NC CACFP Monthly Institution Call February 2024

All the information on this call is true and accurate as of February 2, 2024.

TODAY'S AGENDA

- NCFS Payments
- Record Renewal
- NC CACFP CONNECTS
 Performance Enhancements
- CACFP Week 2024
- Additional Information
- Q&A



Angel Rammerer. Angel Rammerer. Angel Rammerer. Angel Rammerer.	15.550
NCFS	S Payments

165,000

165,000

2,688,505 2,190,635 TOTA	LUMAN	ICFS	Paym	ients_
TTIES	32,062 112,000 255,000 35,260 434,322 500,000 350,000 850,000 1,284,322	30,653 92,756 175,416 28,445 327,270 400,000 200,000 600,000 927,270	98,871	22,050 75,09 400,000 200,000 600,000 860,560
	10,000,000	10,000,000	10,000,000	10,000,000
r Value Baht 10.00)	10,000,000	1,000,000	1,000,00	0 1,000,000

1 1010 Calendrate Barn	100 1000 1000
And Income 918	x / ERY / 333
rest Income 9	/e /or
her-net 10	le 10 1
Income Before Tax 937	1 1
Tax 16	30 123 15
Income After Tax	757 561 6
Minority Interest	5 4
Equity in Affiliates	2 7
Net Income	757 561
Gross Profit Margin	0.38 0.3
Operating Profit Margin	0.20 0.
Net Profit Margin	10.17/0
ROE	1 11%
AOR	Bok
10005	0.1

IES : Financial In:

BILITIES

NY ARXY 744,849,94 10,001

3, care,

89,415

-21

T LIABILITIE

Par Value Baht 10.00)	10,000,000	10,000,000
Capital Value Baht 10.00)	1,000,000 165,000	1,000,000

Statement Larry

Automation and Lorge barner of

Consideration and and

TOTAL LIABILITIES MIN

NCFS

- NC CACFP CONNECTS and NCFS are two separate systems.
- NC CACFP does not have authority over NCFS
- Institution submits claim in NC CACFP CONNECTS
- Claims are batched by DHHS Controller's Office on Wednesdays and Fridays
 - Once the claim is batched Institution's will see "Sent for Payment" within the claim's module in NC CACFP CONNECTS

NCFS

PREVIOUSLY

 Institutions received an email within 2-3 days stating funds will be deposited into accounts

• NOW

- Institutions receive an email; however, at the time of this email, funds are taking 2 to 3 days to be deposited into accounts
- Claims have been paid up through 1/26/2024.

7 CFR 226.6(b)(2)(iii)(H)

The State agency must ensure that each renewing institution certifies that it is still in compliance with the performance standards described in paragraph (b)(1)(xviii) of this section, meaning it is financially viable, is administratively capable of operating the Program in accordance with this part, and has internal controls in effect to ensure accountability.

7 CFR 226.6(b)(1)(xviii)(A)(2)

A new institution must demonstrate that it has adequate financial resources to operate the CACFP on a daily basis, has adequate sources of funds to continue to pay employees and suppliers during periods of temporary interruptions in Program payments and/or to pay debts when fiscal claims have been assessed against the institution, and can document financial viability (for example, through audits, financial statements, etc.);

7 CFR 226.7(k) Claims Processing

.....All valid claims shall be paid within 45 calendar days of receipt....

Record Renewal

Record Renewal FY2024

Monday, September 25, 2023: FY2024 Opened

Thursday, February 29, 2024: Approval Deadline

Record Renewal FY2024 Training

- Pre-recorded trainings for IC's, SO's, and SFA-ARAMs are available.
- Visit Training Page, <u>Prerecorded Programmatic Training</u> section.

○ IC Training: 4 DCDEE contact hours

○ SO Training: 4.5 DCDEE contact hours

- Must attend the entire training to receive a certificate.
- FY 2024 Record Renewal Training is separate from NC CACFP CONNECTS Orientation Training. **Both trainings are required.**

Approval Recommended



Approved



Management Plan

Financial Viability, Administrative Capability, and Program Accountability.

