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SECTION A—NEW APPLICANTS: GETTING STARTED IN THE CHILD AND ADULT CARE FOOD PROGRAM

The Child and Adult Care Food Program (CACFP) is a voluntary, federally-funded program. By agreeing to participate, institutions accept final administrative and financial responsibility for the operation of the program according to federal and state laws, regulations, and policies.

To participate in the CACFP, institutions must sign an OSPI/Institution Agreement and submit all required information. OSPI reviews forms and documentation to determine if institutions have the financial viability, organizational capability, and internal controls for accountability to successfully operate the CACFP. This section provides an overview of the necessary steps for institutions to complete the initial application.

The Application Process

After a potential applicant contacts OSPI to determine initial eligibility, the applicant must successfully complete the following steps in the application process to participate in the CACFP:

- Step 1: Applicant receives and completes the application.
- Step 2: Applicant attends OSPI training and receives program materials.
- Step 3: OSPI conducts onsite preapproval visit and reviews the application.
- Step 4: Applicant submits completed application to OSPI.
- Step 5: OSPI approves or denies application.

Step 1: Application

A potential applicant contacts OSPI regarding the institution's eligibility to participate in the CACFP. The next step is to complete the application forms.

Step 2: Training

The applicant must attend an OSPI Technical Assistance Workshop. It is important that the organization officials who will have the ultimate authority to administer the CACFP attend the workshop. (Example: institution's owner and director). Other program staff who have CACFP responsibilities may attend the OSPI training, although it is not required. The training covers basic CACFP requirements.

Step 3: Preapproval Visit

Once the application materials are complete, the institution should make an appointment with a program specialist from OSPI for a preapproval visit. The preapproval visit will include:

- A review of the application to ensure that it is filled out completely and accurately.

- Determination that facilities are viable for the type and number of meals for which the applicant requested approval.
- Technical assistance, as needed.

Step 4: Submit Application to OSPI

After the preapproval visit has been completed and all required paperwork is finished, mail the application to OSPI.

Step 5: Approval or Denial

OSPI will either approve or deny an institution's application. Denial of participation in the CACFP is an appealable action. If approved, OSPI will send an e-mail with complete instructions on submitting monthly claims through OSPI's online system, CNP 2000.

SECTION B—AMENDMENTS AND RENEWALS

Amendments

Once the OSPI/Institution Agreement is approved, it can be changed only with approval from OSPI. Failure to properly request changes may delay the processing of the claim for reimbursement or may result in a reduced reimbursement. All changes must be requested in writing or using the online system and approved in the month the changes are to become effective. Some of the changes that must be reported are:

- Change in owner.
- Adding or dropping sites.
- Change in address, phone number, or e-mail.
- Name change of institution or site.
- Institution contact change.
- Change in license status.
- Change in type of meals claimed (breakfast, lunch, snack, etc.).
- Change in meal time.
- Change in authorized representative.
- Change in vendors.
- Change in private nonprofit board chair.
- Change in an institution's responsible individuals.

Renewals

The renewal application is shorter than the initial application. OSPI will send information about the renewal process to each institution prior to the beginning of each fiscal year. Portions of the renewal process are completed online. The CACFP operates on the federal fiscal year that begins on October 1 and ends September 30. Failure to submit a complete and correct renewal application by the deadline may result

in delay or disruption of reimbursement, or ultimately in termination of the OSPI institution agreement. The deadline for submitting renewal applications is published annually, usually October 1.

SECTION C—SAFETY AND SANITATION APPROVAL FOR SITES

All feeding and serving sites approved to participate on the CACFP must be licensed by the appropriate licensing agency or have completed OSPI's alternate approval process.

Department of Early Learning (DEL) Licensing

Institutions licensed by DEL must follow the food safety and sanitation rules and fire/building safety rules governing licensed child care centers in Washington State. When not providing child care, the license requirement for Head Start and ECEAP sites has been waived based on federal and state standards for these programs.

Alternate Approval

OSPI's alternate approval process requires documentation of a satisfactory sanitation inspection and documentation of a current satisfactory fire/safety inspection at each feeding or serving site. Sites in public school buildings are exempt from this requirement. Sanitation inspections must be conducted annually. Fire inspections must also be conducted annually. Institutions are responsible for requesting and paying for all inspections and reinspections, if reinspection is necessary.

