

# *OSPI CNS Child and Adult Care Food Program (CACFP) Reference Sheet*

## **CACFP Application and Renewal**

Sponsors approved to operate the Child and Adult Care Food Program (CACFP) must complete a program application and renew the application annually. Completing program applications help OSPI Child Nutrition Services (CNS) ensure sponsoring organizations operate their programs in compliance with U.S. Department of Agriculture (USDA) regulations.

### **Requirements**

- ✓ Sponsors must complete an application when first applying for the program through the Washington Integrated Nutrition System (WINS).
- ✓ Sponsors must renew their application and agreements annually.
  - The renewal process is shorter than the initial application process.
  - OSPI typically starts sending information about the renewal process for the upcoming fiscal year in the spring.
  - Renewal submissions are due September 1 each year.
  - Failure to submit a complete and correct renewal application by the deadline may result in delay or disruption of reimbursement, or potential termination of the OSPI institution agreement.
- ✓ Submit a program budget with the program application and renewals.
  - All budgeted costs must be approved prior to the cost being incurred, no later than September 30.
  - Costs incurred without an approved budget are not eligible for reimbursement.
- ✓ Keep program applications up to date and reflect changes made during the fiscal year.
  - Changes must be approved by CNS.
  - Failure to submit application revisions for approval may delay the processing of claims for reimbursement or result in reduced reimbursement.
  - Application revisions are effective in the month they are approved.

### **Renewal Documentation**

Most of the renewal components are completed in WINS, but additional renewal paperwork may be required.

- ✓ WINS Renewal Components
  - Sponsor Application
  - Budget (LEAs exempt)



- Site Application(s)
  - Site Calendar(s)
  - Management Plan (independent sites and LEAs exempt)
  - FSMC/Vendor Contract Fact Sheet (if applicable)
- ✓ Additional Renewal Components (as applicable)
    - Current license
    - Proof of tax-exempt status (for non-profit institutions)
    - Current health/sanitation and fire/safety permits or reports for unlicensed facilities
    - FSMC or Vendor contracts
    - Proof of At-Risk area eligibility
    - Supporting Budget documentation
    - Outside Employment Policy (multi-site sponsors only)
    - Documentation of attendance of OSPI Mandatory Annual Training (required for all CACFP sponsors)

## Examples of Changes to Report in WINS

- ✓ Adding or dropping sites
- ✓ Change in address, phone number or email
- ✓ Change in institution's primary contact
- ✓ Name change of site
- ✓ Change in license status
- ✓ Change in meals served
- ✓ Change in mealtime(s)
- ✓ Change in vendors
- ✓ Change in an institution's responsible principal(s)
- ✓ Electronic Funds Transfer Information
- ✓ Budget revisions
- ✓ Change in Board members

## References

- [7 CFR 226.15](#)
- [7 CFR 226.16](#)

## Resources

- [CACFP – 7CFR, Part 226.15 and 226.16](#)
- How to Prepare for your Renewal Checklist - coming soon
- [Washington Integrated Nutrition System](#)
- [CACFP Public Trainings Moodle](#)

## Acronym Reference

- CACFP- Child and Adult Care Food Program
- CFR- Code of Federal Regulations
- CNS- Child Nutrition Services
- CACFP – Child and Adult Care Food Program
- OSPI- Office of Superintendent of Public Instruction
- WINS- Washington Integrated Nutrition System
- USDA- United States Department of Agriculture