- Who, What, When, Where, and How
- Use full sentences

Inadequate response:

5. Describe the institution's process of accountability for all funds and property received, held, and disbursed?

Property Standards Policy attached.

 \times

Management Plan

Discuss how funds and property are:

- Received
- Held
- Disbursed

5. Describe the institution's process of accountability for all funds and property received, held, and disbursed?

Reports are done at the beginning of the month for the last months billing. Reports consist of daily attendance and expenditures for the month.

Budget Documents - Ensure the correct budget is selected

Required Documents								
					Rows per page: 10 🔻	1-6 of 6	< <	> >
Actions	Category	SubCategory	Document Name	On File	Date Submitted	Status F	requency	Next Due Date
© 🗹 🕞 🛇 🗎	Budget Record	Sponsoring Organization	2022-2023 Sponsor of Affiliated Centers Budget				iscal Year enewal	
© 🗹 🗈 😨 🖉 🗎	Budget Record	Sponsoring Organization	2022-2023 Sponsor of Unaffiliated Centers Budget				iscal Year enewal	
© 🗹 🗈 😨 🖉 🗎	Budget Record	Sponsoring Organization	2022-2023 Sponsor of Day Care Homes				iscal Year enewal	
© 🗹 🕞 🔷 🖉 🗎	Budget Record	Sponsoring Organization	2023-2024 Sponsor of Affiliated Centers Budget				iscal Year enewal	
© 🗹 🗟 🔕 🖉 🗎	Budget Record	Sponsoring Organization	2023-2024 Sponsor of Day Care Homes Budget				iscal Year enewal	
© 🗹 🗈 😨 🖉 🗎	Budget Record	Sponsoring Organization	2023-2024 Sponsor of Unaffiliated Centers Budget				iscal Year enewal	
					Rows per page: 10 🔻	1-6 of 6	< <	> >

• Red Circle with a line – Not applicable documents

◎ Z .	Institution Record	Policies	Administrative Review Policy
Image:	Institution Record	Policies	CACFP Performance Standards Policy
◎ 🗹 🗟 ✓ ⊘ 🗎	Institution Record	Policies	Code of Conduct Policy
◎ 🗹 🗟 ✓ ⊘ 🗎	Institution Record	Policies	Compensation Policy
◎ 🗹 🗟 ✓ ⊘ 🗎	Institution Record	Policies	Confidentiality Policy
◎ Z B Ø Ø i	Institution Record	Policies	Disbursement Policy

- Green Check Mark does not mean finished
 - Ensure the document is submitted



Annual Renewal for Food Service Contract

B. Unit Price Schedule

The institution and the FSMC or SFA have mutually agreed to the unit prices as shown below. The maximum increase to unit prices from the previous year must not be more than the *Consumer Price Index (CPI-U), Food Away from Home, Southeast Region,* for the current year. The FSMC or SFA shall provide the following meals in the estimated quantities to be delivered at the location(s) stated on the original contract.

Renewed Contract Unit Price Schedule

Total Number of Operating Days	x	Units Needed Per Day	x	Unit Price \$	=	Total	
-----------------------------------	---	-------------------------	---	---------------	---	-------	--

NC CACFP CONNECTS Feature Enhancements

Communication Log

• A pop-up Communication Log is added on the Upper Right Side of Each Record throughout the System.

 If a State user adds a Comment in Communication log, the communication box will Pulsate indicating Institution users to open the Communication log to view the message added by state users.

• If there is no Comment added in the Communication Log, the box will not Pulsate and will be stationary.

 Images 1 & 2 on the next slide will show the difference between a pulsating box vs a non-pulsating box.

