

Child and Adult Care Food Program  
**APPLICATION CHECKLIST**  
Family Day Care Home Sponsors

**New Sponsors**

Use this list to determine which items to return to OSPI. Check off those items you are sending with this checklist.

**Every new sponsor must submit the following:**

- Program agreement - (FORM SPI FDCH 1136A)\* (two copies)
- User authorization - (FORM SPI CACFP 1136 AUTH SIG)\* (two copies)
- Administrative budget - (FORM SPI 1136W)\* (two copies)
- Management plan - (FORM SPI FDCH 1136MP)
- Equipment inventory
- Sponsor information - (FORM SPI CACFP 1269SI)
- Nondiscrimination and media policy statement - (FORM SPI CACFP 1269MR)\*
- Sample public media release - (FORM SPI CACFP 1269 SAMP)
- Certification regarding lobbying - (FORM SPI CNS 280 LOB). The disclosure of lobbying activities (must be submitted quarterly if federal funds are used for lobbying) - (FORM SPI CNS 280F)
- Procurement standards - (FORM SPI CNS 1136PS)\*
- Statewide vendor registration and direct deposit authorization
- Request for taxpayer identification number and certification (W-9)
- Family day care home provider enrollment roster completed in alphabetical order (two copies) - (FORM SPI FDCH 1136E)
- IRS Form 990 or 990EZ (Government agencies are exempt)
- Copy of IRS tax-exempt letter
- Copy of B and O exempt letter
- Copy of nonprofit status letter from Washington Secretary of State
- Organization's financial balance sheet or OMB Circular A-133 (copy only). State, local, and federal governments such as schools, universities, and military organizations, are not required to submit this document.

\*All forms requiring signatures must be an original signature.

Mail to: Child Nutrition Services, CACFP  
Office of Superintendent of Public Instruction  
Old Capitol Building  
PO BOX 47200  
OLYMPIA WA 98504-7200

Office of Superintendent of Public Instruction/Child Nutrition Services  
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