# NC CACFP Monthly Institution Call June 2025

All the information on this call is true and accurate as of June 6, 2025.

# **TODAY'S AGENDA**

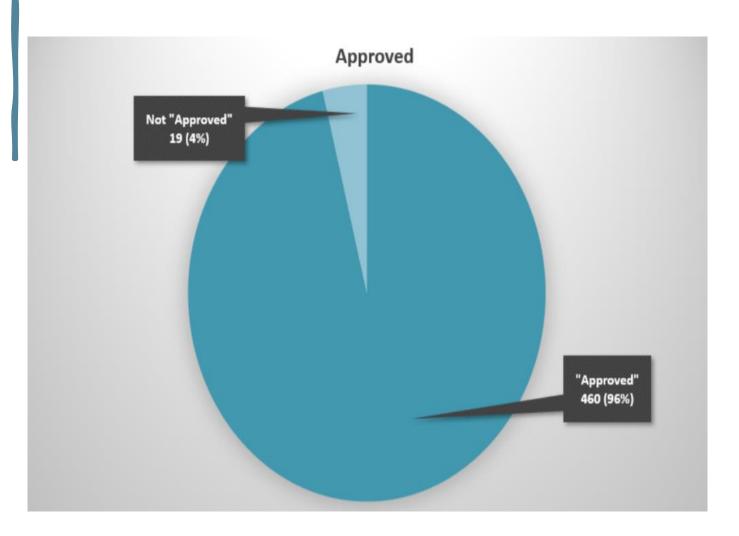
- Record Renewal
- Policy Memos
- NC CACFP Resource of the Month: Serving Snacks in the CACFP
- Additional Information
- Q&A



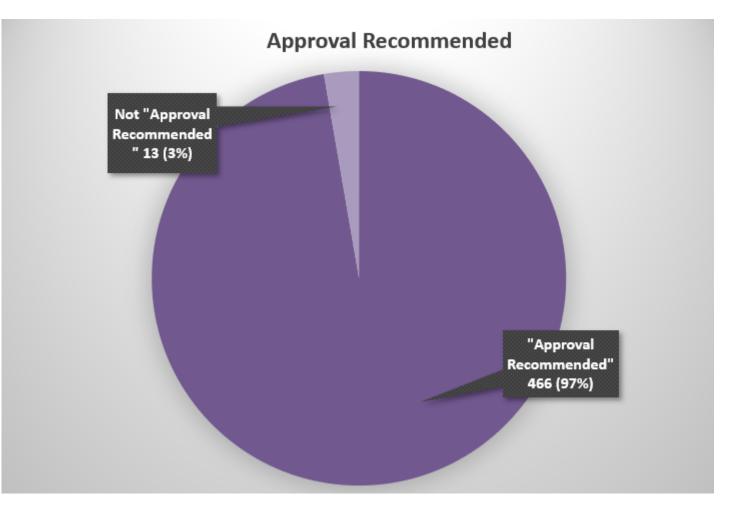
# Record Renewal FY 2024 & FY 2025

## FY 2024 & FY 2025 Record Renewal





#### FY 2024 & FY 2025 Record Renewal



# Record Renewal FY 2026

#### **NC CACFP CONNECTS**

 Record Renewal FY 2026 will open July 1, 2025, and close September 30, 2025

 Record Renewal FY 2026 must be APPROVED by September 30, 2025

 All records not APPROVED by September 30, 2025, will receive a Notice of Serious Deficiency beginning the week of October 6, 2025

### **Record Renewal FY 2026**

- Guides will be available for each institution type
- Access them by:
  - -Email
  - Attending Live Training
    NC CACFP CONNECTS
    Document Library

North Carolina Department of Health and Human Services Division of Child & Family Well-Being, Community Nutrition Services Section Child and Adult Care Food Program Independent Centers FY2026 Guide for Record Renewal



Follow this guide to complete Failure to accurately submit n		Facility Documents	Notes		
approved by the State agen	cy before September	Fire Inspection	The system will flag institutions throughout the year when inspections need to be updated.		
which to review the record for possible to allow time for revi	r approval; each submis ew and approval before	Health/Sanitation Inspection	Update the dates in the system if indicated. Upload the institution's copy of inspection report(s).		
Record Renewal FY 202	6	Facilities Receiving Catere	ed Meals from Food Service Management Companies		
Log in to the system and se Under Pending Authorizat Submission Status should b Follow the Notes below for The Institution Record Ale	ion, Authorization Type e "In Process". each section. Update o	CACFP Food Service Contract – Food Service Management Company (FSMC) Invitation For Bids Quotes or Bids	If this is a new contract: <ul> <li>Submit a copy of all contract-related documents.</li> <li>Refer to 2 <i>CFR</i> 226 and <i>FNS</i> 796-2 <i>Rev4 Ex</i> for additional contract requirements.</li> <li>Contracts up to \$10,000 may be phone quotes, \$10,000-\$250,000 require written quotes submitted, and those over \$250,000 require sealed bids and</li> </ul>		
submitted for approval. Once the Record Renewal an email from NC CACFP ( Renewal is complete. Please Institution Profile	CONNECTS (CNPMIS	Documentation If this is a contract renewal year, the original contract is not required. Annual Renewal for Food Service Contract	<ul> <li>justification of selected contract.</li> <li>Upload the signed awarded contract, copies of the institution's/facility's documentation of all phone quotes, written quotes, and bids including solicitation materials and specifications.</li> <li>If this is a contract renewal year, the original contract is not required</li> </ul>		
(Menu on left side of the screen)			Upload a copy of the signed contract renewal for FV and a copy of the signed contract renewal for FV and a copy of the signed contracts of PU and Schools only and the signed contracts of PU and Schools only and the signed contracts of PU and Schools only and the signed contracts of PU and Schools only and Schols only and Schools only and Schools only and Schools only and S		
Demographics	Update years of par it is correct and up to Review of the second	CACFP Food Service Contract – School Food Authority (SFA)	No quotes are required for food service contracts on Full School Fb. Authorities/Public Schools. • Upload the signed contract.		
Contacts	A revious for a rest A revious for a rest Do monor chartes in the Inc. Required Institution Impendation Polic Impendation Polic	Annual Food Service Contract Renewal Form*	If this is a contract renewed ear, the oright access is not required. • Upload a copy of the strend contract shewal for FY2026.		
		Management D	Financial model         odd in vestion hand 1a. as needed.           Eview Lamation make updates as needed.         eview Lamation make updates as needed.           Standing of the second s		
•	Facility Demographics		hanges made to the Management Plan may require changes to the Budget or olicies. The Management Plan, Budget, and Institution Policies must provide coordinating information – be sure to make any updates all items as necessary.		
Facility Dashboard – Facility (Centers)	License/Inspection /Enrollment	Budget and	Complete one of the Excel NC CACFP Budget workbooks or the budget tool of your choice.     In the Budget section, answer the budget questions and enter the information from the Excel Budget workbook/individual pages.     Upload the completed Excel Budget workbook/individual pages and copies of		
	Food Service Management	Budget Documents	supporting documentation, any Less-Than-Arm's Length documentation, or Specific Prior Written Approval (SPWA) to the Budget Document section.		
	Meal Service Info		Changes made to the Budget may require changes to the Management Plan or Policies to ensure they match. They must provide coordinating information.		
IC CACFP Record Renewal for	Independent Centers FY	Institution Certification	Click on the box next to each Renewal Certification statement indicating the institution accepts and agrees with each statement. This must be completed with each submission of the Record Renewal.		
		NC CACFP Record Renewal for	Independent Centers FY2026 Page 2 of		

