



# NC CACFP MONTHLY INSTITUTION CALL

All the information on this call is true and accurate as of September 2nd, 2022.



# TODAY'S AGENDA

- Application Update Reminders
- NC CACFP CONNECTS Updates
- New Website
- Additional Information
- Q&A







**APPLICATION UPDATE  
REMINDERS**



# APPLICATION UPDATE 2023

- Prerecorded self-paced webinars now available on our website.
  - IC's - <https://ncnutrition.adobeconnect.com/e1wei4k5weyd/event/registration.html>
  - SO's - <https://ncnutrition.adobeconnect.com/eserur5iwa9k/event/registration.html>
- Application updates **due by September 30<sup>th</sup>, 2022**
- Hard deadline due to the change to a new system. **NO** Exceptions
- Follow the 2023 Application Update Guides



**What  
Questions Do  
You Have?**







**NC CACFP CONNECTS  
UPDATES**



# GCOM UPDATES



NC CACFP CONNECTS

*Get Ready. Get Set. Go.*



# Desktop Requirements



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.

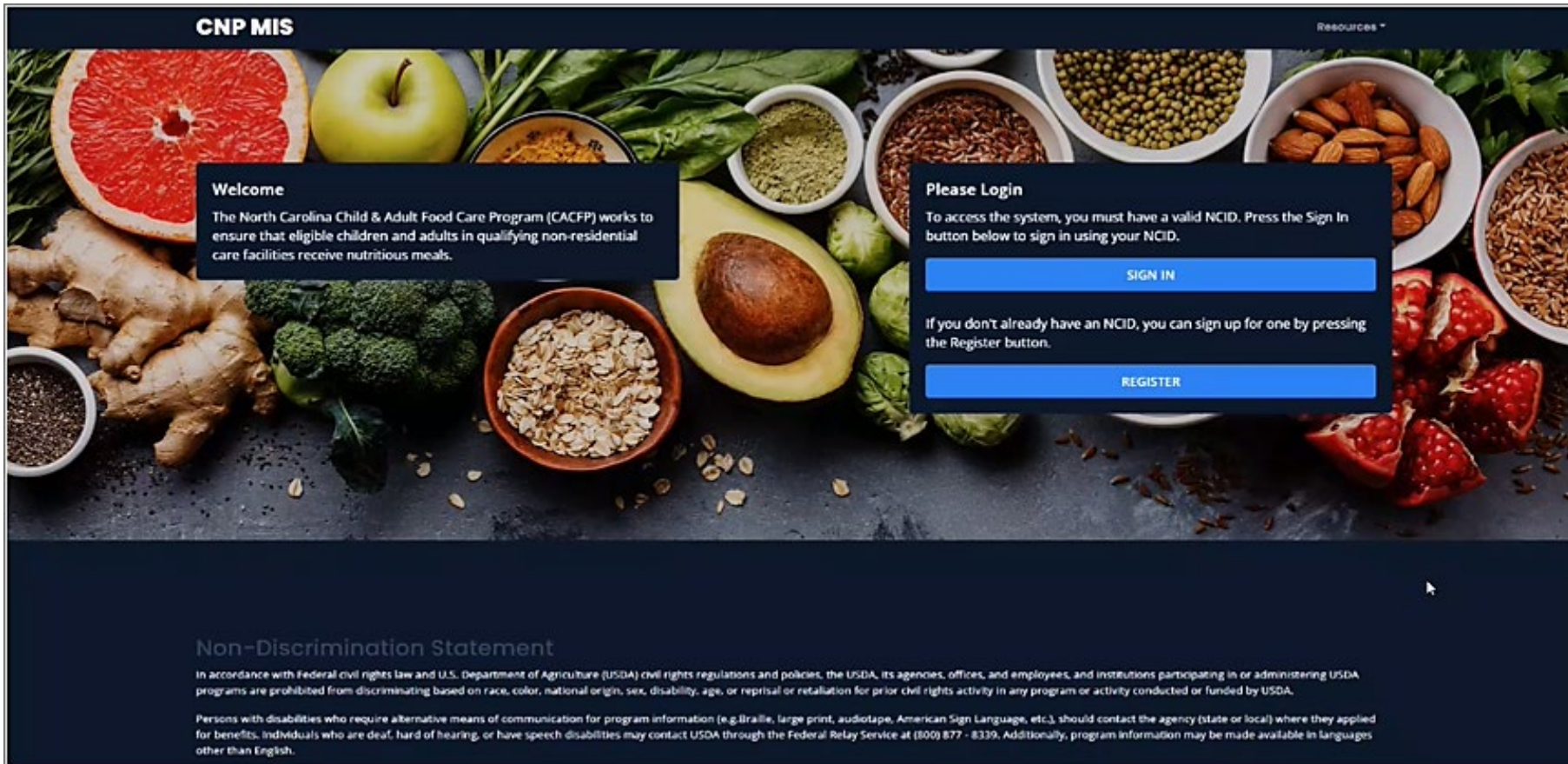
This document identifies, or where necessary, recommends the minimum workstation configuration needed to execute the solution.