Pulsating vs Non-Pulsating

Test Institution A			Version 1 - In Process
ion Demogra	ohics		Institution Details
ON PROFILE			Sponsor
ution A			Centers and Homes
le			Business Type*
			UEI (DUNS)*
0000	X	Email Address* test@test.com	X Organization Fiscal Year:
ADDRESS			Start*
ne 1* Drive		Address Line 2	Race/Ethnicity Data VIEW CENSUS
		North Carolina	THNICITY DATA
		County*	 Provide the ethnic make up of the population to be served (Sponsor organization must provide the ethnic information for all the countie served)

	CHILD & ADULT CARE FOOD PRO	DGRAM	CFDA No. Institution User 🌔 [→
🖌 Home	CACFP / Institution Search / Institut	ion Profile / Institution Demographi	
Institution ^	10501 - Test Institution A		Version 1 - In Process
 Institution Profile Demographics Contacts 	Institution Demographics		Institution Details
Institution Documents	INSTITUTION PROFILE		Sponsor
📱 Facility Dashboard 🚠 Management Plan	Test Institution A		Sponsorship Type" Centers and Homes
BudgetCertification	DBA Name		Business Type*
 Notes Claims 	Website		uer (duns)*
Document Library	(919) 000-0000 X	Email Address*	Organization Fiscal Year:
[→ Logout	PHYSICAL ADDRESS		Start*
	- Address Line I* 1000 Test Drive	Address Line 2	Race/Ethnicity Data
	City* Cary	North Carolina	
	Zip Code*	County*	Provide the ethnic make up of the population to be served (Sponsoring organization must provide the ethnic information for all the counties

Click on the Pulsating Icon to Expand the Box to view Comments.

CHILD & ADULT CARE FOOD PROGRAM	CFDA No. Institution User 🧔 [
10501 - Test Institution A	 Version 1 - In Process 	Communication Log ×
Institution Demographics	Institution Details	Sys Administrator ONE Please fill the
INSTITUTION PROFILE	Institution Type* Sponsor Sponsorship Type* Centers and Homes Non-Profit	Required fields 01/29/2024 09:29 AM
DBA Name Website	Business Type* If Other, please specify UEI (DUNS)* AERAAAAAAA11 X 11-111111	
(919) 000-0000 X Email Address* test@test.com X	Organization Fiscal Year:	
Address Line 1*	Race/Ethnicity Data VIEW CENSUS	
Address Line 2	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)	Write a comment SEND

Click on Communication Log

Communication log window opens

	CHILD & ADULT CARE FOOD PROGRAM		CFDA No. Institution User 🌔 🕞
A Home	CACFP / Institution Search / Institution Profile / I	nstitution Demographics	
Institution ^	10501 - Test Institution A	 Version 1 - Pending Approval (update 	Communication Log ×
Institution Profile			
Demographics	Institution Demographics	Institution Details	
Contacts	5 1		Sys Administrator ONE Please fill the
Institution Documents	INSTITUTION PROFILE	Sponsor Short Shor	Required fields 01/29/2024 09:29 AM
Facility Dashboard	- Institution Name* Test Institution A	Sponsorship Type* Organization Type*	
🚠 Management Plan		Centers and Homes	
🔒 Budget	DRANKees	- Business Type*	
Certification	DBA Name	Corporation If Other, please specify	
Notes		UEI (DUNS)* FEIN*	
Claims	Website	AERAAAAAA11 11-1111111	
	Phone* Email Address*	Organization Fiscal Year:	
Document Library	(919) 000-0000 test@test.com	- Start*	
[→ Logout	PHYSICAL ADDRESS	Jan 💌 Dec 💌	
	Address Line 1* 1000 Test Drive	Race/Ethnicity Data VIEW CENSUS	
	Address Line 2	ETHNICITY DATA	
	City* State*	Provide the ethnic make up of the population to be	Write a comment > SEND
	Cary North Carolina 👻	served (Sponsoring organization must provide the	
	Zip Code* County*	ethnic information for all the counties served)	
	27519 Wake •	Hispanic or Latino*	

Communication Log in Other Records

CFP / Institution Search / Inst	titution Profile	e / Institution	Documents				
REQUIRED DOCUMENTS		AL ATTACHME	NTS				
nstitution Document Manager							← BACK TO LIS
equired Documents							
ocumentation Details				Current Docum	nentation on File		
ocument Requirement Name ermanent Agreement				No Document on	File		
escription ermanent Agreement between the Sta	te Agency and t	he Institution					UPLOA
ubmission Frequency loes not Expire							
ownload Form / Template			<u>+</u>				
nstructions / Sample			±				
ocumentation History							
Document Name	N/A	Date Submitted	Submitted By	Current Status	Approved Date	Approved By	Expiration Date
					Rows per page:	10 🔻 0-0 of 0	