#### **Record Renewal FY 2026**

- Required live trainings will be available June 24 July 11
- Trainings for:
  - -Independent Centers
  - -Sponsoring Organizations of Affiliated Centers
  - -Sponsoring Organizations of Unaffiliated Centers
  - -Sponsoring Organizations of Day Care Homes
- Two training session options available for each type of institution

## **LIVE Trainings for Record Renewal FY 2026**

Туре	Date	Time
Independent Centers	June 24	1:00-3:00 PM
Sponsoring Organizations - Affiliated	June 25	1:00-3:00 PM
Sponsoring Organizations - Unaffiliated	June 26	1:00-3:00 PM
Sponsoring Organizations - Day Care Home	June 27	9:00-11:00 AM
Sponsoring Organizations - Day Care Home	July 8	1:00-3:00 PM
Independent Centers	July 9	9:00-11:00 AM
Sponsoring Organizations - Affiliated	July 10	9:00-11:00 AM
Sponsoring Organizations - Unaffiliated	July 11	9:00-11:00 AM

## **Sponsoring Organizations**

#### Sponsoring Organizations of Affiliated Centers



The State agency must have procedures in place for annually reviewing at least 1 month of the Sponsoring Organization's bank account activity against other associated records to verify that the financial transactions meet program requirements.



This action will take place during Record Renewal.

#### Sponsoring Organizations of Unaffiliated Centers and Day Care Homes

- The State agency must have procedures in place for annually reviewing at least 1 month of the Sponsoring Organization's bank account activity against other associated records to verify that the financial transactions meet program requirements
- Require Sponsoring Organization's of Unaffiliated centers to annually make available to the State agency the amount of program expenditures of program funds and the amount of meal reimbursement funds retained for their centers for Administrative costs.
- This action will take place during an Annual Financial Viability Review conducted On-Site.

# Feature Enhancements FY 2026

#### **Institution Demographics**

 On the Right Side of Screen there will be 3 ICONS – Institution Record Alert Drawer, Communication Log, Required Documents Drawer

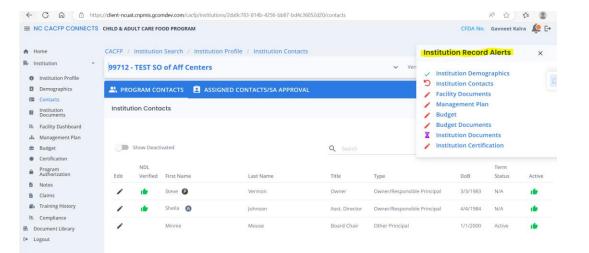
← C ⋒ ⊡ https:	//client-ncuat.cnpmis.gcomdev.com/cacfp/institu	utions/2da9c783-814b-4256-bb87-bd4c	36052d20/demographics	A* 🔂 🗲 💄 …
	CHILD & ADULT CARE FOOD PROGRAM			CFDA No. Gavneet Kalra 🔌 🕞
A Home	CACFP / Institution Search / Institu	tion Profile / Institution Demog	raphics	( =)
<ul><li>Institution</li><li>Institution Profile</li></ul>	99712 - TEST SO of Aff Centers		~	Version 1 - Approved on 5/21/2025 8:52 AM EDT
<ul><li>Demographics</li><li>Contacts</li></ul>	Institution Demographics 👔		Institution Detail	ls i
<ul> <li>Institution Documents</li> <li>Facility Dashboard</li> </ul>	INSTITUTION PROFILE		- Institution Type*	Affiliation*
🚓 Management Plan 🏛 Budget	TEST SO of Aff Centers		Sponsorship Type* Centers	← ** Organization Type* ▼ For-Profit ▼
<ul> <li>Certification</li> <li>Program Authorization</li> </ul>	** DBA Name		Business Type* Corporation	✓ If Other, please specify
Notes     Claims	Website		** uei (duns)* UAT234567890	23-1234567
<ul> <li>Claims</li> <li>Training History</li> </ul>	(919) 555-7311 X	Email Address* Tamiko.chavis@dhhs.nc.gov	× ORGANIZATION FISCAL	YEAR:
<ul> <li>Compliance</li> <li>Document Library</li> </ul>	PHYSICAL ADDRESS		Start* Jan	▼ End* ▼
[→ Logout	Address Line 1* 1324 Anywhere Street	Address Line 2	Race/Ethnicity D	VIEW CENSUS
	City*	North Carolina	- ETHNICITY DATA	
	Zip Code*	County*		ake up of the population to be served (Sponsoring ovide the ethnic information for all the counties

Institution Record Alert Drawer: It is a collapsable icon which displays the status of Each Record on every screen including Demographics, Contacts, Management Plan, Budget, Institution Documents, Facility Dashboard, Facility Record, Facility Documents screen, Program Authorization screen, Facility Authorization Screen. The user will not be required to navigate back to "Institution Profile" Screen each time to see the status of their record.

