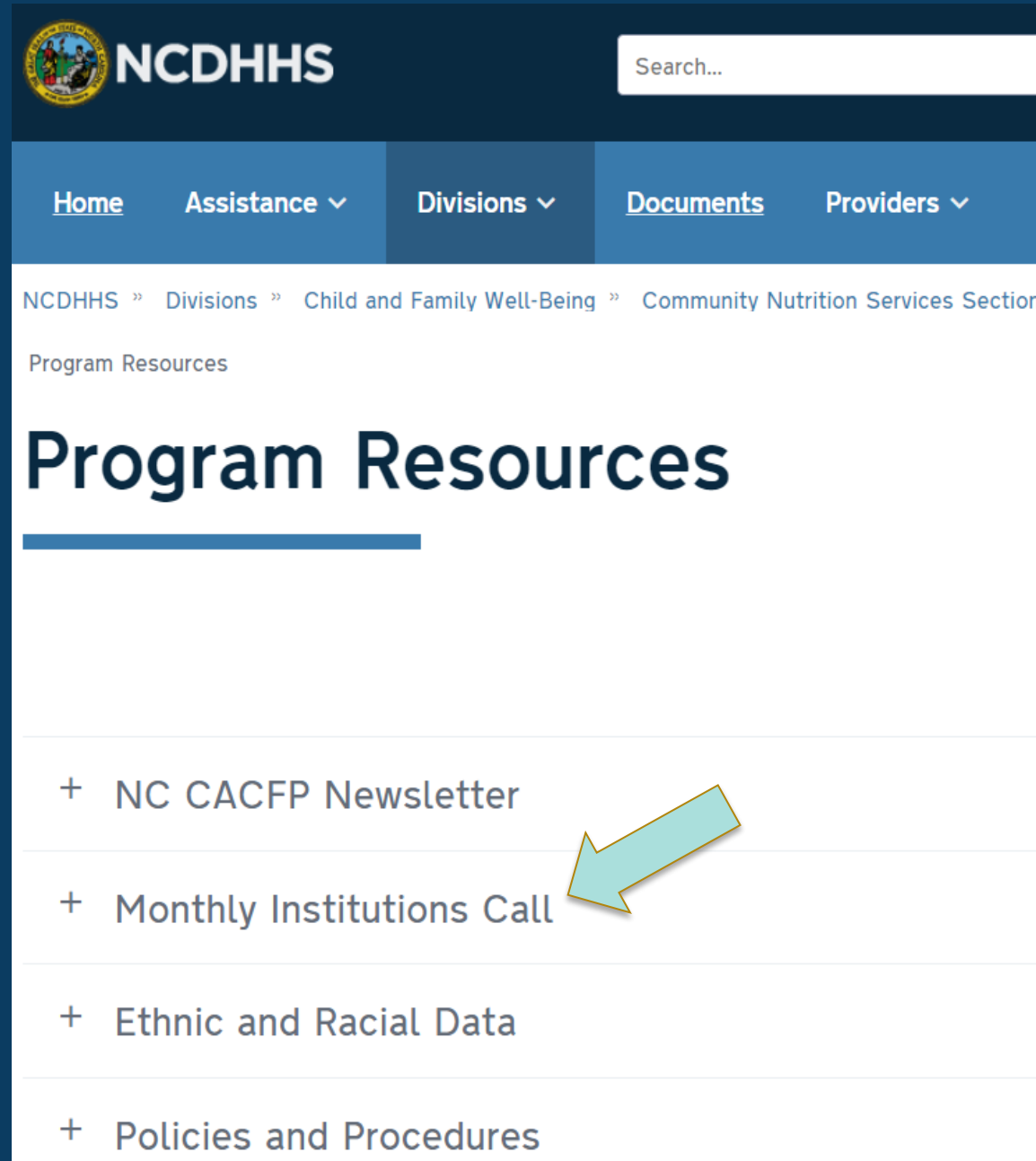


# MONTHLY INSTITUTION CALLS

The PowerPoints for the  
Institution calls are found on  
our website:

[Program Resources Page](#)

Click on “Monthly Institutions  
Call”



The screenshot shows the NCDHHS website interface. At the top left is the NCDHHS logo. To its right is a search bar with the text "Search...". Below the logo and search bar is a navigation menu with the following items: "Home", "Assistance" (with a dropdown arrow), "Divisions" (with a dropdown arrow), "Documents", and "Providers" (with a dropdown arrow). Below the navigation menu is a breadcrumb trail: "NCDHHS » Divisions » Child and Family Well-Being » Community Nutrition Services Section". Underneath the breadcrumb trail is the text "Program Resources". The main heading of the page is "Program Resources", which is underlined with a thick blue line. Below the heading is a list of resources, each preceded by a plus sign (+): "NC CACFP Newsletter", "Monthly Institutions Call", "Ethnic and Racial Data", and "Policies and Procedures". A teal arrow with a yellow outline points to the "Monthly Institutions Call" link.

# EVALUATION SURVEY

Please complete an evaluation survey to share your feedback with us

1. Click on “EVALUATION SURVEY” below
2. Complete the survey questions
3. Click the blue “Submit” button



## North Carolina CACFP Monthly Institution Call Evaluation Survey

Thank you for attending the **Monthly Institution Call** for the North Carolina Child and Adult Care Food Program. Please indicate your responses to the below questions.

We appreciate your feedback.

**The objectives of the call were clearly defined. \***

- Yes  
 No (Please explain)

**The objectives were met. \***

- Yes  
 No (Please explain)

**Participation and interaction were encouraged. \***

- Yes  
 No (Please explain)



Thank you for your time!  
Next call is on **Friday, September 1.**