

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

FY23 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](#).

1. Training

Training is provided as recorded webinars.

- FY23 CACFP Annual Required Trainings (Training information can be found on the [CACFP Training webpage](#), under the 'FY23 Child Care, Family Day Care Home, and At-Risk Community Sponsors Annual Training' dropdown.)

2. All Sponsors Must Submit the Following in WINS

Use the *FY23 WINS Renewal Instructions – Child Care Centers* (Attachment 2) for detailed instructions.

- Upload all necessary documents into WINS. See [Adding Documents in WINS](#) for instructions
- Review the Sponsor Profile
 - Verify Staff Contacts are up to date, and without duplication.
 - Ensure a Unique Entity Identifier (UEI) Number has been added
- Complete the Sponsor Application.
 - Ensure all sponsor information is up to date. Staff contact information must be entered or updated when completing the application.
 - Ensure contact information, including e-mail addresses, are current and entered correctly. Delete duplicate staff or staff that no longer work for your organization.
 - CNS uses this information to communicate important information directly to your institution.
 - Nonprofit, tax exempt sponsors must upload proof of 501(c)(3) status into the Sponsor Application during renewal. Upload the determination letter received from the Internal Revenue Service that states your organization has been granted non-profit status.



Complete Site Application(s).

Racial/ Ethnic Data

- Federal regulation requires race and ethnicity data be collected each year for the current population your sponsoring organization serves as well as the potentially eligible population in your service area.
- The assessment of your organization's potentially eligible population in your service area can be done by using Census or school data. Please use the definitions found in the [Race and Ethnicity Data Collection Reference Sheet](#) when assessing race and ethnicity data.
- When sites do not require enrollment forms and data for actual participants cannot be obtained via self-reporting, aggregate data for both actual and potential participants may be used.

Complete Site Calendar(s).

Meal service information for each site is entered into the *Site Calendar*. If you operate a program that closes during the summer months, two schedules must be added: one which will operate from the beginning of the fiscal year until the program closes for summer; the second will begin when the program opens after summer until September 30, 2023.

Fill out the Budget (School Districts exempt).

- Budgets must be approved **prior** to any costs accrued for the upcoming fiscal year or the first day of CACFP operation.
- Submitting Your Budget
 - All expenses must be necessary, reasonable, and allowable per [FNS Instruction 796-2, Revision 4](#).
 - Budget submissions should have sufficient detailed information concerning projected reimbursements and expenses, as well as other non-program funds to be used to meet CACFP requirements.
 - This information is used to determine the allowability, necessity, and reasonableness of all proposed expenditures, and to assess the sponsor's capability to manage program funds.
 - Use the [Allowable and Unallowable Cost Reference Sheet](#) for more details.

- **Administrative Costs**
 - Institutions can use up to 15% of their CACFP revenue to support administrative costs.
 - If the institution elects to use these funds to support the costs of administrative expenses, sponsors will be required to track the monthly costs and enter this information when submitting claims.
- **Operating Expenses**
 - Beginning FY23, sponsors will now have a place to record operating expenses when submitting monthly claims in WINS.
 - When adding a claim month to WINS, enter your claim meal count totals and add your total Monthly Operation Expenses.
 - Sponsors cannot submit the claim until Operation Expenses are entered.
 - Use the [Financial Management and WINS Reference Sheet](#) for more details.

If you have questions regarding budgets, please email samantha.evans@k12.wa.us.

- Complete a Management Plan (for Sponsoring Organizations; School Districts exempt).

The Management Plan must be submitted for sponsors of multiple sites. The management plan is used to assist in evaluating the financial viability, organizational capability, and administrative accountability of the sponsor.

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 Multiple Sites

- Outside Employment Policy

Sponsors with Indirect Cost Allocation Above ~~or Below~~ 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