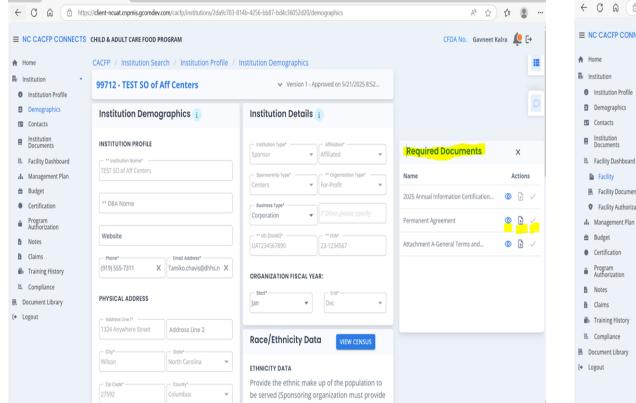
#### **Institution Record**

#### **Institution Record**

← C @ https;	//client-ncuat.cnpmis.gcomdev.com/ca	cfp/institutions/2da9c783-814b-4256-bb87-	bd4c36052d20/d	lemographics	A* 🏠 🖆 😩 …			
	CHILD & ADULT CARE FOOD PROGRA	м			CFDA No. Gavneet Kalra 🕼 🕞			
A Home	CACFP / Institution Search /	Institution Profile / Institution De	mographics		Institution Record Alerts ×			
Ro Institution	99712 - TEST SO of Aff C	enters		✓ Version				
Institution Profile	p3712 * 1231 30 01 All C	enters			Institution Demographics			
Demographics	Institution Demograp	hics 👔		Institution Details	Institution Demographics       Institution Contacts			
Contacts	0 1				Facility Documents			
Institution Documents	INSTITUTION PROFILE			- Institution Type*	<ul> <li>Management Plan</li> <li>Budget</li> </ul>			
🛎 🛛 Facility Dashboard	- ** Institution Name* TEST SO of Aff Centers			sponsor	Budget Documents			
👍 Management Plan	TEST SO OF AIT Centers			Sponsorship Type*	Institution Documents			
🛱 Budget				/ Institution Certification				
Certification	** DBA Name			Business Type* Corporation	<ul> <li>If Other, please specify</li> </ul>			
Program Authorization								
Notes	Website			- ** UEI (DUNS)* UAT234567890	23-1234567			
Claims	- Phone*	Email Address*						
Training History	(919) 555-7311	X Tamiko.chavis@dhhs.nc.gov	×	ORGANIZATION FISCAL YEAR:				
🛎 Compliance								
Document Library	PHYSICAL ADDRESS			Stort* Jan	▼ Dec ▼			
🕞 Logout	- Address Line 1*							
	1324 Anywhere Street	Address Line 2		and the state of the				
	- City*	State*		Race/Ethnicity Data	VIEW CENSUS			
	Wilson	North Carolina	*	ETHNICITY DATA				
					of the population to be served (Sponsoring			
	27592	County*	Ŧ		ne ethnic information for all the counties			



#### Uploading/Viewing/Accessing Institution Documents within Demographics and Facility Documents within Facility Record Screen



me	CACFP / Institution Search / Institution Profile / I	Facility Dashboard / Facility		
titution *	99712 - TEST SO of Aff Centers	Version 2 - In Process		
Institution Profile Demographics	🛅 25991 - The Littles Day Care	v		£
Contacts Institution Documents	FACILITY DEMOGRAPHICS	SE/INSPECTION/ENROLLMENT 🔒 FOOD SER' >	Required Documents	×
Facility Dashboard	Facility Type (Select all that apply)*	Facility Demographics 👔	Name	Actions
Facility Facility Documents Facility Authorization Management Plan Budget	Adult Day Care At Risk Childcare Center Head Start OSHC	FACILITY PROFILE The Littles Day Care X	License	
Certification Program Authorization Notes	Facility Details	Website         Test@test.com         X           Phone*         (919) 555-5555         X         Fax		
Claims Training History	Organization Type* Business Type* For-Profit v Limited Liability Com v	PHYSICAL ADDRESS		
Compliance cument Library	If Other, please specify	Address Line 1* 123 ABC Childcare Way X Address Line 2		
gout	Affiliated v 23-1234567	City* Wilmington X North Carolina 💌		

#### **Record Version Comparison**

#### **Areas Implemented**

- Management Plan
- Demographics
- Facility Demographics
- DCH
- Center
- Budget

## **Demographics**

← C ⋒ ⊡ https:/	//client-ncuat.cnpmis.gcomdev.com/cacfp/institutions/2da9c783-814b-4256-bb87-bd4c36052d20/	rdemographics A <sup>N</sup> ☆ 全 🔹 …
	CHILD & ADULT CARE FOOD PROGRAM	CFDA No. Gavneet Kalra 🔌 🕞
🔒 Home	CACFP / Institution Search / Institution Profile / Institution Demographics	:=
<ul> <li>Institution</li> <li>Institution Profile</li> </ul>	99712 - TEST SO of Aff Centers	✓ Version 2 - In Process
<ul><li>Demographics</li><li>Contacts</li></ul>	Successfully changed institution demographics information	
Institution Documents	Institution Demographics 👔	Institution Details i
<ul> <li>Facility Dashboard</li> <li>Management Plan</li> <li>Budget</li> </ul>	INSTITUTION PROFILE  ** Institution Name*  TEST SO of Aff Centers	Sponsor Affiliated
<ul> <li>Certification</li> <li>Program Authorization</li> </ul>	** DBA Name	Sponsorship Type*     ** Organization Type*       Centers     *       Business Type*     •
<ul> <li>Notes</li> <li>Claims</li> <li>Training History</li> </ul>	Website	Corporation     If Other, please specify       ** UEI (DUNS)*     ** FEIN*       UAT234567890     23-1234567
E Compliance 通 Document Library	(919) 555-7311 X Email Address* Tamiko.chavis@dhhs.nc.gov X	ORGANIZATION FISCAL YEAR:
[→ Logout	PHYSICAL ADDRESS	Feb Tan
	Address Line 1*       1324 Anywhere Street       Address Line 2	Race/Ethnicity Data VIEW CENSUS
	City*     State*       Wilson     North Carolina	ETHNICITY DATA

## **Demographics**

← C ŵ bttps	://client-ncuat.cnpmis.gcomdev.com/cacfp/institutions/2da9c783-814b-4256-bb87-bd4c36052d20,	'demographics A <sup>N</sup> ☆ ☆ 😂
	CHILD & ADULT CARE FOOD PROGRAM	CFDA No. Gavneet Kalra 🔶 [→
<ul> <li>Home</li> <li>Institution</li> <li>Institution Profile</li> <li>Demographics</li> <li>Contacts</li> <li>Institution Documents</li> <li>Facility Dashboard</li> <li>Management Plan</li> </ul>	Address Line 1*       X         1324 Anywhere Street       X         City*       State*         Wilson       X         Zip Code*       County*         27500       X	American Indian or Alaskan Native*       Asian*         1300       X         Black or African American*       X         14884       X         57       X         White*       Multi-Race*         31612       X
<ul> <li>Budget</li> <li>Certification</li> <li>Program Authorization</li> <li>Notes</li> <li>Claims</li> <li>Training History</li> <li>Compliance</li> </ul>	Demographic Questions  1. What does the institution do to promote their organization and to assure that mind TEST	×
<ul> <li>Document Library</li> <li>Logout</li> </ul>	<ul> <li>2. What does the institution do to contact minority and grassroots organization about Testing the field</li> <li>3. How does the institution annually collect and maintain participants ethnic and radii of Other, please describe</li> </ul>	×

