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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

k12.wa.us

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- Action Required
Due date: September 1, 2024
- Informational

BULLETIN NO. 048-24 CHILD NUTRITION SERVICES

TO: Child and Adult Care Food Program—Participating Institutions

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Child Care Institutions—Child and Adult Care Food Program Renewal Process for Federal Fiscal Year 2024–25

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PURPOSE/BACKGROUND

This bulletin provides instructions for Child Care and Adult Care Institutions who wish to continue participating in the Child and Adult Care Food Program (CACFP) for Federal Fiscal Year 2024–25 (FY25). Renewing institutions must annually certify that they are capable of operating the Program, as set forth in [§ 226.6\(b\)\(2\)](#).

New Institutions must submit an application with information demonstrating administrative and financial capability to operate the Program, as described in the performance standards set forth in [§ 226.6\(b\)\(1\)\(xviii\)](#).

APPLICATION PROCESS

The renewal application must be completed and submitted by September 1, 2024. It may take up to 30 days to process and approve a complete application. Applications submitted after the September 1 deadline may not be approved in time to receive reimbursement for meals served during October 2024. Institutions that change their legal name, resulting in a new Federal Employer Identification Number (FEIN), must report this change to CNS before starting the renewal process.

The CACFP application renewal process includes the following steps:

1. Training

All institutions are required to complete Child Nutrition Services (CNS) annual training. Details about Annual Training requirements can be found on the [CACFP Training webpage](#) and in weekly [CACFP Newsletters](#).

2. Program Application in WINS

The CACFP application is completed in the Washington Integrated Nutrition System (WINS). WINS resources, including training videos and job aids, can be found on the [CNS WINS webpage](#). The following sections must be completed in WINS as part of your program application:

- Sponsor Profile
- Sponsor Application
- Site Application
- Site Calendar
- Budget (sponsors with multiple sites)
- Management Plan (sponsors with multiple sites)

Required Documentation

Copies of licenses and other documents must be uploaded into WINS. Use the following documents for Program renewal steps and details. If you have questions, contact your assigned specialist listed on the sponsor profile section in WINS.

<i>Attachment 1a:</i>	<i>Application Renewal Instructions-Child Care & Adult Care</i>
<i>Attachment 1b:</i>	<i>Application Renewal Checklist-Child Care & Adult Care</i>
<i>Attachment 2a:</i>	<i>WINS Renewal Instructions-Child Care & Adult Care</i>

PROGRAM REMINDERS AND REQUIREMENTS

Preschool-Aged Children in Child Nutrition Programs

U.S. Department of Agriculture (USDA) Child Nutrition Programs are available for preschool-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 organizations, and Local Education Agencies (LEAs). ESDs and community organizations must operate the Child & Adult Care Food Program (CACFP). **LEAs may choose to operate either the CACFP or the National School Lunch and Breakfast Programs (NSLP/SBP) for pre-school-age children, but not both Programs.**

Racial / Ethnic Data Collection

Federal regulation requires the collection of race and ethnicity data each year for the current population your facility serves as well as the potentially eligible population in your service area. Collection of race and ethnicity data must be done through participant self-identification.

Nondiscrimination Statement

USDA [released updated civil rights guidance](#) in FY22 including the USDA Food and Nutrition Services non-discrimination statement. Sponsors must update webpages and documents to reflect these changes.

Reporting Changes on your Approved Application

Institutions must revise and resubmit their application in WINS when changes occur throughout the year. Changes that must be reported include:

- Name, address, phone number, or email changes.
- A site is added, dropped, or moved.
- A change in meal service (i.e. meal type/time).
- A new director or owner.
- The center is sold.
- The business is closed.
- Principals and their birthdates.

Outside Employment Policy

All Sponsors with multiple CACFP sites must have an [Outside Employment Policy](#). This policy must specify that employees may be allowed outside employment provided the outside employment in no way interferes with the performance of the employee's duties, including CACFP-related duties or responsibilities; and is performed outside the employee's approved work schedule and off premises.

