

Child and Adult Care Food Program
ADULT CARE
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 1316A) (two copies with original signature)
- User authorization (FORM SPI CACFP 1136AUTH SIG) (two copies with original signature)
- Site application (FORM SPI 1269S-APP) (one per site)
- Sponsor information (FORM SPI 1269SI)
- Budget information (FORM SPI 1269B)
- Management plan (FORM SPI 1269MP)
- Enrollment Roster (FORM SPI CACFP 1316ENR)
- Enrollment-Data Summary (FORM SPI CACFP 1269ENR)
- Nondiscrimination and media policy statement (FORM SPI CACFP 1316MR)
- Sample letter for public media release (1316 SAMP)
- Certification regarding lobbying child nutrition programs (FORM SPI CNS 280LOB)
- Food service agreement (for 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 1269 ATTEND)
- Tax-exempt status letter from IRS for nonprofit sponsors
- Nonprofit status letter from Washington Secretary of State
- Copy of care plan for impaired adults
- Agency service agreement and standards
- 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 OMB Circular A-133 (copy only) (State, local, and federal government such as schools, universities, and military organizations are not required to submit this document.)

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