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.



# Landing Screen/Login



**CNP MIS** Resources ▾

**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](#)




**Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877 - 8339. Additionally, program information may be made available in languages other than English.



# Institution Profile

**NC CONNECTS** CHILD & ADULT CARE FOOD PROGRAM Connects Eighteen   

CACFP / Institution Search / Institution Profile

## 10502 - Nathalie's CDC

### Institution Demographics

Nathalie's CDC  
DBA:  
497 Sellers rd  
Sylva, NC 28779  
1234567890 nathalie.sumner@dhhs.nc.gov

Institution Type: Independent  
Sponsorship Type:  
Organization Type: Non-Profit  
Affiliation:


### Institution Contacts

<b>Primary Contact:</b> Brady Sumner, Owner 8283318406 bradybear123@mama.com	<b>Authorized Individual:</b> Nathalie Sumner, Owner 8285068128 nathalie.sumner@dhhs.nc.gov
---	--

### Institution Record Alerts

- ✓ Institution Demographics
- ✗ Institution Contacts
- ✗ Management Plan Budget
- ✗ Institution Documents
- ✓ Institution Certification

### Notes

New  09/01/2022 Application Issues

### Independent Center

Record	Status
Facility Record	✓
Facility Documentation	✗
Facility Authorization	✓



# Institution Profile

- Administration
- Home
- Institution
- Search
- Institution Profile**
- Demographics
- Contacts
- Institution Documents
- Budget Documents
- Management Plan
- Facilities
- Certification
- Program Authorization
- Notes
- Claims
- Document Library
- Pre-Qualification Review
- Staff Assignments

### Current Authorization

Program Year: 2022  
Institution Type: Independent  
Sponsorship Type:  
Submission Status: Approved  
Authorization Status: Active  
Effective Date: 9/2/2022

### Pending Authorization

Program Year:  
Institution Type:  
Sponsorship Type:  
Submission Status:  
Authorization Status:  
[ENROLL IN 2022](#)

### Claims

Claim Month	Status	Amount	Submitted by
January	Amended	\$1234	A. Smith
February	Paid	\$1456	B. Artis
March	Error	\$2134	S. Hook
April	Pending	\$2345	P. Rane

### Compliance

Compliance ID	Compliance Name	Agreement Type	Compliance Status
1234	ABC Childcare	Cash	Approved
1357	Kidz Zone	Non-Cash	Denied
2543	Montessori	Non-Cash	Approved

### Training

Training ID	Type	Subject	Location
Open 1	Institution	My subject	NC



# Institution Demographics

**NC CONNECTS** CHILD & ADULT CARE FOOD PROGRAM Connects Eighteen

CACFP / Institution Search / Institution Profile / Institution Demographics

**10502 - Nathalie's CDC** Version 1 - Approved on 9/1/2022 11:00 AM EDT

### Institution Demographics

**INSTITUTION PROFILE**

Institution Name\* Nathalie's CDC

DBA Name

Website nathalies.com

Phone\* (123) 456-7890 Email Address\* nathalie.sumner@di

**PHYSICAL ADDRESS**

Address Line 1\* 497 Sellers rd

Address Line 2

City\* Sylva State\* North Carolina

### Institution Details

Institution Type\* Independent Affiliation\*

Sponsorship Type\* Organization Type\* Non-Profit

Business Type\* Corporation If Other, please specify

UEI (DUNS)\* 123456789012 FEIN\* 12-3456789

Organization Fiscal Year: Start\* Jan End\* Dec

**Race/Ethnicity Data** [VIEW CENSUS](#)

**ETHNICITY DATA**

Provide the ethnic make up of the population to be served (Sponsoring organization must provide the ethnic information for all the counties served)

### Communication Log

No Comments. Add a Comment below.



