



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

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ROY COOPER • Governor

KODY H. KINSLEY • Secretary

YVONNE COPELAND • Director, Division of Child and Family Well-Being

March 1, 2024

Federal Express

To: Yolanda Hill, Owner
Balanced Nutrition 9460
122 N. Elm Street, Suite 504
Greensboro, NC 27401

From: Janet Phelps,
Child and Adult Care Food Program Unit

Re: CACFP Compliance Review

Dear Ms. Hill:

The Community Nutrition Services Section, Division of Child and Family Well Being, is required to review Child and Adult Care Food Program (CACFP) operations of participating institutions. The purpose of the review is to determine program compliance and to provide technical assistance in the area of program management.

Listed below is the pre-work documentation, due within seven days after receipt of this letter. Please scan the documents and email to me at Janet.Phelps@dhhs.nc.gov. If you cannot email the documents, mail to the following address: P.O. Box 174, Hubert, NC 28539.

- Holiday schedule for the previous and current fiscal years
- Bank Statement for previous fiscal Year
- General ledger or other comprehensive record management system that captures all the financial transactions and/or activities conducted for the institution's food service program

I will visit your organization on **April 15-19, 2024**. Please have available the following records and information for the period of **January 2024**. If any form(s) was/were not required this fiscal year, provide the most recent version available.

Previous Fiscal Years:

- 1) IRS Tax Exempt Documentation (Private Nonprofits only)

Sponsored Facilities and/or Homes

- 2) Agreement between Sponsoring Organizations and facility (w/applicable Attachments C, D, E) for each facility

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF CHILD AND FAMILY WELL-BEING

LOCATION: 5601 Six Forks Road, Building 2, Raleigh, NC 27609
MAILING ADDRESS: 1914 Mail Service Center, Raleigh, NC 27699-1914
www.ncdhhs.gov • TEL: 919-707-5800 • FAX: 919-870-4818

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

- 3) Agreement between Sponsoring Organization and day care home (w/applicable Attachments A, B) for each home
- 4) CAC-8A/CAC-9A annual budget for Sponsored facilities and homes
- 5) Licensing certification
- 6) License or approval letter or alternate approval documentation for each facility
- 7) Contractor's certification for each facility
- 8) Information on owners and principals-facility for each facility
- 9) Certification of single exclusive CACFP agreement-facility for each facility
- 10) Participant Information Form for New Centers (if applicable)
- 11) CAC 16 CAC 17 Food service management contracts or SFA agreement to furnish food with attachments and quote or bid paperwork (if applicable)

Private Nonprofit and For-profit Corporations Only:

- 12) Sponsoring Organization's bylaws
- 13) Board of director's minutes
- 14) Governing board's policy and procedures for oversight of organization

Other Required Documents:

- 15) Serious Deficiency notices issues and documentation to support each action (day care homes only)
- 16) Confidentiality of beneficiary data policy
- 17) Certification of eligibility for Title XIX and/or XX (CAC 1C)
- 18) Tiering policy for classifying day care homes as Tier I or II and all supporting documentation
- 19) Sponsoring Organization's CACFP training documentation for each facility and/or home
- 20) Sponsoring Organization's training documentation for staff with monitoring responsibilities
- 21) Sponsoring Organization's training documentation for key staff
- 22) Monthly program records:
 - Claim for reimbursement (CAC 1, paper or electronic version)-provide all documents to support claim
 - Itemized invoices
 - Itemized receipts
 - Bank statements
 - Timesheets
 - Payroll records
 - Cancelled checks
 - Leases
 - Contracts
 - Meal Count Records
 - Menus
 - Facility and/or home monthly attendance records
 - Cash receipts and disbursement journal or approved comparable document
 - Disbursement checks to facilities and/or homes
- 23) CACFP participant enrollment forms/documentation of enrollment as required by 7 CFR §226

- 24) CACFP Infant feeding consent form for all infants enrolled in each sponsored facility and/or home
- 25) Monitoring reviews for the current fiscal year and preceding three years
- 26) Income eligibility applications for each facility (if applicable)
- 27) CACFP Administrative Review (Appeal) policy (day care home Sponsor only)
- 28) Racial and ethnic data for potential eligible beneficiaries
- 29) Racial and ethnic data for enrolled participants
- 30) List and documentation for providers claiming own children
- 31) Access to program records for the preceding three fiscal years
- 32) Have available all State agency memoranda, a copy of the CACFP federal regulations, and the FNS Instruction 796-2, Rev.4
- 33) Any other records that may support the claim for reimbursement

Providing all the above listed documents and any other documents that support claims will be critical in the compliance review process. Missing, lost, or incomplete records may lead to a finding of serious deficiency, disallowances of reimbursement, and/or other adverse consequences. Because the necessary records must be presented during the on-site scheduled for {month/days/year}, it is your responsibility to ensure that an institution representative with access to all records will be available during that time period. Additionally, if you have an accountant, the accountant must be available during the time of the onsite review.

During the review:

- Documents will be reviewed
- Meal preparation and services will be observed
- Technical assistance will be provided

If program violations are found, communication and instructions will be provided. A follow-up visit may be scheduled and/or additional information may be requested to ensure the implementation of corrective action. If you have questions, please contact me at {910}330-0240.

I look forward to seeing you on April 15, 2024.

Sincerely,



Janet Phelps

cc: Renee Matthews-Jones