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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

k12.wa.us

July 29, 2020

Action Required
Due date: October 1, 2020
 Informational

BULLETIN NO. 053-20 CHILD NUTRITION SERVICES

TO: Family Day Care Home Sponsors

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Family Day Care Home Sponsors Application Renewal Process for Federal Fiscal Year 2021

CONTACT: Mary Nagel, Community Nutrition Programs Supervisor
360-725-6218, mary.nagel@k12.wa.us

PURPOSE/BACKGROUND

This bulletin provides instructions for Family Day Care Home Sponsors who wish to continue participating in the Child and Adult Care Food Program (CACFP) in federal fiscal year 2021 (FY21).

In light of COVID-19, you may have questions and concerns regarding the operation of CACFP. The United States Department of Agriculture (USDA) continues to monitor and release additional guidance and waivers. We will continue to provide updates about changes to program requirements. To receive important updates, you must be on the CNS Mandatory Communications list. Please email samantha.brueske@k12.wa.us to be added to this distribution list.

The renewal application must be completed and submitted by October 1, 2020.

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](#).

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

SPONSOR INFORMATION

Review and update all sponsor information in the Sponsor Profile tab in WINS. Review staff listed in the Sponsor Staff section and update as necessary. Ensure contact information, including email addresses, are current and entered correctly. The Office of Superintendent of Public Instruction (OSPI) uses this to communicate important information directly to your institution.

Sponsor Application Renewal

Sponsor applications for federal fiscal year 2021 (FY21) can be added by selecting the Renew Application button in the Applications tab and completing the Sponsor Application.

Audit Section

The Sponsor Application includes an audit section that addresses audit requirements. Public school districts, educational service districts, public universities and colleges, cities, counties, other municipalities, for-profits, and federal government agencies are exempt from completing the Audits section of the WINS application. However, tribal organizations, as well as other private or nonprofit organizations must complete this section.

Institutions are required to maintain records that identify all federal funds received and expended. Such funds shall be identified by the fund's Catalog of Federal Domestic Assistance (CFDA) numbers. The CFDA number for the Child and Adult Care Food Program (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 months of the end of that fiscal year, and
- Submitted to the Federal Audit Clearinghouse (FAC) by the earlier of 30 days following receipt of the completed audit or nine 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 the OSPI Child Nutrition Services Department.

If you have questions regarding audits, please email jeff.booth@k12.wa.us or call 360-725-6217.

Day Care Home Section

The Sponsor Application in WINS includes a Day Care Home section that addresses advances, start-up funds, and expansion funds. These funds may be available to sponsors upon request and with OSPI approval.

Sponsors requesting an advance should indicate the amount being requested for administrative expenses. The maximum advance amount allowed is calculated based on 90% of the monthly average of the first nine months of this federal fiscal year's administrative earnings.

Advance funds are not immediately available, as they must be issued by the United States Department of Agriculture (USDA). Sponsors requesting advances must have their renewal applications submitted by September 15 to allow time for payment processing. No more than one month's advance can be provided to a sponsor and no more than two months of outstanding advances are available during a fiscal year. If a sponsor is terminated or self-terminates, any outstanding advances are due immediately.

Sponsors with fewer than 50 homes may apply for start-up funds for recruitment of additional homes. Contact Mary Nagel, Community Nutrition Programs Supervisor, at mary.nagel@k12.wa.us for additional information.

Sponsors planning to expand operations into rural or low-income areas may apply for expansion funds. Expansion funds may not be awarded to the same sponsor in two consecutive years. Contact the CACFP supervisor for details.

Budgets

Sponsors administrative budgets for FY21 can be completed by going to the Budget tab in WINS and selecting Renew. Review and update your budget information and then select the Submit to OSPI button.

Key reminders for the FY21 budget:

- Budgets must be based on the average number of homes claimed to date in the current fiscal year.
- Sponsoring organizations with carry-over funds must include the carry-over amount in the annual administrative budget. Carry-over amounts are not known until the end of the fiscal year. A budget revision will be required for those sponsors with carry-over funds.
- If there are changes regarding the earned leave benefit method, a new "letter of intent" needs to be submitted.

All items listed in the budget must be charged to the CACFP according to FNS 796-2, Rev. 4 and other applicable circulars. Comprehensive Budget Instructions and CNS Policy 38 are available upon request.

Collection of Race and Ethnicity Data

Federal regulation requires race and ethnicity 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 ethnicity 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 ethnicity data can be recorded to fulfill this requirement. The total of children in the ethnicity 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 data. Please download the [Race and Hispanic Origin Census 2010](#) report. Table 2 provides race data, and Table 3 provides ethnicity data. Both tabs highlight the counties where you currently have providers. Upload the Race and Hispanic Origin Census 2010 report into WINS in the Documents section.

Please use the definitions found in the [Race and Ethnicity Data Collection Reference Sheet](#) when assessing race and ethnicity data.

Management Plan

Sponsor management plans for FY21 can be completed by going to the Management tab in WINS and selecting Renew Management Plan. The management plan is used to assist in evaluating the financial viability, organizational capability, and administrative accountability of the sponsor. Review each part of your management plan carefully for accuracy and make updates as appropriate. Complete the federal staffing standards question by providing the percentage of time each job position spends on monitoring duties and ensure all position descriptions have been submitted to OSPI.

Program Application Submission and Approval

After you have completed the program application, budget, and management plan renewal, go to the renewal checklist to verify all components have been submitted. Once the status of your application shows as "submitted," the program specialist will be alerted your application is ready to be reviewed for approval.

Applications must be submitted by October 1, 2020.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Mary Nagel, Community Nutrition Programs Supervisor at 360-725-6218 or email mary.nagel@k12.wa.us. The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins and Memos](#) page of the OSPI website.

Jamila B. Thomas
Chief of Staff

T.J. Kelly
Chief Financial Officer

Leanne Eko, RD, SNS
Director, Child Nutrition Services

CR:ss

Assurance of Civil Rights Compliance

The Sponsor hereby agrees that it will comply with: i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189); vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000); vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.); viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3); ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement. x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be

served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Sponsor agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Sponsor, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA.

OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.