Management Plan

	tution Search / Institution Profile	/ Management Plan		Version 1 -		
0501 - Tes	t Institution A			Version 1 -	In Process	
FINANCIAI	L VIABILITY 🛛 🔓 ADMINISTRATIVE	CAPABILITY 🛒 PROGRAM	M ACCOUNTABILITY		() TRAINING	
inancial	Viability					
	stitution or any of the institution's prin nded programs during the past seven		O Yes O No			
	mit a listing of the publicly funded prog e in the chart below.	grams in which the institution	and its principals have	participated during the	past seven years and c	urrently
ADD ROW						
Actions	Name of Organization	Name of Program	Year	Name of Principal/ Bo	oard Member	Title
Does the ir	nstitution provide non-CACFP services?		O Yes O No			
a. If yes, plea	ase list other services provided.					
b. If yes, how	does the institution cover these costs	? (Please be aware that the in:	stitution may NOT use	CACFP funds to cover no	on-CACFP expenses.)	

Performance Enhancement

• Speed between navigating through the Records has been increased for faster performance.

Management Plan

- Monitoring Tab page is widened to make the view easier for Monitoring Schedule.
- Scroll bars are added to move the Monitoring Schedule Left/Right and Up/Down
- The arrows over Pre-Approval and Visits are collapsable.

← C A ⊡ https://co	onv.cnpmis.nutritic	on.gcomdev	.com/cacfp/instituti	ons/fbb126b8-90	0d-4088-8d0d-fc6c4	1823ad92/manage	ementplan		Ap		r= @ %	📀
	CHILD & A	DULT C	ARE FOOD PE	ROGRAM						CFDA No.	Institution User	€. 🗗
😤 Home												
Institution ^												P
Institution Profile							Q Searc	ch				
Demographics												
Contacts												
Institution Documents			Facility		»	Visit	>>	Visit	Meal	>>	Visit	Mea
Facility Dashboard	Actions	ID	Name	Type	Pre-	Туре	1st	Туре	Observed	2nd	Туре	Obs
击 Management Plan					Approval		Visit			Visit		
Budget												
Certification												
Notes												
Claims												
Document Library												
[→ Logout												

Management Plan

Monitoring Schedule Column Headers Abbreviated to fit in one view

- Column headers have been updated
 - Facility ID = ID
 - Facility Type = Type
 - Pre-approval Visit = Pre-approval
 - Announced or Unannounced = Visit Type
- Facility Type = Type has abbreviated facility types
 - Childcare = CC
 - At-Risk = ARAM
 - Head Start = HS
 - Adult Day Care = ADC
 - Emergency Shelter = ES
 - Outside School Hours Care = OSHC
 - Day Care Home = DCH
- Collapsible Columns
 - Pre-Approval + Visit Type collapse down to pre-approval and the user can expand the column when needed to see the details
 - 1st Visit + Visit Type + Meal Observed = 1st Visit
 - 2nd Visit + Visit Type + Meal Observed = 2nd Visit
 - 3rd Visit + Visit Type + Meal Observed = 3rd Visit

Examples: Highlighted areas show the updates made



Contacts UI Layout

- The page layout is wider.
- Users are able to view left to right.

CACFP	Institutio	on Search / Institution Pro	file / Institution Contacts				
10501	- Test In	stitution A			 Version 2 - In Process 		
🐣 PRC	GRAM CO	NTACTS	CONTACTS/SA APPROVAL				
Institut	ion Conto	acts					
(i)	Accian prin	nary and authorized contact					
	how Deactiv			Q Search			
				Y pearch			
Edit	NDL Verified	First Name	Last Name	Title	Туре	DoB	Active
	16	Test1	Test2	Director	Owner/Responsible Principal	10/11/1989	160
	160	Test3	Test4	Administrator	Owner/Responsible Principal	1/11/1979	160

CACFP Week 2024

CACFP Week 2024

- March 10-16, 2024
- Each letter represents a different area of focus:
 - Community
 - Awareness
 - Children
 - Food program
 - Participate



Visit this <u>link</u> for more information.

