

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

FY25 Child Care and Adult Care Institution Renewal Instructions

The Child and Adult Care Food Program (CACFP) renewal application is completed in the Washington Integrated Nutrition System (WINS). Information, including training videos, and job aids can be found on the [CNS WINS webpage](#).

1. Complete Required Training

Training is provided as recorded webinars. Use the [FY25 CACFP Annual Training Checklist](#) to ensure you complete all required training. You will certify completion of training in the WINS Sponsor Application.

2. Complete the Following in WINS

Use the following documents to ensure you complete all required steps.

- *WINS Renewal Instructions–Child Care & Adult Care* (Attachment 2a.)

A. Review the Sponsor Profile Page

Authorized Users

- Each person accessing the Washington Integrated Nutrition System (WINS) must have and use their own Sponsor-Administrator or Sponsor-User account; sharing accounts is not permitted. For more information, see the [Adding and Removing WINS Users](#) guide.
- Review the Sponsor Profile. If a current Sponsor-Administrator is leaving, organizations must establish a new Sponsor-Administrator to take their place.
- Current Sponsor-Administrators can add and remove users. An active Sponsor-Administrator account must always be maintained.

Sponsor Staff

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.



B. Complete Sponsor Application

C. Complete Site Application(s)

D. Complete Site Calendar(s)

E. Budget (for Sponsors of multiples sites only; School Districts exempt)

Budgets must be approved **prior** to any costs accrued for the upcoming fiscal year or the first day of CACFP operation. 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 according to [FNS Instruction 796-2, Revision 4](#).

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, expenses must be tracked and enter in WINS with monthly claims.
- Sponsors with an Indirect Cost Allocation must upload an approved cost allocation plan in the budgets tab, under supporting docs.

F. Complete a Management Plan (for Sponsors of multiple sites only; 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.

You must verify your organization has a sufficient number of staff to perform monitoring requirements in addition to all other Program-related duties.

Review each part of your Management Plan carefully for accuracy and make updates as appropriate.

3. Complete as Applicable

A. Audit Section

Enter the most recently completed fiscal year audit information for your organization in the Sponsor Application.

B. Sponsors with Changes

Upload license or alternate in each Site Application (homeless shelters, At-Risk sites and adult care facilities are not required to be licensed).

C. Sponsors with Multiple Sites

Upload Outside Employment Policy to the 'Documents' section in the Sponsor Profile.

D. Food Service Management Company and Vended Meal Sponsors

The Contract Fact Sheet Module in WINS must be completed if you have a Food Service Management Company contract (FSMC) or Vendor Agreement.

- The fact sheet gathers required information about food service contracts including food service management companies, vendors, proper procurement, and contract start and signature approval dates.
- Sponsors with inter-district/interagency agreements are not required to complete this action.

Use the [Contract Fact Sheets in WINS Information Sheet](#) for details on completing this section.

4. Submitting Your Application

Applications must be submitted by **September 1, 2024**. No monies or benefits may be paid under this program until the application is completed and approved ([7 CFR 226](#)).

- After you have added any required documents and completed your Sponsor Application, Budget, and Management Plan, submit each section. Once submitted, go to the 'Current Overview' tab to review your application.
- Once the status of your application shows as "submitted," your program specialist will be alerted that your application is ready to be reviewed.