## Budget

← C ⋒ ⊡ https:/	//client-ncuat.cnpmis.gcomdev.com/	/cacfp/institutions/8d5bb992-a	a0d1-436e-824e-6b9ad35f7cc	9/budgetdetails/565e1f0d-64fa-41	d9-8b79-55e9	162f7ecb	A" 1 1
	CHILD & ADULT CARE FOOD PROG	RAM				CFD/	No. Gavneet Kalra 掉 🖸
<ul><li>✿ Home</li><li>➡ Institution ▲</li></ul>	3. Excess CACFP Balance			\$200.00			
<ul><li>Institution Profile</li><li>Demographics</li></ul>	Total Projected Annual Inc	come		\$150,200.00			
Contacts Institution Documents	Expenditures (FY 2025)						
E Facility Dashboard	Administrative Expenses	Total Annual Expense	CACFP Funded	Other Funding (Total- CACFP)	SPWA	SA Verified	SA Approved
n Management Plan	1. Administrative Labor*	\$25,000.00	\$0.00	\$25,000.00			\$0.00
<ul> <li>Certification</li> <li>Program</li> </ul>	2. Administrative Fringe Benefits	\$0.00	\$0.00	\$0.00			\$0.00
<ul><li>Authorization</li><li>Notes</li></ul>	3. Communications	\$0.00	\$0.00	\$0.00			\$0.00
<ul> <li>Claims</li> <li>Training History</li> </ul>	4. Administrative Travel	\$0.00	\$0.00	\$0.00			\$0.00
E Compliance	5. Rent	\$100.00	\$100.00	\$0.00			\$0.00
<ul> <li>Document Library</li> <li>Logout</li> </ul>	6. Utilities	\$0.00	\$0.00	\$0.00			\$0.00
	7. Administrative Supplies	\$0.00	\$0.00	\$0.00			\$0.00
	8. Administrative Equipment (Direct Expense)	\$0.00	\$0.00	\$0.00			\$0.00
	9. Administrative Equipment	\$0.00	\$0.00	\$0.00			\$0.00

### **Management Plan**

← C ⋒ ⊡ https:,	://client-ncuat.cnpmis.gcomdev.	com/cacfp/institutions/2da9c783-814	lb-4256-bb87-bd4c36052d20/mana	igementplan	A <sup>»</sup> ۲	☆ ⊱ 🙎					
E NC CACFP CONNECTS CHILD & ADULT CARE FOOD PROGRAM											
<ul><li>✿ Home</li><li>➡ Institution ▲</li></ul>	99712 - TEST SO of /	Aff Centers			✓ Version 2 - Pending Approval (updated 6/5/202	25 10:17 AM ED 🔊					
<ul><li>Institution Profile</li><li>Demographics</li></ul>	Successfully submit	Successfully submitted the management plan									
Contacts	S FINANCIAL VIABILITY	🥐 🔥 ADMINISTRATIVE CAPAB	BILITY 🛛 🛨 🗙 PROGRAM ACCOU	JNTABILITY	MONITORING 🦚 TRAINING						
Institution Documents											
E Facility Dashboard	Financial Viability	/									
🚓 Management Plan	1. Has the institution or	any of the institution's principals	participated in any	Yes 🔿 No							
🖻 Budget	publicly funded progra	ams during the past seven years?		<u> </u>							
Certification	, ,		in which the institution and its p	rincipals have pa	rticipated during the past seven years and curren	tly					
Program Authorization	participate in the char	rt below.									
Notes											
Claims	Actions Nam	ne of Organization	Name of Program	Year	Name of Principal/ Board Member	Title					
<ul> <li>Training History</li> <li>Compliance</li> </ul>	/ Test	ABC	CACFP	2025	Sample A	Director					
Document Library	7 Test	Department of Social Services	DSS Subsidy	2024	Jane Smith	Board Chair					
<ul> <li>Logout</li> </ul>	7 Test	ing	Sample A	2024	ABCD	Member					
	2. Does the institution p	rovide non-CACFP services?		) Yes 🔿 No							
	2a. If yes, please list othe	r services provided.	_	_							
	What service? Testing the t	field, Testing									

## **Facility Record**

← C A ⊕ https:/	client-ncuat.cnpmis.gcomdev.com/cacfp/institu	rtions/2da9c783-814b-4256-bb87-bd4c36052d20/	facilities/b2ed4e8b-b4ba-41aa-b20b-984ba05	.0330a A <sup>N</sup> ☆ ᡬ= 😩 ·
	HILD & ADULT CARE FOOD PROGRAM			CFDA No. Gavneet Kalra 🔌 🕞
A Home				
Ro Institution	If Other,please specify		PHYSICAL ADDRESS	
Institution Profile	Affiliation*	** FEIN*	Address Line 1* 123 ABC Childcare Way	X Address Line 2
Demographics	Affiliated	23-1234567	125 ABC Childcare Way	X Address Line 2
Contacts			City*	State*
Institution Documents	HOURS OF OPERATION:	Close*	Wilmington	X North Carolina
🛎 Facility Dashboard	06:10 AM ×	06:10 PM ×	Zip Code* 28405-2319	County*
🖿 Facility	FACILITY FISCAL YEAR:			
Facility Documents		End*		
Facility Authorization	Feb	Jan 👻	Is the mailing address same as	the physical address?
📥 Management Plan				
💼 Budget	DAYS OF OPERATION (CHECK ALL THAT	APPLY) *	MAILING ADDRESS	
Certification	🗸 Mon-Fri 🔽 Monday	Tuesday Wednesday	Address Line 1*	Address Line 2
Program Authorization	Thursday Friday	Saturday Sunday	PO Box 2323	X Suite X
🖹 Notes			City*	X North Carolina
Claims	MONTHS OF OPERATION (CHECK ALL TH	AT APPLY)*		
Training History	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oo	ct, Nov, Dec 👻	Zip Code*	County*
🛎 Compliance	List Dates for Holidays and Vacations		27560-9999	X Wake
in Document Library	July 4	×		
🕞 Logout				

**Facility Contact** 

#### Import/Export Monitoring Schedule

C C https://client-ncuat.cnpmis.gcomdev.com/cacfp/institutions/2da9c783-814b-4256-bb87-bd4c36052d20/managementplan									☆ ≦	• •••			
	E NC CACFP CONNECTS CHILD & ADULT CARE FOOD PROGRAM										CFDA No. Ga	ovneet Kalra 🗳	[→
A Home		CACFP / Ins	stitution Sea	arch / Instituti	on Profile /	Management	Plan						
🐻 Institutio	on 🔺	99712 - T	EST SO of	Aff Centers					✓ Versio	n 1 - In Process			
Institu	ition Profile												
🖪 Demog	graphics	S FINANC		Y 😪 ADMINI	STRATIVE CAP		PROGRAM ACCO	UNTABILITY			TRAINING		
🖪 Contac	cts					· · · · · · · · · · · · · · · · · · ·			•				
Institut Docum	ition nents	Monitor	ing Schee	dule							- IMPORT SCHE	DULE	RT
트 Facility	y Dashboard												
🚓 Manag	gement Plan			Total #	of Centers			<b>Q</b> Search					
📾 Budge	et				2			Search					
Certific	cation												
Progra Author	am rization												
Notes						>>		>>			>>		
B Claims	S	Actions	ID	Facility Name	Туре	Pre-	Visit	1st	Visit	Meal Observed	2nd	Visit	Mea Obs
💼 Trainir	ng History	Actions			туре	Approval	Туре	Visit	Туре	Observed	Visit	Туре	200
트 Compl	liance	01	25990	Little Mouse's Child Care	CC	11/4/2024	Announced	1/2/2025	Unannounced	Breakfast	3/5/2025	Unannounced	PM
iiiDocumerI:•Logout	nt Library	11	25991	The Littles Day Care	сс	10/15/2024	Announced	12/5/2024	Unannounced	Lunch	4/9/2025	Unannounced	

