

Child and Adult Care Food Program
APPLICATION CHECKLIST
Family Day Care Home Sponsors

For Renewing Sponsors

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

All sponsors must update the following portions of the application online:

- Administrative budget
- Sponsor information
- Management plan

Submit the following if appropriate:

- A-133 audit

Submit the following only if there have been changes since the last agreement. This applies to all sponsors:

- User authorization—(FORM SPI CACFP 1136 AUTH SIG)* (two copies with original signature)
- Equipment inventory
- 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