



September 1, 2019

- Action Required  
**Due Date:** 10/01/19
- Informational

BULLETIN NO. 063-19 CHILD NUTRITION SERVICES

TO: Child and Adult Care Food Program—Adult Care Institutions

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Adult Care Institutions—Child and Adult Care Food Program Renewal Process for Federal Fiscal Year 2020

CONTACTS:

Mary Nagel	360-725-6218	<a href="mailto:mary.nagel@k12.wa.us">mary.nagel@k12.wa.us</a>
Arianne McConchie	360-725-6201	<a href="mailto:arianne.mcconchie@k12.wa.us">arianne.mcconchie@k12.wa.us</a>
Celia Kennedy	253-583-8818	<a href="mailto:celia.kennedy@k12.wa.us">celia.kennedy@k12.wa.us</a>
Jeannette Green	360-725-4950	<a href="mailto:jeannette.green@k12.wa.us">jeannette.green@k12.wa.us</a>
Jessica Condron	360-810-0440	<a href="mailto:jessica.condron@k12.wa.us">jessica.condron@k12.wa.us</a>
Judy Larsen	509-575-2427	<a href="mailto:judy.larsen@k12.wa.us">judy.larsen@k12.wa.us</a>
Molly Gleason	360-952-3314	<a href="mailto:molly.gleason@k12.wa.us">molly.gleason@k12.wa.us</a>
Nicki Christoferson	425-771-6032	<a href="mailto:nicki.christoferson@k12.wa.us">nicki.christoferson@k12.wa.us</a>
Terri Adolfson	509-789-3542	<a href="mailto:terri.adolfson@k12.wa.us">terri.adolfson@k12.wa.us</a>
Agency TTY:	360-664-3631	

### PURPOSE/BACKGROUND

This bulletin provides instructions for Adult Care Institutions who wish to continue participating in the Child and Adult Care Food Program (CACFP) for Federal Fiscal Year 2020.

**The renewal application must be completed and submitted by October 1, 2019.**

The application process is completed in the Washington Integrated Nutrition System (WINS). Paper application forms completed as a part of the application process must be emailed to your assigned program specialist. Your assigned specialist is located on the sponsor profile table in WINS. Information on WINS, including training videos and job aids, can be found on the [CNS WINS webpage](#). Use the *WINS Renewal Instructions – Child Care* (Attachment 1) and the *Application Checklist (Attachment 2)* to ensure all components are completed.

Institutions that officially change their legal name, which results in a new Federal Employer Identification Number (FEIN), must report this change to Child Nutrition Services (CNS) before starting the renewal process.

### AUDITS

Institutions are required to maintain records that identify all federal funds received and expended. Such funds shall be identified by the fund's CFDA number. The CFDA number for CACFP is 10.558.

Institutions must also make these records available for review or audit by officials of federal agencies, the General Accounting Office, and OSPI or designee.

Institutions expending \$750,000 or more in federal funds from all federal sources combined in any fiscal year must receive an audit, in accordance with 2 CFR Part 200 Subpart F, for that fiscal year. Audits must be:

- Completed within nine (9) months of the end of that fiscal year;
- Submitted to the Federal Audit Clearinghouse (FAC) by the earlier of 30 days following receipt of the completed audit or 9 months following the end of the fiscal year.

If a tribe or tribal organization opts to not make the reporting information publicly available on the FAC website in accordance with 2 CFR Part 200 Subpart F Section 200.512(b)(2), a copy of the data collection form and reporting package must be submitted to OSPI, Child Nutrition Services.

If you have questions regarding audits, [please email Jeff Booth](#) or call 360-725-6217.

## **TRAINING**

All institutions are required to annually complete CACFP training provided by CNS. Training is provided as both live and recorded webinars. Training information can be found on the [CACFP Training](#) webpage.

## **PRICING PROGRAM OPTION**

All institutions participating in CACFP in Washington are currently operating as Non-Pricing Programs. Independent centers and sponsoring organization of centers are allowed to operate "Pricing Programs." Pricing Programs charge for meals and snacks served to participants who do not qualify for free meals. Institutions wishing to operate a Pricing Program must complete and submit a *Pricing Policy Statement* and follow program regulations outlined at 7 CFR 226.23(c). Pricing Program requirements include:

- Distributing income eligibility materials to households;
- Processing meal applications;
- Determining eligibility and notifying households in writing of the eligibility determination;
- Having a procedure in place that allows households to appeal the result of the eligibility determination; and
- Working with CNS during the verification of eligibility for free and reduced price meals, which includes requiring households to submit supporting income documentation.

For more information and additional resources about Pricing Programs, please contact the CNS office at 360-725-6206.

## **BUDGETS**

Budgets including identified administrative and operating costs are required as part of the renewal application.

