OSPI Child Nutrition Programs Reference Sheet

Pre-Kindergarten, Pre-school, ECEAP, and Transitional Kindergarten Program Participation and Meal Claiming

The U.S. Department of Agriculture (USDA) Child Nutrition Programs are available for pre-school age children that attend a local pre-K community program, Early Childhood Education Assistance Program (ECEAP), Head Start and/or a transitional kindergarten program. These programs operate in classrooms located in Education Service Districts (ESD); community programs, and public school districts. These programs may operate the Child and Adult Care Food Program (CACFP) or the National School Lunch/School Breakfast Program (NSLP/SBP). ESDs and community programs must choose the CACFP. Public School Districts may choose to operate the CACFP or the NSLP/SBP.

Requirements

- An approved CACFP or NSLP/SBP Application in the Washington Integrated Nutrition System (WINS). The organization is eligible to claim meals from the first month in which the application is approved.
- Contact your program specialist or Child Nutrition Services notifying of interest to participate.

CACFP Application Requirements

- Attend required training. Annual training is required thereafter.
- Sponsor Application, Site Application, Calendar
- Budget (Budget is not required for public school districts
- Management Plan (Required only when sponsoring organizations sponsors more than one site, not required for public school districts)
- Responsible Principal, Birthdate, Mailing Address
- Study Month – Organizations and public school districts enrolling community children in their pre-K programs (tuition based preschool, transitional kindergarten) must conduct a study month.
- Note: CACFP Program Year October – September

NSLP Application Requirements

- Revision to Site Application to include Pre-K as a grade group or,
- Addition of a new site when a building or center that does not include K-12.

Meals and Snacks

Program	Breakfast/Meal Pattern	Lunch/Meal Pattern	Snacks/Meal Pattern
CACFP	✓ CACFP	✓ CACFP	✓ CACFP
SBP/NSLP	✓ SBP	✓ NSLP	No Snack Option*

*Public School Districts serving meals to preschool students under the SBP/NSLP needing to serve a morning or afternoon snack, must come on CACFP to receive reimbursement. Study month required when preschool students are attending a community pre-K program or transitional kindergarten.

- Family Style Meal Service is available under both meal service options.

Enrollment Reporting

- **CACFP** – Enrollment and eligibility is not reported for Public School District Free/Reduced Percentage.
- **NSLP/ SBP** – Enrollment and eligibility is reported and included in public school district Free/Reduced-Price percentage.

Meal Program Sponsoring Organization Options

ESDs and Community organizations may operate classrooms on public school district campuses and receive meals/snacks from the school district. The following options are available:

Option 1

Sponsoring Organization	Program Responsibilities	Vended Meal Agreement
ESD or Community Program (receives meals from **public school district for students in classrooms located on school campus) and is considered the sponsoring organization for the meal programs.	ESD or Community Organization is responsible for: Application, Training, Study Month, Meal Service, Claiming, Administrative Reviews	Vended Meal Agreement with school district is required

Option 2*

Sponsoring Organization	Program Responsibilities	Vended Meal Agreement
**Public School District (provides meals to ESD or Community Program Preschool located on school campus) and is considered the sponsoring organization for the meal programs.	Public School District is responsible for: Application, Training, Study Month, Meal Service, Claiming, Administrative Reviews	If Food Service Management Company (FSMC) district, check with program specialist.

**Public School Districts may act as the sponsoring organization for ESD or community sponsored preschool programs when the classroom or building is on school district campus. However, this is at the discretion of the school district.*

***When a management company contracts a school district food service, the CACFP program must be in the contract to both claim meals as the meal program sponsor and vend meals to a CACFP meal program sponsor.*

Administrative Reviews

- CACFP Administrative Review cycle is every three years.
- The school meal program Administrative Reviews are every four years.
    - Public School Districts opting in to CACFP may receive a review separate from the school meal programs.

Sponsor Monitoring Requirements

- **CACFP Meals and Snacks**
    - 3 times per year
    - No more than 6 months between reviews
    - 2 of 3 reviews must be unannounced and include a meal service observation
    - At least one review during each new facility first four weeks of operation
    - Timing of visits varies making them unpredictable.
    - A variety of meal types must be observed- breakfast, supper, snacks

- **NSLP Meals**
    - One time per year for the NSLP and every other year for the SBP

Other

Public School Districts opting to sponsor the CACFP for their preschool programs are strongly encouraged to participate in the At-Risk Afterschool Meal Program for eligible school sites.

References

- 7 CFR 226
- 7 CFR 210
- 7 CFR 220

Resources

- Meal Service Flowchart
- Study Month Reference Sheet
- CACFP Meal Pattern Resources
- NSLP Meal Pattern Resources
- USDA Meal Pattern Comparison Chart
- Grain Based Desserts Reference Sheet

Acronym Reference

- CACFP – Child and Adult Care Food Program
- CNS - Child Nutrition Services
- ECEAP – Early Childhood Education and Assistance Program
- NSLP – National School Lunch Program
- OSPI - Office of Superintendent of Public Instruction
- SBP – School Breakfast Program
- USDA - United States Department of Agriculture