

CHILD AND ADULT CARE FOOD PROGRAM

Application Renewal Checklist – Child Care

The Child and Adult Care Food Program (CACFP) application includes completing the applicable items and documents.

All documents must be emailed to your assigned program specialist.

Required by all sponsors:

- Sponsor Profile
- Sponsor Application
- Site Application(s)
- Site Calendar(s)
- Budget (School Districts exempt)
- Management Plan (for Sponsoring Organizations; School Districts exempt)

Required by sponsors if there has been a change:

- License or Alternate - one for each site (homeless shelters are not required to be licensed):
 - Copy of License
 - DSHS Letter-in-Lieu of License

Required by homeless shelters and at-risk centers:

- Report from current sanitation inspection
- Report from current fire inspection

Required by sponsors who contract for Vended Meals:

- [Food Service Agreement for Vendors](#)