

Child and Adult Care Food Program

CHILD CARE CENTER APPLICATION CHECKLIST

For New Institutions

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

All institutions must submit the following:

- Program agreement (FORM SPI CACFP 1269A) (two copies with original signature)
- User authorization (FORM SPI CACFP 1136 USER AUTH) (two copies with original signature)
- Site application (FORM SPI 1269S-APP) (one per site)
- Sponsor information (FORM SPI CACFP 1269SI)
- Budget information (FORM SPI CACFP 1269B)
- Management plan (FORM SPI CACFP 1269MP)
- Enrollment Roster (FORM SPI CACFP 1269 ENR)
- Enrollment-Data Summary (FORM SPI CACFP 1269 ENR SUM)
- Nondiscrimination and media policy statement (FORM SPI CACFP 1269MR)
- Sample media release (FORM SPI CACFP 1269SAMP)
- Certification regarding lobbying child nutrition programs (FORM SPI CNS 280 LOB)
- License or alternate (one for each site) (homeless shelters are not required to be licensed):
 - Copy of license
 - Department of Early Learning (DEL) letter-in-lieu of license
 - Self-certification of nonlicensed facilities (FORM SPI CACFP 1269SC.fm)
- Food service agreement for vendors (vended sites) (FORM SPI CACFP 1136SA)
- Procurement standards (FORM SPI CNS 1136PS)
- Statewide vendor registration and direct deposit authorization
- Request for taxpayer identification number and certification (W-9)
- CACFP Workshop program requirements attendance record (FORM SPI CACFP 1269ATTEND)
- Tax-exempt status letter from IRS for nonprofit sponsors
- Nonprofit status letter from Washington Secretary of State for nonprofit sponsors
- IRS Form 990 or 990EZ (proprietary sponsors, federal and public institutions such as schools, universities and churches are exempt)
- Organization's financial balance sheet or OFM Circular A-133 (copy only) (Federal, state, and local government such as schools, universities, and military organizations are not required to submit this document.)

Homeless shelters and at-risk centers must also submit the following:

- Current safety/sanitation report
- Current fire permit

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