# Institution Demographics

**NC CONNECTS** CHILD & ADULT CARE FOOD PROGRAM

Connects Eighteen

- Modules
  - CACFP
  - Administration
- Home
- Institution
  - Search
  - Institution Profile
  - Demographics**
  - Contacts
  - Institution Documents
  - Budget Documents
  - Management Plan
  - Facilities
  - Certification
  - Program Authorization
  - Notes
  - Claims
- Document Library
- Pre-Qualification Review
- Staff Assignments

**PHYSICAL ADDRESS**

Address Line 1\*  
497 Sellers rd

Address Line 2

City\* Sylva State\* North Carolina

Zip Code\* 28779 County\* Jackson County

Is the mailing address same as the physical address?

**MAILING ADDRESS**

Address Line 1\*  
497 Sellers rd

Address Line 2

City\* Sylva State\* North Carolina

Zip Code\* 28779 County\* Jackson County

Organization Fiscal Year:  
Start\* Jan End\* Dec

**Race/Ethnicity Data** [VIEW CENSUS](#)

**ETHNICITY DATA**  
Provide the ethnic make up of the population to be served (Sponsoring organization must provide the ethnic information for all the counties served)

Hispanic or Latino\* 10

Non Hispanic or Latino\* 30

**RACIAL DATA**  
Provide the racial makeup of the population to be served (Sponsoring organization must provide the racial information for all counties served)

American Indian or Alaskan Native\* 2

Asian\* 2

Black or African American\* 2

Native Hawaiian or Pacific Islander\* 10

**Communication Log**

No Comments. Add a Comment below.



# Institution Demographics

**NC CONNECTS** CHILD & ADULT CARE FOOD PROGRAM Connects Eighteen

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  - Staff Assignments

**1. What does the institution do to promote their organization and to assure that minority populations have an equal opportunity to participate?**

Put adds in the newspaper and flyers at grocery stores and churches.

**2. What does the institution do to contact minority and grassroots organization about the opportunity to participate?**

Put adds in the newspaper and flyers at grocery stores and churches.

**3. How does the institution annually collect and maintain participants ethnic and racial data?** Collection\* Parent/Guardi... X

**If Other, please describe**

Parent selects information on the IEA forms

**4. Does the institution operate the CACFP in any other State(s)?**  Yes  No

**Name(s) of State(s)**

**5. Does the institution now participate or has the institution participated in any Child Nutrition Program(s)?**  Yes  No

**If Yes, please specify program(s) and years**

Write a comment... **SEND**

**State Agency Notes**



# Institution Contacts

**NC CONNECTS** CHILD & ADULT CARE FOOD PROGRAM Connects Eighteen

CACFP / Institution Search / Institution Profile / Institution Contacts

**10502 - Nathalie's CDC** Version 1 - Returned on 9/1/2022 11:51 AM EDT

**PROGRAM CONTACTS** **ASSIGNED CONTACTS/SA APPROVAL**

### Institution Contacts

Show Deactivated

Edit	NDL Verified	First Name	Last Name	Type	DoB	Active
		Brady	Sumner	Owner	3/14/2002	
		Nathalie	Sumner	Owner	2/28/1983	

\* Please provide at least two primary contacts for this institution.

Rows per page: 10 1-2 of 2

**+ ADD CONTACT**

### Communication Log

**Connects Thirtyone** You will need to add someone else and have their title as the Board Chair (I think).

Write a comment... **SEND**





# Management Plan

- VCA
  - Financial Viability
  - Administrative Capability
  - Program Accountability



# Management Plan

**NC CONNECTS** CHILD & ADULT CARE FOOD PROGRAM Connects Eighteen

Version 1 - Pending Approval

**FINANCIAL VIABILITY** ADMINISTRATIVE CAPABILITY PROGRAM ACCOUNTABILITY TRAINING

### Financial Viability

1. Has the institution or any of the institution's principals participated in any publicly funded programs during the past seven years?  Yes  No

1a. If yes, submit a listing of the publicly funded programs in which the institution and its principals have participated during the past seven years and currently participate in the chart below.