## **Monitors Import/Export**

$\leftarrow$	← C A ttps://client-ncuat.cnpmis.gcomdev.com/cacfp/institutions/2da9c783-814b-4256-bb87-bd4c36052d20/managementplan										
≡	E NC CACFP CONNECTS CHILD & ADULT CARE FOOD PROGRAM							CFDA No. Ga	vneet Kalra	(⊂)	
<b>A</b>	Home										
Ro	Institution	4									•
6	Institution Profile										
8	Demographics	Show Ina	ictive								2
<b>1</b>	Contacts	Monitors									
8	Institution Documents	womtors									
E	Facility Dashboard	1. Provide the na	ame of employee(s)	who have monitoring re	sponsibilities. Describ	e what they do fo	r monitoring (inclu	Iding tracking and	reviewing of monit	oring	
ሐ	Management Plan	reports), prov	ide the total hours v	vorked each week, and t	he hours spent on m	onitoring-related d	luties each week.				
â	Budget	ADD ROW							IMPORT MONI	TORS	ORT
٠	Certification								Total		
	Program Authorization			Description of					Hours	Monitor	
B	Notes		Name of	Monitoring		# of	# of	Daily	per	Hours per	
ß	Claims	Actions	Monitor	Duties	County(ies)	Centers	Homes	Mileage	Week	Week	
Ē	Training History		John Smith	Description	Columbus	2	0	40	40.0	10.0	
E	Compliance	1 0	Raymond Smith	Overlook	Sample	1	1	20	40.0	11.0	
III.	Document Library										
(+	Logout										

#### **Points to Note**

- Import cannot happen when record is in an Approved state. The record will have to be edited to bring it back to "In Process"
- All cells of the import for Monitoring Schedule (minus the Preapproval Visit fields) must be completed for the import to be successful)
- Commas cannot be used in Monitors import

#### **Facility Record Fields that will not Require Approval**

- As an institution user, updating certain facility demographic fields will keep the record automatically approved while retaining the last state user's approval information. This will maintain current facility information without waiting for state approval on non-critical changes while preserving the most recent state approval record.
- Once the changes are made in the "Non Critical" fields the Version status within the Facility Record will show as "ACCEPTED"

- Centers
- Facility Details
  - Hours of Operation
  - Facility Fiscal Year
  - List Dates for Holidays and Vacations
  - Phone
  - Extension
  - Cell Phone
  - Fax
  - Email
  - Title

- Facility Demographics
- Website
- Email Address
- Mailing Address (if different from physical)
- Address Line 1
- Address Line 2
- City
- State
- Zip code
- County
- Race/Ethnicity Data
- Hispanic or Latino

- Non-Hispanic or Latino
- American Indian or Alaskan Native
- Asian
- Black or African America
- Native Hawaiian or Pacific Islander
- White
- Unknown
- Text box at bottom of screen card (statement indicating general racial composition)

- License Information
- Age Range of License Restriction
- Age Range of Current Participants
- Inspection Information
- Occupancy Permit
- General Questions
- Infant care provision status
- Previous USDA program participation details:
  - Name of Sponsor
  - Start Date
  - End Date

- DCH-specific Fields
- Hours of Operation
- Provider Fiscal Year
- List Dates for Holidays and Vacations
- Phone
- Extension
- Cell Phone
- Fax
- Title
- Email

- Phone
- Extension
- Cell Phone
- Fax
- Title
- Email

- Mailing Address (if different from physical)
- Address Line 1
- Address Line 2
- City
- State
- Zip code
- County
- General Information
- Day Care Home Provider meal count availability date

 Meal Service Schedule: Weekday Mealtimes Weekend Mealtimes

#### Non-Critical field Update reflects Version Status as "Accepted"

$\leftrightarrow$ $\rightarrow$ C $\textcircled{a}$ $\textcircled{a}$ client	t-ncuat.cnpmis.gcomdev.com/cacfp/institutions/2da9c783-814b-4256-bb87-bd4c36052d20/facilities	s/b2ed4e8b-b4ba-41aa-b20b-984ba050330a 🔂 🗔 🛛 🧟
🔡 🔇 cacfp-connects.ncd 🛛	🐷 portal.osc.nc.gov/app 🛛 😫 Adobe Connect - M 👸 CACFP 😕 Adobe Acrobat	All Boo
	CHILD & ADULT CARE FOOD PROGRAM	() CFDA No. Connects Twentyfive 🔎 🕒
🕈 Modules 🝷 📋	99712 - TEST SO of Aff Centers	Version 4 - Accepted on 6/4/2025 4:33 PM EDT
✿ Home	25990 - Little Mouse's Child Care	
<ul> <li>Record Review Dashboard</li> </ul>	FACILITY DEMOGRAPHICS     ICENSE/INSPECTION/ENROLLMENT	FOOD SERVICE MANAGEMENT
Compliance Review Dashboard		
Ro Institution	Facility Type (Select all that apply)*	Facility Demographics i
Q Search		
Claims	Adult Day Care At Risk Childcare Center	FACILITY PROFILE
트 Compliance	Emergency Shelter Head Start OSHC	** Facility Name*
Profile		Little Mouse's Child Care
<ul><li>Demographics</li><li>Contacts</li></ul>	Facility Details i	Website         Email Address*           abcfaketestemail@aol.com         X
Institution Documents	Organization Type*     Business Type*       For-Profit <ul> <li>Limited Liability Company</li> <li> </li></ul>	(919) 555-5555 × Fax
<ul> <li>Facility Dashboard</li> <li>Facility</li> <li>Facility Documents</li> </ul>	If Other,please specify	PHYSICAL ADDRESS
<ul> <li>Facility Documents</li> <li>Facility Authorization</li> <li>Management Plan</li> </ul>	Affiliation* 23-1234567	Address Line 1* Address Line 2
💼 Budget	HOURS OF OPERATION:	City*
Certification		Wilmington X North Carolina
<ul> <li>Program</li> <li>Authorization</li> </ul>	06:10 AM × 06:25 PM ×	Zip Code* 28405-2319 X Columbus
-		

#### Critical Fields (Require Approval)

#### **Center Specific Fields**

- Facility Name/Name of Day Care Home
- Physical Address:
- Address Line 1
- Address Line 2
- City
- State
- Zip code
- County
- License Information: License Type, License Number, License Effective/Expiration Date, License Capacity, Days of Operation,
- Months of Operation

- Provider/Contact Information:
  - Prefix, First Name, Last Name, Suffix, Date of Birth (DOB), NDL Status and Verification
- Facility Type, Organization Type, Affiliation, Business Type, FEIN
- Area Eligibility: School District, Base School Name, Free and Reduced-Price Percentage Program Year of School Data USDA Programs participation Offer versus Serve implementation and meals
- Food Service Management details
- Enrollment numbers by income eligibility category

