

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

FY22 Child Care Centers Renewal Checklist

The Child and Adult Care Food Program (CACFP) application includes completing the applicable items and documents. The online 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) or the At-Risk Pre-qualification Survey 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 Child Care, Family Day Care Home, and At-Risk Community Sponsors Annual Training' dropdown.

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

2. All Sponsors Must Submit 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 Changes

License or Alternate - one for each site (homeless shelters are not required to be licensed):

Copy of License

DSHS Letter-in-Lieu of License

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

[Approved cost allocation plan](#)

Homeless Shelters and At-Risk Centers

Report from current sanitation inspection

Report from current fire inspection

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