

# *OSPI Child and Adult Care Food Program (CACFP) Application Renewal Checklist – Family Day Care Home Sponsors*

## **FY23 Family Day Care Home Sponsors 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 – FDCH* (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.



Use the 'Day Care Home section' for advances, start-up funds, and expansion funds. These funds may be available to sponsors upon request and with Child Nutrition Services (CNS) approval.

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 potentially eligible populations in your service areas can be done by using Census data. Please use the definitions found in the [Race and Ethnicity Data Collection Reference Sheet](#) when assessing race and ethnicity data.

Fill out the Budget 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.
- Comprehensive Budget Instructions and CNS Policy 38 are available upon request.
- 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.

If you have questions regarding budgets, please email [samantha.evans@k12.wa.us](mailto:samantha.evans@k12.wa.us).

Complete a Management Plan 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. 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.
- Ensure all position descriptions have been submitted to CNS.

### 3. Complete as Applicable:

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

[Approved cost allocation plan](#)

#### Sponsoring Organizations (organizations operating more than one site)

Copy of Outside Employment Policy