#### **Critical Fields (Require Approval)**

#### **DCH Specific Fields**

- Facility Name/Name of Day Care Home
- Physical Address:
- Address Line 1
- Address Line 2
- City
- State
- Zip code
- County
- License Information:
- License Type, License Number, License Effective/Expiration Date, License Capacity, Days of Operation,
- Months of Operation

- Provider/Contact Information: Prefix, First Name, Last Name, Suffix, Date of Birth (DOB), NDL Status and Verification, Additional Name on License
- Tiering Information
- Tier Date, Provider Tier Level, School/Census/Income verification details. SNAP/TANF/FDPIR/NSLP/WIC details Enrollment: Number of children, Nonresident status, Provider's Own/Foster Children Age Range of Current Participants Meal Service Schedule: Meal Type Days of Week

#### Critical Fields (Require Approval)

#### **DCH Specific Fields**

• Enrollment: Number of children, Nonresident status, Provider's Own/Foster Children Age Range of Current Participants Meal Service Schedule: Meal Type Days of Week

#### Updating Critical Field: Displays status as "Pending Approval"

<ul> <li>C A C Internet Control Contrective Control Control Control Control Control Control Contro</li></ul>			
Cacfp-connects.ncd	🜌 portal.osc.nc.gov/app 🛛 👪 Adobe Connect - M 🔯 CACFP 🨕 Adobe Acrobat	🗅 All Book	
■ NC CACFP CONNECTS CHILD & ADULT CARE FOOD PROGRAM ① CFDA No. Connects Twentyfive Let Let Let Let Let Let Let Let Let Le			
🕈 Modules 🔹	CACFP / Institution Search / Institution Profile / Facility Dashboard / Facility		
✿ Home	99712 - TEST SO of Aff Centers	Version 2 - Pending Approval (updated 6/4/2025 9:18 AM EDT) 🗸 🗸	
<ul> <li>Record Review Dashboard</li> </ul>	25991 - The Littles Day Care ~		
Compliance Review Dashboard			
🐻 Institution 🔺	E FACILITY DEMOGRAPHICS	FOOD SERVICE MANAGEMENT	
<b>Q</b> Search	Facility Type (Select all that apply)*	Facility Demographics (i	
🚯 Claims			
토 Compliance		FACILITY PROFILE	
Profile	Adult Day Care At Risk Childcare Center	** Facility Name*	
Demographics	Emergency Shelter Head Start OSHC	The Littles Day Care X	
Contacts			
Institution Documents	Facility Details i	Website         Email Address*           Test@test.com         X	
E Facility Dashboard		C Phone*	
🖪 Facility	Organization Type*     Business Type*       For-Profit <ul> <li>Limited Liability Company</li> <li> </li></ul>	(919) 555-5555 × Fax	
Facility Documents			
Facility Authorization	If Other,please specify	PHYSICAL ADDRESS	
🚓 Management Plan	- Affiliation*	Address Line 1*	
🏛 Budget	Affiliated v 23-1234567	123 ABC Childcare Way   X   Address Line 2	
Certification		City* State*	
Program Authorization	HOURS OF OPERATION:	WilmingtonXNorth Carolina	

#### **SFA-ARAM Institution Profile Screen**

 Budget and Budget documents will have N/A ICON INDICATING SFA ARAM do not have to submit a Budget or Budget documents.



### Program Authorization Return During Record Renewal where Facility with Multiple Centers or Homes are Returned : Email



The State Agency has reviewed the Test Institution 97110 record, corrections are required. Please see the notes within each section of the record and contact your assigned staff should you have any questions.

List of Returned Facilities

- 200 AB CDC ReturnReason: Facility Record, Facility Document Facility Link
- 201 AB Center ReturnReason: Facility Record, Facility Document Facility Link
- 202 BB Center ReturnReason: Facility Record, Facility Document Facility Link
- 203 CC Center ReturnReason: Facility Record, Facility Document Facility Link
- 204 EE CDC ReturnReason: Facility Record, Facility Document Facility Link
- 205 FF CDC ReturnReason: Facility Record, Facility Document Facility Link
- 206 MM Center ReturnReason: Facility Record Facility Link
- 2111 Test A Center ReturnReason: Facility Record Facility Link

### **Facility Return : Email**

		/
Send	То	○ <u>CNPMIS <cnpmis@gcomdev.com></cnpmis@gcomdev.com></u>
	Cc	
	Subject	[External] Facility Record Returned For Review
The State	a Agancy	has reviewed the 1000 Test <u>A</u> LLC record, corrections are required.
The State	Agency	
Facility II	D 1001	
Facility L	ink <u>Facili</u>	<u>ty Link</u>
Facility N	lame Litt	le Toddlers
Return R	eason	
This insti	itution is a	an equal opportunity provider.
Facility L	.ink	



# Concernance of the second s

THE REPORT OF TH

GUIDELINES

# REGULATIONS



### Policy Memo CACFP 09-2025: Using Federal Funds to Purchase Local Foods

- Reminder of the many ways USDA Child Nutrition Programs (CNPs) can purchase local foods to serve in Program meals
- Procurement methods
- Donated foods

### Policy Memo CACFP 10-2025: Full-Year Continuing Appropriations and Extensions Act, 2025: Effect on Child Nutrition Programs

- Provides guidance from the Full-Year Continuing Appropriations and Extensions Act, 2025 (Public Law 119-4)
- Applies to State agencies and local organizations administering the Federal Child Nutrition Programs

# NC CACFP Resource of the Month: Serving Snacks in the CACFP

## Serving Snacks in the CACFP



#### Serving Snacks in the Child and Adult Care Food Program

Snacks can be a great way to give Child and Adult Care Food Program (CACFP) participants the nutrients and energy they need between meals. Reimbursable snacks in the CACFP contain foods from two of the five food components:



#### Sample Snack Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Water Sugar Snap Peas With Low-Fat Dip String Cheese	Blueberry Smoothie	Whole-Wheat Crackers Milk	Water Berries Low-Fat Yogurt	Carrots With Hummus 100% Apple Juice
Vegetables + MeaterMeat	Meterseter Altomates	Grains +	Pruits + RestarMeat	Vogetables + Fruits

Note: Water is not considered a food component in the CACFP. However, you should offer and make water available to participants throughout the day. Water is a great choice at snacks when milk is not offered.

More training, menu planning, and nutrition education materials for the CACFP can be found at <u>https://teamnutrition.usda.gov</u>.



