



SUPERINTENDENT OF PUBLIC INSTRUCTION

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- (X) Action Required
Due Date: 10/01/18
- (X) Informational

BULLETIN NO. 074-18 CHILD NUTRITION SERVICES

TO: Child and Adult Care Food Program—Child Care Institutions

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Child Care Institutions—Child and Adult Care Food Program Renewal Process for Federal Fiscal Year 2019

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PURPOSE/BACKGROUND

This bulletin provides instructions for Child Care Institutions who wish to continue participating in the Child and Adult Care Food Program (CACFP) for Federal Fiscal Year 2019.

The renewal application must be completed and submitted by October 1, 2018.

The application process is completed in the Washington Integrated Nutrition System (WINS). Paper application forms completed as a part of the application process must be emailed to your assigned program specialist. Your assigned specialist is located on the sponsor profile table in WINS. Information on WINS, including training videos and job aids, can be found on the [CNS WINS webpage](#). Use the *WINS Renewal Instructions – Child Care* (Attachment 1) and the *Application Checklist* (Attachment 2) to ensure all components are completed.

Institutions that officially change their legal name, which results in a new Federal Employer Identification Number (FEIN), must report this change to Child Nutrition Services (CNS) before starting the renewal process.

AUDITS

Institutions are required to maintain records that identify all federal funds received and expended. Such funds shall be identified by the fund's Catalog of Federal Domestic Assistance (CFDA) numbers. The CFDA number for CACFP is 10.558. Institutions must also make these records available for review or audit by officials of federal agencies, the General Accounting Office, and OSPI or designee.

Institutions expending \$750,000 or more in federal funds from all federal sources combined in any fiscal year must receive an audit, in accordance with 2 CFR Part 200 Subpart F, for that fiscal year. Audits must be:

- Completed within nine (9) months of the end of that fiscal year;
- Submitted to the Federal Audit Clearinghouse (FAC) by the earlier of 30 days following receipt of the completed audit or 9 months following the end of the fiscal year.

If an Indian Tribe or Tribal Organization opts to not make the reporting information publicly available on the FAC website in accordance with 2 CFR Part 200 Subpart F Section 200.512(b)(2), a copy of the data collection form and reporting package must be submitted to OSPI, Child Nutrition Services.

If you have questions regarding audits, [please email Jeff Booth](#) or call 360-725-6217.

TRAINING

All institutions are required to complete CACFP training provided annually by CNS. Training is provided as live or recorded webinars. Training information can be found on the [CACFP Training webpage](#).

PRICING PROGRAM OPTION

All institutions participating in CACFP in Washington are currently operating as Non-Pricing Programs. Independent centers and sponsoring organization of centers are allowed to operate "Pricing Programs." Pricing Programs charge for meals and snacks served to participants who do not qualify for free meals. Institutions wishing to operate a Pricing Program must complete and submit a *Pricing Policy Statement* and follow program regulations outlined at 7 CFR 226.23(c). Pricing Program requirements include:

- Distributing income eligibility materials to households;
- Processing meal applications;
- Determining eligibility and notifying households in writing of the eligibility determination;
- Having a procedure in place that allows households to appeal the result of the eligibility determination; and
- Working with CNS during the verification of eligibility for free and reduced price meals, which includes requiring households to submit supporting income documentation.

Institutions providing meals to participants in emergency shelters and at-risk afterschool meal programs may not operate a Pricing Program.

For more information and additional resources about Pricing Programs, please contact the Olympia office at 360-725-6206.

LICENSED CHILD CARE

Most institutions participating in CACFP must have a current child care license. Child care licenses may be from the Washington State Department of Children, Youth, and Families (DCYF) or from a recognized tribal or military organization. Local Education Agency (LEA) sponsored programs operating in school buildings, Head Start, and ECEAP are not required to have licenses. Current license(s) need to be added in WINS and reviewed annually, if required.

