

OSPI Child Nutrition Programs Reference Sheet

Pre-Kindergarten, Pre-school, ECEAP, and Transitional Kindergarten Program Participation and Meal Claiming

The U.S. Department of Agriculture (USDA) Child Nutrition Programs are available for pre-school age children that attend a local pre-K community program, Early Childhood Education Assistance Program (ECEAP), Head Start and/or a Transitional Kindergarten program. These programs operate in classrooms located in Education Service Districts (ESD), community organizations, and Local Education Agencies (LEAs). ESDs and community organizations may operate the Child & Adult Care Food Program (CACFP). LEAs may choose to operate either the CACFP or the National School Lunch and Breakfast Programs (NSLP/SBP).

Requirements

- ESDs or Community Organizations receiving funds for preschool program must be the CACFP sponsor when children are NOT enrolled in the public school district.
- LEAs may choose to operate either the CACFP or NSLP/SBP for enrolled, preschool-aged students.
 - Characteristics of enrolled students include:
 - Students have a State Student ID (SSID) or District ID for reporting in CEDARS.
 - LEA receives state or federal funding for the students.
- Must have an approved CACFP or NSLP/SBP Application in the Washington Integrated Nutrition System (WINS) and signed Permanent Agreement with OSPI. The organization is eligible to claim meals starting in the month a complete application is approved.
 - ESDs and Community Organizations must complete a Budget and Management Plan (if sponsoring more than one site) as part of the WINS application.
- Notify your Program Specialist or OSPI Child Nutrition Services of interest to participate.

CACFP Requirements

- CACFP Program Year is October – September
- Program Administrator must complete required, annual training.
- CACFP Administrative Review cycle is every three years.
- Enrollment and eligibility are not reported for Public School District Free/Reduced Percentage.

Free & Reduced-Price Meal Eligibility Determinations

- Collect Enrollment Income Eligibility Applications (EIEAs) and conduct a Study Month for preschool programs enrolling community children (i.e., tuition-based preschool, Transitional Kindergarten).



- Programs only enrolling children in Head Start or ECEAP are not required to conduct a Study Month or collect EIEAs, however Enrollment Forms (EFs) must be collected.

Meals and Snacks

- Eligible to claim Breakfast, Lunch, Morning Snack, Afternoon Snack, Supper, Evening Snack.
- CACFP Meal Pattern must be followed.
- Meal Service Styles: Family Style Meal Service or Serve-Only (Pre-plated).
 - Offer vs Serve cannot be implemented for preschool-aged students.
- ESDs and Community organizations operating classrooms on public school district campuses must establish an interagency agreement to receive meals and snacks from the public school district. An Interagency Agreement template is available for you to use, please contact your program specialist.
 - When a Food Service Management Company (FSMC) contracts with school district food service, the CACFP program must be in the contract to claim meals as the program sponsor or to provide meals via an interagency agreement to a CACFP program sponsor.

Monitoring Requirements

- Three times per year.
- No more than six months between reviews.
- Two of three reviews must be unannounced and include a meal service observation.
- First review must be conducted within first four weeks of operation.
- Timing of visits must vary making them unpredictable.
- A variety of meal types must be observed- breakfast, supper, snacks, etc.

NSLP/SBP Requirements

- NSLP/SBP Program Year is September – August.
- NSLP/SBP Administrative Review cycle is every four years.
- Enrollment and eligibility are reported and included in public school district Free/Reduced-Price percentage for Child Nutrition Programs including the Community Eligibility Provision (CEP) and area eligibility.

Free & Reduced-Price Meal Eligibility Determinations

- Conduct Direct Certification at least monthly.
 - Students enrolled in ECEAP or Head Start should be directly certified for free school meals.
- Collect Free and Reduced-Price Meal Applications from students not enrolled in ECEAP or Head Start at standard counting and claiming schools.
- Collect Family Income Surveys from students not enrolled in ECEAP or Head Start at CEP or Provision 2 non-base year schools.

Meals and Snacks

- Eligible to claim Breakfast and Lunch.
 - LEAs choosing to claim breakfast and lunch for preschool under NSLP/SBP are not eligible to claim preschool snack(s) under CACFP. LEAs may choose to claim preschool

meals under NSLP/SBP or **meals and snacks** under CACFP but cannot claim meals and snacks under both Programs.

- Meal Service Options:
 - Preschool-aged children are served in a separate meal service (i.e., in the classroom).
 - CACFP Meal Pattern must be followed.
 - Family Style Meal Service or Serve-Only (Pre-plated) may be implemented.
 - Offer vs Serve cannot be implemented.
 - Preschool-aged children are co-mingled with K-12 students for meal service (i.e., cafeteria service).
 - NSLP/SBP Meal Pattern for K-5 students may be followed for both groups.
 - Serve-Only (Pre-plated) or Offer vs. Serve may be implemented.

Monitoring Requirements

- Annually by February 1 for the NSLP and every other year for the SBP

Other

Public School Districts opting to sponsor the CACFP for their preschool programs are strongly encouraged to participate in the At-Risk Afterschool Meal Program for eligible school sites.

References

- [7 CFR 226](#)
- [7 CFR 210](#)
- [7 CFR 220](#)

Resources

- Meal Service Flowchart
- [Study Month Reference Sheet](#)
- [CACFP Meal Pattern Resources](#)
- [NSLP Meal Pattern Resources](#)
- [USDA Meal Pattern Comparison Chart](#)
- [Grain Based Desserts Reference Sheet](#)

Acronym Reference

- CACFP – Child and Adult Care Food Program
- CEDARS – Comprehensive Education Data and Research System
- CNS - Child Nutrition Services
- ECEAP – Early Childhood Education and Assistance Program
- LEA – Local Education Agency
- NSLP – National School Lunch Program
- OSPI - Office of Superintendent of Public Instruction
- SBP – School Breakfast Program
- USDA - United States Department of Agriculture