#### 

#### **Sample Snack Menu**

Monday	Tuesday	Wednesday	Thursday	Friday
Water Sugar Snap Peas With Low-Fat Dip String Cheese	Blueberry Smoothie	Whole-Wheat Crackers Milk	Water Berries Low-Fat Yogurt	Carrots With Hummus 100% Apple Juice
Vegetables +	Meats/Meat Alternates	Grains +	Fruits + Meats/Meat	Vegetables + Fruits

fns.usda.gov/tn/serving-snacks-cacfp

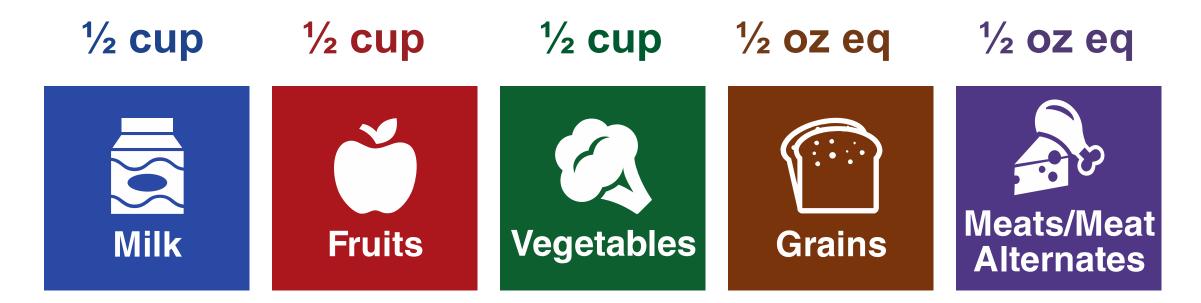
# Serving Snacks in the CACFP

- Promote intake of nutrient-dense foods.
- Must contain food from two of the five meal components.
  - Milk
  - Fruits
  - Vegetables
  - Grains
  - Meats/Meat Alternates
- Must serve at least the minimum amount required for the age of the participant.



### **Required Snack Amounts in the CACFP**

Children 1 through 5 Years of Age

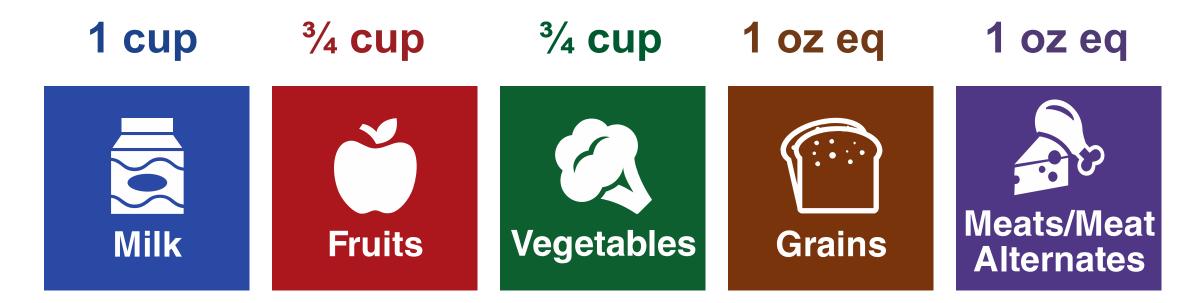


oz eq = ounce equivalent

### Pick two meal components for a reimbursable snack.

### **Required Snack Amounts in the CACFP**

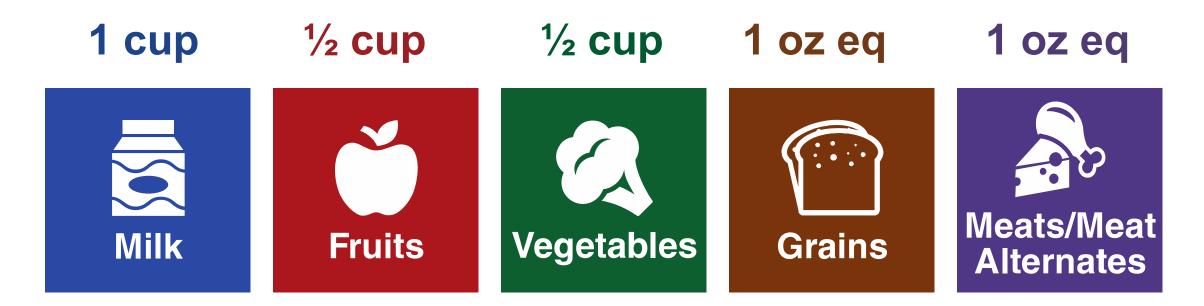
Children 6 through 18 Years of Age



oz eq = ounce equivalent

### Pick two meal components for a reimbursable snack.

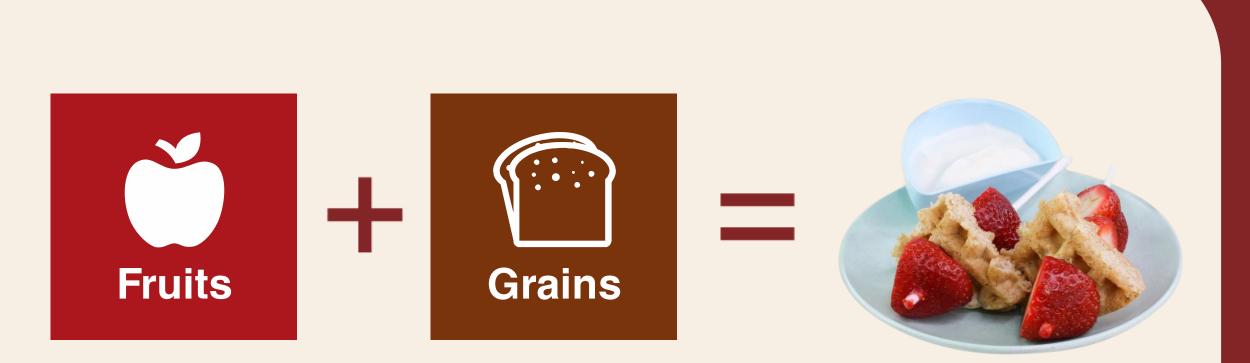
### Required Snack Amounts in the CACFP Adults



oz eq = ounce equivalent

### Pick two meal components for a reimbursable snack.

## **Sample Snack Combinations**



## **Sample Snack Combinations**



# **Addition Resources**

# More information on each of the five meal components can be found on the NC CACFP webs

#### Meal Patterns and Nutrition Resources

The CACFP meal patterns ensure that infants, children, and adults at participating centers h to healthy food throughout the day. CACFP meals and snacks include whole grains, a variety vegetables and fruits, and less added sugar and saturated fat. The USDA's webpage on <u>Nutri Standards for CACFP Meals and Snacks</u> provides in-depth information.

On this page, CACFP operators in North Carolina will find information, tools, and tips on ser and snacks that meet the CACFP meal patterns. The resources below are intended to make planning and operating the CACFP easier. Resources with an asterisk (\*) are available in both and Spanish.

Have questions about the CACFP in North Carolina? Email our training team at <u>CACFPtraining@dhhs.nc.gov</u>.

**CACFP Meal Patterns** 

Food Components in the CACFP

Menu Planning Tools

vegetables and fruits, increase children's vegetable and fruit consumption, highlight seasonal, locally grown produce, and prevent food waste. The tools were developed based on information in the USDA Food Buying Guide. They can be helpful to people preparing the meals as well as people purchasing the produce. Check out the instructions and tools below!