ADD ROW

Actions	Name of Organization	Name of Program	Year	Name of Principal/Board Member	Title
---------	----------------------	-----------------	------	--------------------------------	-------

2. Does the institution provide non-CACFP services?  Yes  No

2a. If yes, please list other services provided.

child & day care services

2b. If yes, how does the institution cover these costs? (Please be aware that the institution may NOT use CACFP funds to cover non-CACFP expenses.)

Parent fees and Subsidy

### Communication Log

**Connects Thirtyone** At the top to the left it says there is a Version 1 that is pending approval so I was asking the group if they were familiar with that so I can go in to approve it and hopefully move your application forward.

**Connects Thirtyone** Sorry not left its on the RIGHT. SMH

Write a comment... **SEND**

# Management Plan

**NC CONNECTS** CHILD & ADULT CARE FOOD PROGRAM Connects Eighteen

**Modules**

- Administration
- Home
- Institution
- Search
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- Demographics
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- Pre-Qualification Review
- Staff Assignments

6. What documentation is maintained on file to support CACFP expenditures? (Check all that apply.)

<input checked="" type="checkbox"/> Itemized receipts, invoices, and bills	<input checked="" type="checkbox"/> Timesheets	<input checked="" type="checkbox"/> Tax returns
<input type="checkbox"/> Depreciation schedule(s)	<input checked="" type="checkbox"/> Bank records	<input checked="" type="checkbox"/> Payroll records
<input type="checkbox"/> Board minutes	<input type="checkbox"/> Travel records	<input type="checkbox"/> Rental agreements
<input checked="" type="checkbox"/> Contracts	<input checked="" type="checkbox"/> Cost allocation plans	<input type="checkbox"/> Other

If Other, please specify

7. How frequently does the institution record fiscal transactions?

Daily  Weekly  Monthly  Other

If Other, please specify

8. How frequently does the institution compare its CACFP expenditures against its approved budget?

Daily  Weekly  Monthly  Other

If Other, please specify

9. Select the type of bank account used for CACFP  Single/Separate  Commingled

**Communication Log**

**Connects Thirtyone** At the top to the left it says there is a Version 1 that is pending approval so I was asking the group if they were familiar with that so I can go in to approve it and hopefully move your application forward.

**Connects Thirtyone** Sorry not left its on the RIGHT. SMH

**SEND**



# Management Plan

- Policies

The screenshot displays the NC CONNECTS web application interface. The top navigation bar includes the logo, the title "CHILD & ADULT CARE FOOD PROGRAM", and user information "Connects Eighteen". A left sidebar lists various modules, with "Management Plan" selected. The main content area contains a list of policy items, each with a checkbox. The first four items are checked, while the fifth is unchecked. Below the list is a question about cash-in-lieu of USDA commodities with radio button options for "Yes" and "No". At the bottom, there is a "Property Management Standards Policy" section with a confirmation checkbox and a "SEND" button. A "Communication Log" panel on the right shows two messages from "Connects Thirtyone".

**NC CONNECTS** CHILD & ADULT CARE FOOD PROGRAM

Connects Eighteen

**Modules**

- CACFP
- Administration

**Home**

**Institution**

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- Notes
- Claims

Board reviews CACFP expenditures and gives approval prior to purchases being made

Board makes fiscal decisions for CACFP

CACFP duties/responsibilities are rotated periodically within the institution

The institution takes periodic inventory of items purchased using CACFP funds

Other

19. Does the institution prefer cash-in-lieu of USDA commodities? (Choosing this option does not automatically guarantee that this option will be provided. Tabulation of requests will be made to determine the economic feasibility of providing commodities and you will be notified as to the results.)  Yes  No

**Property Management Standards Policy**

Please confirm that you have read and agree to the [Property Management Standards Policy](#)  I accept

**Communication Log**

**Connects Thirtyone** At the top to the left it says there is a Version 1 that is pending approval so I was asking the group if they were familiar with that so I can go in to approve it and hopefully move your application forward.

