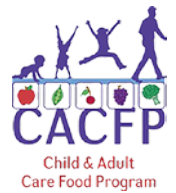North Carolina Department of Health and Human Services
Division of Public Health Nutrition Services Branch
Child and Adult Care Food Program
2022 NEW APPLICATION GUIDE
Sponsoring Organization of Affiliated Centers

This guide was created for institutions applying to be a new Sponsoring Organization in the NC CACFP. Follow this guide to ensure all required documents have been completed and submitted into the correct section of the NC CARES Application Packet. Forms can be found at: http://www.nutritionnc.com/snp/forms.htm → CACFP Forms Fiscal Year 2022 – New Application → Sponsoring Organizations

Failure to accurately submit all required documents into NC CARES may delay program approval.

This guide is for Institution use only and does not need to be submitted.

	Documents required to begin application process and gain access to NC CARES		
✓	**Document**	**Where to Find It**	**Notes**
	New Institution Application Profile	Distributed at Get Started with NC CACFP Training	Complete forms, scan, and email to: CACFPnewapp@dhhs.nc.gov
	NC CARES New Institution User Access Request Form		
	Get Started with NC CACFP Training Certificate for Sponsoring Organizations		
	Proposed Menu – one month's worth per facility if different menus are used at each	Institution's copy of documentation	Scan and email with documents listed above

Once received and processed, the Institution's Program Contact will receive an email from the North Carolina Department of Health and Human Services indicating access to NC CARES.
The Program Contact can then go to www.nccares.com, sign in, click on "Add" Institution Application, and the Application Packet in NC CARES can then be completed as outlined below.

NC CARES Application Packet	
Sections in NC CARES Application Packet	**Notes**
Institution Application (Complete first)	Enter information directly into NC CARES
Facility Application(s) (Complete second)	Enter information directly into NC CARES
Board of Directors/Principals	Enter information directly into NC CARES
Institution Budget Details:	Enter Information from the Excel workbook into NC CARES (see Notes below).

✓	**Required Budget Document**	**Notes**
	Budget for Sponsoring Organizations of Affiliated Centers *(Excel workbook)*	1. Complete the Excel workbook found on the NC CACFP website, Forms page under Forms for FY 2022, Budgets. 2. Enter information from the "Summary" tab into the Institution Budget Details Section in NC CARES. 3. Upload the completed Excel workbook, copies of supporting documentation, any Less-Than-Arm's Length documentation, and, if claiming labor, the Institution's Compensation Policy in the Document Attachments section located at the bottom of the Budget Details section in NC CARES.

Checklist	Download the documents from the NC CACFP website, complete as indicated, and upload into the NC CARES Checklist.

✓	Required Institution Checklist Documents		Notes
	Attachment A – General Terms and Conditions		Attachment E – *Conflict of Interest Acknowledgement and Policy is called "Attachment E – Conflict of Interest Policy" in NC CARES.* Management Plan – *Organizational chart, job descriptions, and policies & procedures required as part of the Management Plan should be uploaded to the Attachment List. See Attachment List Document section of this guide for details.* Media Release – *No document is needed for this item in the Checklist. The State agency releases a statewide media release annually on behalf of all CACFP Institutions. Mark the box in the Checklist as previously submitted and a date will auto populate.* IRS Letter of Tax-Exempt Status – *Provide copy of the Institution's letter of tax exemption from the IRS. Applicable to non-profit organizations only.*
	Attachment B – Federal Certifications		
	Attachment D – State Grant Certification - For Organizations or Attachment D – State Grant Certification - For Sole Proprietors		
	Attachment E – Conflict of Interest Acknowledgement and Policy		
	Attachment F – Contractor Certification		
	Attachment I - FFATA Data Reporting ❑ Include proof of active SAM registration from www.sam.gov		
	Management Plan – Sponsoring Organizations		
	Statement of Authority		
	CACFP Fact Sheet - Sponsoring Organizations		
	IRS Letter of Tax-Exempt Status (non-profits only)		
	Institution Training Certification – Sponsoring Organizations		
	Outside Employment Policy		
	Certification Regarding Other Publicly Funded Programs (List of public funding sources)		
	Certificate of Attendance – Get Started with NC CACFP for Sponsoring Organizations		

✓	Required Affiliated Facility Checklist Documents			Notes
	Fire Inspection	Or	Occupancy Permit (If ARAM)	Facility's copy of documentation
	Sanitation Report			
	Current License *(if applicable)*			Provide institution's copy of document.

Facilities Receiving Catered Meals

✓	Additional Checklist Documents	Notes
	From School Food Authorities CACFP Food Service Contract – School Food Authority (SFA) (Public Schools only)	No quotes are required for School Food Authorities/Public Schools.

Facilities Receiving Catered Meals	

✓	Additional Checklist Documents	Notes
	From Food Service Management Companies ❑ CACFP Food Service Contract – Food Service Management Company ❑ Invitation to Bid ❑ Documentation for Quotations and Checklist	Refer to *2 CFR 226* and *FNS 796-2 Rev4 Ex* for additional contract requirements. 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 justification of selected contract. Upload copies of the Institution's/Facility's documentation of all of phone quotes, written quotes, and bids including solicitation materials and specifications into the Attachment List.

Application Packet Notes	Check this area for communication from the state agency. Correction notes are listed here when Application Packets are returned for corrections.
Attachment List	The documents listed under Attachment List Documents on the following pages are required for the Institution. These items DO NOT have a paperclip icon in the Checklist. Make sure documents are labeled correctly when uploaded.

✓	Attachment List Documents		Notes
	Monitoring Plan		Download the documents from the NC CACFP website, complete as indicated, and upload all the documents listed here into the Attachment List with the correct file/document title.
	Policies and Procedures for the Management Plan for Sponsoring Organizations (SO)		
		Organization Chart	
		Job Descriptions	
		*Code of Conduct Policy**	
		*Compensation Policy**	
		*Confidentiality Policy**	Templates of policies with an asterisk (*) can be found on our website.
		*Disbursement Policy**	
		*Edit Check Policy**	All the policies and procedures marked as required in the Management Plan must be uploaded into the Attachment List.
		*Household Contact Policy**	
		Non-Discrimination Policy	
		*Non-Pricing Program Policy**	
		*Outside Employment Policy**	
		*Procurement Policy**	
		*Property Management Standards Policy**	

✓	Attachment List Documents	Notes
	Required Training Module Certificates	All training modules are located on the website's Trainings page at: https://www.nutritionnc.com/snp/training.htm → Prerecorded Programmatic Training
	Annual Civil Rights Training	
	Enrollment Documentation ❑ *Infants and Children** ❑ *Adults**	
	Income Eligibility Applications ❑ *Infants and Children ** ❑ *Adults**	
	Budget Training for Sponsoring Organizations	Each training module certificate can be found at the conclusion of the required training.
	Management Plan for Sponsoring Organization	Complete each training, save the certificate provided at the conclusion, and upload into the Attachment List.
	Meal Patterns ❑ *Infant** ❑ *Child** ❑ *Adult**	*Trainings with an asterisk (*) are required *if* you are serving this age group.
	Meal Counts	
	Monitoring - Centers	

Required once application has been submitted	
Program Agreement The State agency representative assigned to review your application will send this to you for signature.	Complete with signature from Institution's Administrator, and either: • **EMAIL** to CACFPagreement@dhhs.nc.gov (please copy your assigned CACFP New Application Reviewer), *or* • **MAIL** to CACFP - New Application 5601 Six Forks Road 1914 Mail Service Center Raleigh, NC 27699-1914 Attn: (Your assigned CACFP New Application Reviewer)