

OSPI Child and Adult Care Food Program (CACFP) Application Renewal Checklist – Adult Care

FY22 Adult Care Centers Renewal Checklist

The Child and Adult Care Food Program (CACFP) application includes completing the applicable items and documents. The application process is completed in the Washington Integrated Nutrition System (WINS). Information on WINS, including training videos and job aids, can be found on the [CNS WINS webpage](#). Submission of a Meal Distribution Plan (MDP) may also be a required as part of your renewal application.

1. Complete Annual Training Requirements

Training is provided as live and recorded webinars. Training information can be found on the [CACFP Training webpage](#), under the 'FY22 Adult Care Center Annual Training' dropdown.

- FY22 CACFP Annual Updates Webinar
- Annual Civil Rights Training
- Ounce Equivalents 101

2. All Sponsors Must Complete the Following in WINS:

- Upload all necessary documents into WINS. See [Adding Documents in WINS](#) for detailed instructions.
- Review the Sponsor Profile.
- Review and complete the Sponsor Application.
 - Ensure all sponsor information is up to date in the 'Sponsor Profile–Sponsor Information' section in WINS.
 - Staff contact information must be entered or updated when completing the application. **Ensure contact information, including e-mail addresses, are current and entered correctly.**
 - CNS uses this to communicate important information directly to your institution.
- Complete Site Application(s).
- Complete Site Calendar(s).
- Fill out the Budget (School Districts exempt).
- Complete a Management Plan (for Sponsoring Organizations; School Districts exempt).



3. Complete as Applicable:

Sponsors with Indirect Cost Allocation Above 10% (in budget)

- [Approved cost allocation plan](#)

Food Service Management Company and Vended Meal Sponsors

- Complete the Contract Fact Sheet - use the [Completing Contract Fact Sheets in WINS Information Sheet](#) for detailed instructions.
- Upload the [Food Service Agreement for Vendors](#) (for sponsors who receive vended meals)

Sponsoring Organizations (organizations operating more than one site)

- Copy of Outside Employment Policy