**Connects Thirtyone** Sorry not left its on the RIGHT. SMH

**SEND**

# Management Plan

- Administrative Capability

The screenshot displays the NC CONNECTS web application interface. The top navigation bar includes the logo, the program name 'CHILD & ADULT CARE FOOD PROGRAM', and the user 'Connects Eighteen'. A secondary navigation bar highlights the 'ADMINISTRATIVE CAPABILITY' module. The main content area is divided into two sections: 'Organization Structure' and 'Communication Log'.

**Organization Structure**

1. Detail the institution's organizational structure in the grid below reflecting all employees with CACFP responsibilities.

**ADD ROW**

Actions	First Name	Last Name	Title	Duties	Hours Worked per Week	Hours Worked on CACFP per Week
	Nathalie	Sumner	Executive Director	all the things	40.0	20.0
	brady	sumner	Other	being a stinky head	40.0	20.0

2. Describe the institutions process for ensuring responsible principals are not listed on the NDL.

each person is checked during back ground check before hire

**Board of Directors**

3. Provide a brief description of the institution's process for ensuring the majority of board members are not

**Communication Log**

- Connects30 Thirty I am just writing in here to see how that looks
- Connects Thirtyone Nathalie, I have NO IDEA how this works!!!!
- Connects30 Thirty LOL, I am right there with you!

Write a comment... **SEND**



# Management Plan

- Program Accountability

The screenshot displays the 'NC CONNECTS' interface for the 'CHILD & ADULT CARE FOOD PROGRAM'. The top navigation bar includes 'FINANCIAL VIABILITY', 'ADMINISTRATIVE CAPABILITY', 'PROGRAM ACCOUNTABILITY' (which is selected), and 'TRAINING'. The left sidebar lists various modules, with 'Management Plan' highlighted. The main content area is divided into two sections: 'Facility Summary' and 'Communication Log'.

**Facility Summary**

Centers Total Facilities: 1

Facility Type	Affiliated	Unaffiliated	Non-Profit	For-Profit
Child Care Center	1	0	1	0
Adult Care Center	0	0	0	0
At-Risk Afterschool Meals Program	0	0	0	0
Emergency Shelter	0	0	0	0
Outside School Hours Care	0	0	0	0
Head Start	0	0	0	0

Day Care Homes Total Day Care Homes: 0

Tier 1	Tier 2	Tier 2 Mix
0	0	0

**Communication Log**

- Connects30 Thirty** I am just writing in here to see how that looks
- Connects Thirtyone** Nathalie, I have NO IDEA how this works!!!!
- Connects30 Thirty** LOL, I am right there with you!

Write a comment... **SEND**

# Management Plan

- Training

The screenshot displays the NC CONNECTS web application interface. The top navigation bar includes the logo, the text "CHILD & ADULT CARE FOOD PROGRAM", and the version "Connects Eighteen". A secondary navigation bar highlights the "TRAINING" section. The main content area is titled "Training Certification" and contains a section for "Annual Training Requirements" with three checklist items. A list of required areas is provided below, including "Adherence of Civil Rights Requirements". A "Communication Log" on the right shows three messages from "Connects30 Thirty".

**NC CONNECTS** CHILD & ADULT CARE FOOD PROGRAM Connects Eighteen

Version 1 - Pending approval by the CDC

**FINANCIAL VIABILITY** **ADMINISTRATIVE CAPABILITY** **PROGRAM ACCOUNTABILITY** **TRAINING**

### Training Certification

#### Annual Training Requirements

Check all boxes below to certify the institution will complete the required annual training to all [key staff](#) members.

- New staff will be trained on the CACFP requirements pertinent to their assigned tasks prior to being held responsible for compliance
- Current staff will be trained on the CACFP requirements pertinent to their assigned tasks at minimum once each Federal Fiscal Year
- CACFP training will, at minimum, include instruction, as applicable to each staff's assigned tasks, on the following required areas (as specified by 7 CFR 226.15(e)(14))

CACFP Meal Patterns Accurate Meal Counts Claims Submission and Claim Review Procedures Recordkeeping Requirements Explanation of the Program's Reimbursement System	<b>Adherence of Civil Rights Requirements (to include the following):</b> Collection and use of data Effective public notification systems Compliant procedures Compliance review techniques Resolution of noncompliance Requirements for reasonable accommodation of persons with disabilities Requirements for language assistance Conflict resolution Customer service
---	--

### Communication Log

- Connects30 Thirty** I am just writing in here to see how that looks
- Connects Thirtyone** Nathalie, I have NO IDEA how this works!!!!
- Connects30 Thirty** LOL, I am right there with you!