Additional Information

New Institution Staff - Training

• NC CACFP CONNECTS Orientation Training • Visit this link to register/attend.



NC CACFP CONNECTS User Access Forms

New User Access Form

Divis	sion of Child and F C	a Department of H amily Well Being, (hild and Adult Car CONNECTS N	Community e Food Pro	Nutrition gram	Services	Section			Child & Advit Care Food Program		
Institution Name:					A	greeme	ent #:				
Phone Number		Email addre	255								
	equired: Visit the NC CACFP CONNEC										
to act for the Please type or Prior to subm	to act for the institution in NC CACEP CONNECTS. Please type or print the full name, title, <i>Individual</i> NCID, and indicate the area of access to be granted.										
-	me		Title				Indiv	idual N	CID		
Grant access to:		ger (full access)		ication		Clai		-			
	box to confirm the	User has submitt		ss reques	ted in NO	CACFP					
Na	me		Title				Indiv	idual N	CID		
Grant access to:		ger (full access)		ication		Clai					
		User has submitt		ss reques	ted in NO	NC CACFP CONNECTS?					
Na	me		Title			Individual NCID					
						1,					
Grant access to:		ger (full access)		ication		Clai					
Please mark this	box to confirm the	User has submitt	ed an acce	ss reques	ted in NO	CACFP	CONNEC	TS?			
I understand a Individual NC I agree precat I understand a immediately t Send completed t	As one of the Institution's Authorized Individuals, per the current Statement of Authority: Individual NCID. Business NCID or shared NCIDs are prohibited. I agree precautions will be made to ensure Individual NCIDs will not be used by multiple employees. I understand changes in the status of any authorized NC CACFP CONNECTS user lated above must be submitted immediately to the NC CACFP at <u>CNS.CustomerService@dhhs.nc.gov</u> or by fax to 919-870-4863. Send completed to <u>CNS.CustomerService@dhhs.nc.gov</u> or by fax to 919-870-4863. Any NC CACFP CONNECTS login that has not been used within 90 days will be deactivated.										
Authorized Indivi	-				,						
Name				Title							
Signature			Date								
Phone				Email							
THORE											
STATE USE ONLY					Date Rec	eived					

