

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

## FY25 CACFP 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

Required training is provided as recorded webinars. In some instances, your Institution may be required to attend in-person training.

**Review the FY 25 CACFP Annual Training Checklist**

- ✓ The [FY 25 CACFP Annual Training Checklist](#) provides training requirements based on your Sponsor type/participants you serve as well as in-person training registration information.

### 2. All Sponsors Must Submit the Following in WINS

Use the *FY25 WINS Renewal Instructions – Child Care & Adult Care* (Attachment 2a.) for detailed instructions.

**Upload all necessary documents into WINS**

- ✓ See [Adding Documents in WINS](#) for instructions

**Review the Sponsor Profile**

- ✓ Ensure that the '**Authorized Users**' list is up to date.
  - Current Sponsor-Administrators can add and remove users.
  - An active Sponsor-Administrator account must always be maintained.
    - If a current Sponsor-Administrator is leaving, they must establish a new Sponsor-Administrator to take their place.
    - For more information, see [Adding and Removing WINS Users](#).
- ✓ Ensure a **Unique Entity Identifier (UEI)** number has been entered.
- ✓ Ensure **staff contacts** are up to date and without duplicate entries using the '*Manage Staff*' button.

**Complete the Sponsor Application.**



Select the '*Applications*' tab. Select the '*Renew Application*' button to access the Sponsor Application Wizard.

✓ **Addresses**

- Ensure addresses are correct

✓ **Sponsor Contacts**

- Review and update all sponsor information in the '*Sponsor Contacts*' tab. Please use the [Updating Sponsor Contacts in WINS Information Sheet](#) for detailed information.
- Ensure contact information, including email addresses and phone numbers, are current and entered correctly.
  - Update Sponsor Staff listed.
  - Deactivate staff no longer involved with program operations.
- Verify Responsible Principals and their dates of birth have been entered.

✓ **Forms and Records**

- If you have a Governing Board, list all members with their home addresses, phone number and relationship to other board members if applicable.
- 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. Religious organizations may upload a letter on official stationery stating their nonprofit status.

✓ **Audit**

- Institutions expending \$750,000 or more in federal funds from all federal sources combined in any fiscal year must receive an audit and submit to the Federal Audit Clearinghouse (FAC). Tribes must email completed audits to [cnsfiscalservices@k12.wa.us](mailto:cnsfiscalservices@k12.wa.us).

**Complete Site Application(s)**

Select the '*Renew Application*' button and complete the Site Application Wizard.

✓ **Racial/Ethnic Data Reporting**

- 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](#) and details found in the Application Renewal Instructions for completing this section.

✓ **License/Permit**

**Childcare**

- Add copies of required licenses and permits to the '*License/Permit*' section.

- Enter the address and license capacity. Note: This must match the address and license capacity shown on the license for that site.
- If you have had changes to your license, add your current license and update the license information in WINS as applicable.

***At-Risk facilities & Homeless Shelters***

- Add report from current sanitation inspection
  - Add report from current fire inspection
- ✓ **Services Provided** (Not applicable to Adult Care)  
The information reported in the '*Services Provided*' section is used for claims and USDA reporting. It is important to select as many services as apply.
- Select each appropriate '*Service Type*.'
  - Select each appropriate '*Services Provided*.'

**Complete Site Calendar(s)**

Meal service information for each site is entered into the '*Site Calendar*.' Add a calendar for the new program year by going to the '*Site Calendars*' tab and selecting '*Add*'.

- ✓ Programs that close during the summer months must add two schedules to show when Programs end/begin.
  - Calendar One: Include dates from the beginning of the fiscal year until the program closes for summer.
  - Calendar Two: Include dates from when the program opens after summer until September 30, 2025.
- ✓ Sites that operate multiple Program components with varying schedules must have separate calendars for each distinct group (ex. ECEAP, child Care & At-Risk).
- ✓ Add non-operating days for each Site Calendar.

**Fill out the Budget** (for Sponsoring Organizations; School Districts exempt).

Navigate to the '*Budgets*' tab to submit anticipated budget for FY25. Select '*Renew Budget*' within the Budget tab and select program year 2024–25.

- ✓ Enter projections for CACFP revenue, other revenue sources and food service operating expenses.
- ✓ Sponsors with an indirect cost rate must have an approved cost allocation plan.

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

Navigate to the 'Management Plan' tab to make FY25 updates. Select the 'Management' tab, then the 'Renew Management Plan' button. Please note, the management plan becomes available when 'Sponsoring Organization' is selected in the Sponsor Application under 'Sponsor Type'.

- ✓ Verify your organization has a sufficient number of staff to perform monitoring requirements in addition to all other Program-related duties.
- ✓ Upload a copy of your Outside Employment Policy into the document section of WINS.

### 3. Complete as Applicable:

- Complete the Contracts Section (for sponsors with Food Service Management Company Contracts or Vendor Agreements)**

Navigate to the 'Contracts' tab to make FY25 updates.

- ✓ 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)

\*Please note: Sponsors who vend meals with another CNS sponsors are eligible to enter into an interagency agreement (IA). These agreements should be uploaded in the "documents" section of WINS and labeled with FFY2025. IAs do not require completion of the Contract Fact Sheet.

### 4. Submit Your Application:

- Submit 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, Site Application(s), Calendar(s), Budget, and Management Plan*, submit each section.
- ✓ Go to the 'Current Overview' tab to review your application, confirming that each section is submitted.

- ✓ Once the status of your application shows as "*submitted*," your program specialist will be alerted that your application is ready to be reviewed.