

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 from the Department of Revenue
- Copy of nonprofit status letter from Washington Secretary of State
- 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