Write a comment... **SEND**



# Institution Documents

NC CONNECTS CHILD & ADULT CARE FOOD PROGRAM Connects Eighteen ↗ 🌙 ↗

**Institution Document Management**  Show History

**Legend**

- View/Download Document
- Submit/Approve Document
- Open Document Requirement Details
- Mark Document as Not Applicable
- Upload/Update Document
- Delete/Expire Document

Filter by Subcategory 🔍 Search

Actions	Category	SubCategory	Document Name	On File	Date Submitted	Status	Frequency	Next Due Date
	Institution Record	Certification	Annual Information Certification	<input checked="" type="checkbox"/>	08/26/2022 13:56 PM	Approved	Fiscal Year Renewal	09/30/2023
	Institution Record	Certification	Annual Information Certification for Institutions	<input type="checkbox"/>			Fiscal Year Renewal	09/02/2022
	Institution Record	Certification	CACFP Fact Sheet	<input type="checkbox"/>			Fiscal Year Renewal	09/02/2022
	Institution Record	Certification	CACFP Fact Sheet - B	<input type="checkbox"/>			Fiscal Year Renewal	09/02/2022
	Institution Record	Training	Certificate of Attendance	<input type="checkbox"/>			Fiscal Year Renewal	09/02/2022

# GCOM UPDATES

NC CACFP CONNECTS

*Get Ready. Get Set. Go.*



# GCOM UPDATES

NC CACFP CONNECTS

*Get Ready. Get Set. Go.*




A close-up photograph of a corn cob, showing rows of yellow and white kernels. The kernels are glossy and arranged in a regular pattern. Some green husk and white silk are visible at the top and bottom edges. A dark blue rectangular banner is centered horizontally across the middle of the image, containing the text "New Website" in white, bold, sans-serif font.


**New Website**



<https://www.ncdhhs.gov/nccacfp>

Select Language ▾

 **NCDHHS**

Search... 

NCDHHS COVID-19 NC.GOV AGENCIES JOBS

[Home](#) [Assistance ▾](#) [Divisions ▾](#) [Documents](#) [Providers ▾](#) [News ▾](#) [About ▾](#) [Contact ▾](#)

NCDHHS » Divisions » Child and Family Well-Being » Community Nutrition Services Section » Child and Adult Care Food Program (CACFP)

## Child and Adult Care Food Program (CACFP)







**ADDITIONAL  
INFORMATION**



# NC Breastfeeding-Friendly Child Care Designation (NC BFCCD)

- Why become designated?
  - Meets families' needs
  - Free marketing
  - And more!
- How to Apply
  - Online application
  - No site visits
  - Apply any time – reviewed 2x per year



# Waiver Request for SY 2022-2023

Used only when limited by the COVID-19 pandemic

## Available Waivers:

- Meal Service Times
- Non-Congregate Meals
- Parent/Guardian Pick Up
- Onsite Monitoring

Institutions will have to apply using the link below:

<https://fs24.formsite.com/cacfp/1pfzngxumn/index.html>





**IN CLOSING**

# QUESTIONS & ANSWERS

- Please use the “ASK YOUR QUESTIONS HERE” 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 header with the logo and a search bar. The navigation menu includes Home, Assistance, Divisions, Documents, Providers, and News. The breadcrumb trail reads: NCDHHS » Divisions » Child and Family Well-Being » Community Nutrition Services Section » Child and Family Well-Being Program Resources. The main heading is 'Program Resources'. Below this, there are two expandable sections: '+ NC CACFP Newsletter' and '- Monthly Institutions Call'. A green arrow points to the 'Monthly Institutions Call' link. Underneath, a list of dates for 2022 is shown: July 1, 2022; June 3, 2022; and May 6, 2022.

NCDHHS

Search...

Home Assistance Divisions Documents Providers News

NCDHHS » Divisions » Child and Family Well-Being » Community Nutrition Services Section » Child and Family Well-Being Program Resources

## Program Resources

- + NC CACFP Newsletter
- Monthly Institutions Call

- 2022
  - [July 1, 2022](#)
  - [June 3, 2022](#)
  - [May 6, 2022](#)


# 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, October 7th.