

Washington State Child and Adult Care Food Program Center Manual

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Foreword

...About this Manual

The Office of Superintendent of Public Instruction (OSPI), Child Nutrition Services, developed this manual to guide institutions or centers in the day-to-day operation of the Child and Adult Care Food Program (CACFP). Institution officials are responsible for knowing this information and are urged to read all of the material carefully and share it with staff members responsible for CACFP operations.

Chapters contain OSPI policy and guidance based on federal regulations. From time-to-time, federal regulations or interpretations of regulations will result in policy changes. When this occurs, OSPI will issue bulletins/memoranda describing the change(s). A tab section is provided at the back of this manual for you to keep OSPI policy bulletins, memorandums, and memos. When significant policy changes necessitate updating this manual, OSPI will publish and distribute revisions. Whenever possible, OSPI will provide the revisions in a format that will allow the user to simply replace specific pages with the revised material. It is the responsibility of institutions to keep informed of new or revised program policies and to implement them whenever applicable.

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ACRONYMS

CACFP	Child and Adult Care Food Program
CN	Child Nutrition
DEL	Department of Early Learning
DSHS	Department of Social and Health Services
ECEAP	Early Childhood Education and Assistance Program
EF	Enrollment Form
E/IEA	Enrollment/Income-Eligibility Applications (Child Care)
FDPIR	Food Distribution Program on Indian Reservations
FNS	Food and Nutrition Service
FTE	Full-Time Equivalent
FSMC	Food Service Management Companies
IEA	Income-Eligibility Applications (Adult Care)
IFB	Invitation for Bid
LEA	Local Education Agency (school district)
OSPI	Office of Superintendent of Public Instruction
OVS	Offer Versus Serve
RCW	Revised Code of Washington
RFP	Request for Proposal
SD	Seriously Deficient
SFSP	Summer Food Service Program
SSI	Supplemental Security Income
SSN	Social Security Number
TA	Technical Assistance
USDA	United States Department of Agriculture
WAC	Washington Administrative Code
WBF	Washington Basic Food
WRO	USDA's Western Regional Office