User Termination Form

		d Family Well Being, Comm Child and Adult Care Foo FP CONNECTS User	d Program		CACL Child 6. Adv Care Food Prop				
Institution Name:				Agreement #	t:				
Phone Numb	er	Email address							
Complete the following section to request termination of NC CACFP CONNECTS access for institution staff who been previously authorized to act for the institution in NC CACFP CONNECTS. Please type or print the full name, and Individual NCID.									
Terminate ad	cess in NC CACFP CONNEC	TS for:							
	Name	Title		h	ndividual NCID				
				Individual NCID					
	Name	Title							
	Name	Title		h	ndividual NCID				
		1							
 I am requ I agree pr 	e Institution's Authorized In lesting the above authorize recautions were made to en ted form to <u>CNS.Customer</u> S	ed NC CACFP CONNECTS us nsure their individual NCID	er(s) access s were not i	be terminated used by anyone					
 I am requ I agree pr 	uesting the above authorize recautions were made to en ted form to <u>CNS.Customer</u> S	ed NC CACFP CONNECTS us nsure their individual NCID	er(s) access s were not i	be terminated used by anyone					
I am requ I agree p Send complet	uesting the above authorize recautions were made to en ted form to <u>CNS.Customer</u> S	ed NC CACFP CONNECTS us nsure their individual NCID	er(s) access s were not i	be terminated used by anyone					
I am requ I agree pr Send complet Authorized In Name Signature	uesting the above authorize recautions were made to en ted form to <u>CNS.Customer</u> S	ed NC CACFP CONNECTS us nsure their individual NCID	er(s) access s were not r fax to 919-i Title Date	be terminated used by anyone					
I am requ I agree pr Send complet Authorized In Name	uesting the above authorize recautions were made to en ted form to <u>CNS.Customer</u> S	ed NC CACFP CONNECTS us nsure their individual NCID	er(s) access s were not i fax to 919-i Title	be terminated used by anyone					
I am requ I agree pr Send complet Authorized In Name Signature	uesting the above authorize recautions were made to en ted form to <u>CNS.Customer</u> S	ed NC CACFP CONNECTS us nsure their individual NCID	er(s) access s were not r fax to 919-i Title Date	be terminated used by anyone					
I am requ I agree pr Send complet Authorized In Name Signature	uesting the above authorize recautions were made to en ted form to <u>CNS.Customer</u> S	ed NC CACFP CONNECTS us nsure their individual NCID	er(s) access s were not r fax to 919-i Title Date	be terminated used by anyone					
I am requ I agree pr Send complet Authorized In Name Signature	uesting the above authorize recautions were made to en ted form to <u>CNS.Customer</u> S	ed NC CACFP CONNECTS us nsure their individual NCID	er(s) access s were not r fax to 919-i Title Date	be terminated used by anyone					
I am requ I agree pr Send complet Authorized In Name Signature	uesting the above authorize recautions were made to en ted form to <u>CNS.Customer</u> S	ed NC CACFP CONNECTS us nsure their individual NCID	er(s) access s were not r fax to 919-i Title Date	be terminated used by anyone					
I am requ I agree pr Send complet Authorized In Name Signature	uesting the above authorize recautions were made to en ted form to <u>CNS.Customer</u> S	ed NC CACFP CONNECTS us nsure their individual NCID	er(s) access s were not r fax to 919-i Title Date	be terminated used by anyone					
I am requ I agree pr Send complet Authorized In Name Signature	sesting the above authorize recautions were made to er ted form to <u>CNS.CustomerS</u> ndividual	ed NC CACFP CONNECTS us nsure their individual NCID	er(s) access s were not i fax to 919-i Title Date Email	be terminated used by anyone					
I am requ I agree pi Send complet Authorized II Name Signature Phone	sesting the above authorize recautions were made to er ted form to <u>CNS.CustomerS</u> ndividual	ed NC CACFP CONNECTS us nsure their individual NCID	er(s) access s were not i fax to 919-i Title Date Email	be terminated used by anyone 370-4863.					
I am requ I agree pi Send complet Authorized Ir Name Signature Phone STATE USE 0	resting the above authorize recautions were made to er ted form to <u>CNS.Customers</u> ndividual	ed NC CACFP CONNECTS us nsure their individual NCID	er(s) access s were not i fax to 919-i Title Date Email	be terminated used by anyone 370-4863.	e else.				

Farm to ECE Statewide Mapping System



- Connect ECE providers to local farmers
- Ease purchasing of local foods
- County specific
- Healthier NC communities

Interest Survey: https://www.surveymonkey.com/r/PCY6GLW

Harvard Study for CACFP

• Survey purpose - to understand the experience childcare programs have with participating in the CACFP.

• 15-minute survey

Will ask general participation questions about the CACFP
 Will also ask for a recent one-month menu to analyze meals served.

• Download the informational documents in the files pod for more information (available in English and Spanish).



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"

🛞 N	CDHHS		Search		
<u>Home</u>	Assistance ~	Divisions 🗸	Documents	Providers 🗸	
NCDHHS » Program Res	Divisions » Child ar	nd Family Well-Being	» Community Nu	trition Services Sec	tion
Prog	gram F	Resour	ces		
		-			
+ N0	C CACFP Nev	wsletter			
+ Mo	onthly Institu	tions Call			
+ Et	hnic and Raci	ial Data			
+ Po	licies and Pr	ocedures			

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

O No (Please explain)

The objectives were met. *

O Yes

O No (Please explain)

Participation and interaction were encouraged. *

O Yes

O No (Please explain)



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