#### Instructions

- Produce Guide for Ages 1-2 Years Excel Workbook
- Produce Guide for Ages 1-2 Years PDF
- Produce Guide for Ages 3-5 Years Excel Workbook
- Produce Guide for Ages 3-5 Years PDF
- Produce Guide for Ages 6-18 Years Excel Workbook
- Produce Guide for Ages 6-18 Years PDF
- <u>Methods for Healthy Cooking\*</u>
  - Download in English
- Download in <u>Spanish</u>
- Serving Snacks in the CACFP\*



- Download in Spanish
- <u>CACFP Vegetable & Fruit Snack Menu from the Association of State Public Health Nutritionists</u>
- Using the Nutrition Facts Label in the CACFP\*
  - Download in English
- Download in <u>Spanish</u>
- Disaster Relief Menus

 $(\land)$ 

Disaster Relief Sample Menu – INFANT

### Try It Out!

You are serving a snack for the participants in your center. Which snack **is not** reimbursable? Strawberry jam and whole grain-rich crackers

Yogurt and dried fruit and cereal snack mix (whole grain-rich)

Orange slices and enriched crackers

Fruit salsa and whole grain-rich pita chips



### Answer

You are serving a snack for the participants in your center. Which snack **is not** reimbursable? Strawberry jam and whole grain-rich crackers

Yogurt and dried fruit and cereal snack mix (whole grain-rich)

Orange slices and enriched crackers

Fruit salsa and whole grain-rich pita chips



# Additional Information

00

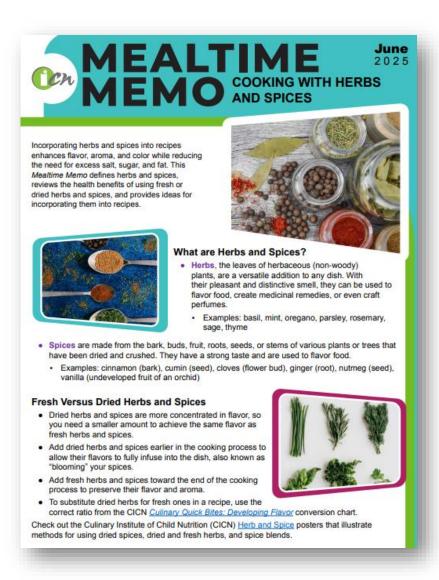
E-LEARNING

### **Institute of Child Nutrition Mealtime Memo**

# June 2025 – Cooking with Herbs and Spices

- What are herbs and spices
- Fresh versus dried
- Nutritional benefits
- Seasonings and spice blends
- Adding to menus

#### **Explore Mealtime Memos <u>here</u>!**





- Awards between \$500 \$1500 (based on number of students served)
- Priority given to Head Starts, CACFP programs and/or schools with high rate of free and reduced-price lunch and no grant award in past year
- Hands-on student experiences, and/or authentic farm experiences
- Applications will remain open until the grants are filled

Learn more here: <a href="https://growing-minds.org/farm-to-school-funding/">https://growing-minds.org/farm-to-school-funding/</a>

### Hunger to Health Collaboratory 2025 Prizes for Innovation

- Who can apply: 501(c)(3) nonprofits, public schools and school districts, and Tribes in the United States
- Awards:
  - 2 \$100,000 prizes to organizations advancing youth health equity through food and nutrition policy change
  - 4 \$25,000 prizes to organizations working in nutrition education and school food and Indigenous food justice for youth
- Application Deadline: Tuesday, July 1, 2025, at 8:00 PM

Click <u>here</u> for more information and to apply. Email questions to: <u>info@h2hcollaboratory.org</u>



### **Meal Preparation Survey for NC Child Care Providers**

- NC Partnership for Children, UNC, NC State, the NC Conference of the United Methodist Church, and The Duke Endowment
- NC child care directors' meal preparation practices and interest in catered meals prepared by a central community kitchen caterer
- Voluntary survey, 15 20 minutes
- Survey closes: Friday, June 20, 2025

### Child Care Program Directors: Tell Us What You Think!



We want to know more about meal preparation at your child care program.

Take the survey!



Take our survey for a chance to win a \$20 gift card!

### **North Carolina Farm to ECE Connections Map**



# Training Video for Child Care Centers:

https://www.youtube.com/wa tch?v=GSpKqtfTVB8

Explore the map: https://www.communityclinicalconnections.com/farm-to-ece/

### **NC CACFP Messenger**

# May/June Edition is out now!



North Carolina Division of Child and Family Well-Being Community Nutrition Services Section Child and Adult Care Food Program <u>www.ncdhhs.gov/nccacfp</u>

> May/June 202 Volume 6, Issue

### The North Carolina CACFP Messenger

#### From the Child and Adult Care Food Program Manager

#### Hello CACFP Family,

Spring in North Carolina is fleeting, and already we are enjoying the vibrant green leaves signaling the arrival of summer. As I mentioned during the Monthly Institution Call, we have begun the initial planning stages for our FY 2026 Record Renewal. I look forward to sharing more detailed information regarding the FY 2026 Record Renewal training with you soon. Please stay tuned for updates.

Starting with this issue, we're adding an exciting new section to our newsletter that highlights our institutions and facilities. We want to build connections within our CACFP family, so that we not only feel closer but also aware of the great work happening all over our beautiful state. Help us spread the word about the amazing centers that are part of our program by letting us know the good things happening where you are! You can read more about how to participate on page 2.

Thank you for your continued dedication and all that you do to nourish North Carolinians in our communities.

With Appreciation,

Cassandra Ward CACFP Program Manager



#### Reminders

- Friday, May 2 and June 6, from 1 to 2 PM - next two State agency monthly calls with CACFP Institutions (click <u>here</u> to join)
- Friday, May 30, 2025 and Monday, June 30, 2025 - last days to submit March and April 2025 claims
- Standardized Recipe Peach and Yogurt Smoothies (on <u>Page 7</u>). Packed with the goodness of yogurt and the natural sweetness of peaches. A healthy and delicious way to fuel your day!



This institution is an equal opportunity provider.

FOOD OF ALLERGY TRAINING

PRESENTED BY THE NC CACFP NUTRITION, TRAINING, AND POLICY TEAM Join us for a vital training session focused on managing food allergies in CACFP settings!

This one-hour training will cover:

- Identifying common food allergens
- Best practices in allergy safety
- Emergency preparedness
- Allergy management tools and resources
- And more!

Great for staying informed, compliant, and keeping children safe!

Date: June 17 Time: 2 pm-3 pm





# 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"

600 N	<b>NCDHHS</b>			Search		
<u>Home</u>	Assistance $\sim$	Divisions 🗸	<u>Documents</u>	Providers ~ I		
NCDHHS » Program Re		nd Family Well-Being	» Community Nut	trition Services Section		
Program Resources						
		-				
+ N	C CACFP Nev	wsletter				
+ M	onthly Institu	tions Call				
+ Et	hnic and Rac	ial Data				
+ Pc	olicies 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. \*

⊖ 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**, **July 11**.