OSPI CNS Child and Adult Care Food Program (CACFP) Reference Sheet

Adding or Removing CACFP Sites

Institutions who enter into an agreement with the Office of Superintendent of Public Instruction (OSPI) Child Nutrition Services (CNS) to operate the Child and Adult Care Food Program (CACFP), do so as either an Independent Center or a Sponsoring Organization. An *"Independent Center"* refers to a sponsor who operates a single site where services are provided. A *"Sponsoring Organization"* refers to a sponsor who operates multiple affiliated sites where services are provided with each "site" having its own address.

Adding Sites

Sponsoring Organization Requirements

1. **Notify the Assigned CNS CACFP Specialist**

    a. Email a copy of the proposed site's license and/or health and safety permit to the CACFP Specialist
    b. Complete and email a New Site Preapproval Visit Monitoring form

2. **Initial Approval**

    OSPI will notify the institution if additional information or clarification is needed after receiving the new site's required documentation. Once initial approval is granted, the specialist will add the site in The Washington Integrated Nutrition System (WINS).

3. **Steps to Take in WINS**

    a. Complete and submit the site application(s)

    b. Complete and submit the site calendar(s)

    c. Revise and submit the Budget to account for the site's added revenue and expenses

    d. Revise and submit the Management Plan to account for additional monitors for the new site(s) (if applicable)

    e. Complete study month at the new site(s) (if applicable)
        i. New sites may conduct their study month anytime during the fiscal year
        ii. All existing sites must conduct their study month at the same time (between July 1-October 31st).

Washington Office of Superintendent of **PUBLIC INSTRUCTION**

Independent Center Requirements

When an independent center adds an additional site, it becomes a Sponsoring Organization and must fulfill the requirements for Sponsoring Organizations per regulation in 7 CFR 226.15.

1. **Notify the Assigned CNS CACFP Specialist**

   a. Email a copy of the proposed site's license and/or health and safety permit to the CACFP Specialist
   b. Complete and email a New Site Preapproval Visit Monitoring form

2. **Initial Approval**
   OSPI will notify the institution if additional information or clarification is needed after receiving the new site's required documentation. Once initial approval is granted, the specialist will add the site in WINS.

3. **Steps to take in WINS**

   a. Revise and submit the Sponsor Application
      i. The "Sponsor Type" must be changed to "Sponsoring Organization"

   b. Create a Management Plan (this tab will be available once the Sponsor Type has been revised)
      i. To account for monitor(s) for the new site(s)
      ii. Upload Outside Employment Policy

   c. Complete and submit the site application(s)

   d. Complete and submit the site calendar(s)

   e. Revise and submit the Budget
      i. To account for the site's added revenue and expenses

   f. Complete study month at the new site(s) (if applicable)
      i. New sites may conduct their study anytime during the fiscal year
      ii. All existing sites must conduct their study month at the same time (between July 1-October 31st).

Additional Requirements for Adding Sites

Training
The institution must train staff responsible for CACFP operation at the new site **before** meals may be claimed.

Monitoring
✓ The sponsoring organization must conduct a site review within the first 4 weeks of program operation. At a minimum, each site must have a site review three (3) times a year with no more than six (6) months between reviews, unless the sponsor has chosen to do review averaging.

✓ Sponsors can begin claiming meals for the new site once it is approved by OSPI. Institutions may not claim meals served at a new site until required documents are submitted and OSPI approval is granted.

Removing Sites

✓ Notify OSPI CNS immediately if a site will be removed from CACFP operation.

✓ Complete revisions in WINS.
   - Revise the Sponsor Application *"Sponsor Type"* if by removing a site(s) the Sponsoring Organization becomes an Independent Center.
   - Revise and submit revisions to the Budget to account for the site's change in revenue and expenses
   - Revise and submit site calendar(s) to reflect the last day of service at each site(s) being removed.

Best Practices/Steps to Comply with Requirements

✓ Ensure the organization has adequate staffing to meet monitoring requirements.

✓ Maintain a binder at each site with CACFP policies and procedures.

✓ Maintain CACFP records by site(s) according to 7 CFR 226.16.

Reference

- [7 CFR 226.15](#)
- [7 CFR 226.16](#)

Resources

- [New Site Pre-Approval Monitoring Form](#)
- [Training for Sponsoring Organizations Reference Sheet](#)
- [Training for Independent Centers Reference Sheet](#)
- [CACFP Recordkeeping Requirements Reference Sheet](#)
- [CACFP Requirements and Materials Webpage](#)
- [Monitoring Requirements for Sponsoring Organizations Reference Sheet](#)
- [Multiple Site Sponsors Recorded Moodle Training](#)
- [Guidance for Management Plans and Budgets Handbook](#)

Acronym Reference

- CACFP- Child and Adult Care Food Program
- CFR- Code of Federal Regulations
- CNS- Child Nutrition Services
- OSPI- Office of Superintendent of Public Instruction
- WINS- Washington Integrated Nutrition System