Administrative costs are costs incurred by an institution for planning, organizing, and managing food services. Operating costs are costs incurred by an institution in serving meals to participants including food/labor costs related to meal service, nonfood supplies, and other miscellaneous costs related to the meal service. Administrative and operating costs must be approved by CNS.

Regulations limit the amount of meal reimbursement that can be used to support administrative costs to 15 percent. This means at least 85 percent of the meal reimbursement must support operating costs. If CACFP reimbursement is used for administrative expenses, food service operating costs will need to be entered monthly on the claim.

### **SITE APPLICATION**

Federal regulation requires Race and Ethnic data be collected each year for the current population your facility serves as well as the potentially eligible population in your service area.

Race and ethnic data of your current population can be taken from completed Enrollment forms or Enrollment Income Eligibility Applications. If these forms are incomplete and do not provide a true representation of your facility, a visual observation of race and ethnic data can be recorded to fulfill this requirement. The total of children in the ethnic category should equal the total attendance of children and be entered as whole numbers. The number of children placed in the race category can exceed the number of children in ethnic category, as a child can identify as more than one race.

The assessment of potentially eligible population in your service area can be done by using census or school data. These numbers should be entered as percentages. Please use either one of these links to find the appropriate data set.

#### [School data](#)

Enter the school district in which your facility is located in the school report card search. Select the Diversity Report Card, and select Enrollment by Student Demographics. For Ethnicity, report the percentage of Hispanic/Latino races shown here. For Non-Hispanic, subtract the Hispanic/Latino races percentage from 100 to get this value. List race information as shown on this page.

#### [Census data](#)

Search the city where your facility is located on the QuickFacts page in the search bar. Record the data located under the Race and Hispanic Origin heading. For Ethnicity, report the percentage of Hispanic/Latino races shown here. For Non-Hispanic, subtract the Hispanic/Latino races percentage from 100 to get this value. List race information as shown on this page.

Please use these definitions when assessing race and ethnic data:

#### **Ethnicity**

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."

Not Hispanic or Latino.

#### **Race**

American Indian or Alaskan Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" can be used in addition to 'Black or African American.'

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

### **REPORTING CHANGES TO YOUR APPROVED APPLICATION**

Institutions must revise and resubmit their application in WINS if there are changes throughout the year. Failure to report the changes may result in CNS disallowing meals served. Changes that must be reported include:

- Name, address, phone number, or email changes.
- A site is added, dropped, or moved.
- A change in meal service (i.e. meal type/time).
- There is a new director or owner.
- The center is sold.
- The business is closed.

### **VENDED MEALS**

Institutions who wish to contract for vended meals, must complete the [OSPI Food Service Agreement for Vendors](#) as part of their application. Email these documents to your program specialist.

Vended meals may be purchased from Local Education Agencies (LEAs), including public/private Schools. However, LEAs are not allowed to vend meals to for-profit centers. Institutions who wish to purchase vended meals from any type of a vendor *other than a LEA* are required to obtain bids. LEAs who are using a Food Service Management Company (FSMC) cannot vend to you unless they have included the option to vend meals for CACFP in their contract.

Proper procurement must be followed when purchasing vended meals. When the projected amount for vended meals is less than \$150,000, an informal bid process is allowed. The informal bid process allows for quotes to be obtained by telephone, email, or mail. Quotes must be requested from at least three (3) potential vendors. Possible organizations for quotes include nearby hospitals, LEAs, community centers, senior nutrition programs, or other catering services.

Documentation of the bid process must be recorded. A sample bid form and instructions can be found on the [Procurement webpage](#). Documentation of your bidding process must be kept for 3 years plus the current year.

When the projected amount for vended meals is more than \$150,000, a formal bid process must be used. For further guidance on the formal bid process, [please email Jeff Booth](#) or call 360-725-6217.

### **INFORMATION AND ASSISTANCE**

If you have questions regarding this bulletin, please contact your assigned program specialist. This bulletin is also available on OSPI's website on the [bulletins page](#).

Jamila B. Thomas  
Chief of Staff

TJ Kelly  
Chief Financial Officer

Leanne Eko, RD, SNS  
Director, Child Nutrition Services

#### **Attachments:**

Attachment 1 – WINS Renewal Instructions – Adult Care

Attachment 2 – Application Renewal Checklist – Adult Care

The LEA/Sponsor hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d to 2000d-6) and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), Department of Justice (28 CFR Parts 42 & 50), the Civil Rights Restoration Act of 1987, Enforcement of Title VI of the Civil Rights Act of 1964, the Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et. seq.), Section 504 of the Rehabilitation Act of 1973, the Age of Discrimination Act of 1975 (45 CFR Part 91), the Americans with Disabilities Act (28 CFR Part 35, Title II, Subtitle A), and Food and Nutrition Service (FNS) directives or regulations issued pursuant to that act and the regulations to the effect that no person in the United States shall, on the grounds of race, color, national origin, gender, age, or disability, be excluded from participation in, or be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the applicant received federal financial assistance from the department; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.