Certain organizations are not required to be licensed. For these sites, fire/safety and sanitation permits or certificates for all facilities must be added in WINS on an annual basis.

Institutions serving emergency shelters or At-Risk only centers are only required to submit fire/safety and sanitation permits or certificates for all facilities. These must be added in WINS on an annual basis. If an At-Risk center also provides licensed child care, a license is required.

BUDGETS

Budgets including identified administrative and operating costs are required as part of the renewal application.

Administrative costs are costs incurred by an institution for planning, organizing, and managing food services. Operating costs are costs incurred by an institution in serving meals to participants including food/labor costs related to meal service, nonfood supplies, and other miscellaneous costs related to the meal service. Administrative and operating costs must be approved by CNS.

For sponsoring organizations, regulations limit the amount of meal reimbursement that can be used to support administrative costs to 15 percent. This means at least 85 percent of the meal reimbursement must support operating costs. If CACFP reimbursement is used for administrative expenses, food service operating costs will need to be entered monthly on the claim.

REPORTING CHANGES TO YOUR APPROVED APPLICATION

Institutions must revise and resubmit their application in WINS when changes occur throughout the year. Failure to report the changes may result in CNS disallowing meals served. Changes that must be reported include:

- Name, address, phone number, or email changes.
- A site is added, dropped, or moved.
- A change in meal service (i.e. meal type/time).
- A new director or owner.
- The center is sold.
- The business is closed.

VENDED MEALS

Institutions who wish to contract for vended meals, must complete the [OSPI Food Service Agreement for Vendors](#) as part of their application. Email these documents to your program specialist.

Vended meals may be purchased from LEAs (Public/Private Schools). However, LEAs are not allowed to vend meals to for-profit centers. Institutions who wish to purchase vended meals from any type of a vendor *other*

than a LEA are required to obtain bids. LEAs who are using a Food Service Management Company (FSMC) cannot vend to you unless they have included the option to vend meals for CACFP in their contract.

Proper procurement must be followed when purchasing vended meals. When the projected amount for vended meals is less than \$150,000, an informal bid process is allowed. The informal bid process allows for quotes to be obtained by telephone, email, or mail. Quotes must be requested from at least three (3) potential vendors. Possible organizations for quotes include nearby hospitals, LEAs, community centers, senior nutrition programs, or other catering services. Documentation of the bid process must be recorded. A sample bid form and instructions can be found on the [Procurement webpage](#). Documentation of your bidding process must be kept for 3 years plus the current year.

When the projected amount for vended meals is more than \$150,000, a formal bid process must be used. For further guidance on the formal bid process, [please email Jeff Booth](#) or call 360-725-6217.

INFORMATION AND ASSISTANCE

If you have questions regarding this bulletin, please contact your assigned program specialist. This bulletin is also available on OSPI's website at <http://www.k12.wa.us/BulletinsMemos/bulletins2018.aspx>.

Jamila B. Thomas
Chief of Staff

Lisa Dawn-Fisher
Chief Financial Officer

Leanne Eko, RD, SNS
Interim Director, Child Nutrition Services

Attachments:

Attachment 1 – WINS Renewal Instructions – Child Care

Attachment 2 - Application Renewal Checklist – Child Care

The LEA/Sponsor hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d to 2000d-6) and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), Department of Justice (28 CFR Parts 42 & 50), the Civil Rights Restoration Act of 1987, Enforcement of Title VI of the Civil Rights Act of 1964, the Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et. seq.), Section 504 of the Rehabilitation Act of 1973, the Age of Discrimination Act of 1975 (45 CFR Part 91), the Americans with Disabilities Act (28 CFR Part 35, Title II, Subtitle A), and Food and Nutrition Service (FNS) directives or regulations issued pursuant to that act and the regulations to the effect that no person in the United States shall, on the grounds of race, color, national origin, gender, age, or disability, be excluded from participation in, or be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the applicant received federal financial assistance from the department; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.