

Child and Adult Care Food Program

**ADULT CARE CENTER
APPLICATION CHECKLIST
For Renewing 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 update the following portions of the application online:

- Sponsor Information
- Site Application
- Management Plan
- Budget Information

Submit the following to OSPI/Child Nutrition Services if appropriate:

- Food Service Agreement for Vendors (FORM SPI CACFP 1136SA)
- A-133 Audit

Submit the following ONLY if there have been changes since the last agreement. This applies to all institutions. These forms are available online at www.k12.wa.us/bulletinsmemos.

- User Authorization (FORM SPI CACFP 1136 USER AUTH) (two copies with original signature)
- Statewide Vendor Registration and Direct Deposit Authorization
- Request for Taxpayer Identification Number and Certification (W-9)

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