Audits

Institutions are required to maintain records that identify all federal funds received and expended. Such funds shall be identified by the fund's Assistance Listing Number (ALN), formerly known as the Catalog of Federal Domestic Assistance (CFDA) number. The ALN number for CACFP is 10.558.

Institutions must also make these records available for review or audit by officials of federal agencies, the General Accounting Office, and OSPI or designee.

Institutions expending \$750,000 or more in federal funds from all federal sources combined in any fiscal year must receive an audit, in accordance with [2 CFR Part 200 Subpart F](#), for that fiscal year.

Audits must be:

- Completed within nine months of the end of that fiscal year, and
- Submitted to the Federal Audit Clearinghouse (FAC) by the earlier of 30 days following receipt of the completed audit or nine months following the end of the fiscal year.

If a tribe or tribal organization opts to not make the reporting information publicly available on the FAC website in accordance with [2 CFR Part 200 Subpart F Section 200.512\(b\)\(2\)](#), a copy of the data collection form and reporting package must be emailed directly to cnsfiscalservices@k12.wa.us.

If you have questions regarding audits, please email cnsfiscalservices@k12.wa.us.

Purchasing and Procurement

Sponsors of the CACFP are reimbursed with funds from the USDA. Receiving federal funds means sponsors are responsible to follow ethical business and purchasing practices set by federal regulations. All institutions must create and follow procurement procedures and maintain documentation of the procurement process used to obtain goods and services with CACFP funds. Sponsors must also comply with a procurement review once every six years. Procurement resources can be found on the [CNS Procurement webpage](#). If you have procurement questions, please email CNSProcurement@k12.wa.us.

Food Service Management Company Services, Vended Meals, Interagency Agreements

Institutions who wish to contract for Food Service Management Company (FSMC) services or vended meals must follow federal procurement and purchasing procedures. Additionally, a Fact Sheet must be completed in the Contracts tab in WINS as part of the renewal process.

Food Service Management Company (FSMC) Agreements

Sponsors may contract with a FSMC, which is a commercial enterprise or nonprofit organization that manages any aspect of the organization's food service program. Contracts must include all USDA and federal requirements, be reviewed by OSPI prior to execution and must be fully executed prior to serving meals to be claimed for reimbursement. Details regarding contract requirements can be found on the [Food Service Management Company webpage](#).

If you have questions regarding FSMC, please email CNS.FSMC@k12.wa.us.

Vended Meals Agreements

Institutions who wish to contract or purchase vended meals must utilize the [OSPI Food Service Agreement for Vendors template](#). The Vended Meal Agreement must be fully executed prior to serving meals to be claimed for reimbursement and must be uploaded as part of the renewal application process.

Interagency Agreements

Institutions who wish to purchase meals from another approved operator of USDA Child Nutrition Programs including Local Education Agencies (LEAs) must utilize the OSPI Interagency Agreement template. The Interagency Agreement must be fully executed prior to serving meals to be claimed for reimbursement and must be uploaded to the “documents” section of WINS as part of the renewal application process.

If you have questions regarding vended meal agreements or interagency agreements, please email CACFP@k12.wa.us.

Pricing Program Option

All institutions participating in CACFP in Washington state are currently operating as Non-Pricing Programs. Independent centers and sponsoring organization centers can operate “Pricing Programs.” Pricing Programs charge for meals and snacks served to participants who do not qualify for free meals. Institutions wishing to operate a [Pricing Program](#) must complete and submit a Pricing Policy Statement and follow program regulations outlined at [7 CFR 226.23\(c\)](#).

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact your assigned Program Specialist, or call the OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins and Memos](#) page of the OSPI website.

Tennille Jeffries-Simmons
Chief of Staff

Leanne Eko, RD, SNS
Chief Nutrition Officer, Child Nutrition Services

CR:lf

Attachment 1a: Application Renewal Instructions-Child Care & Adult Care

Attachment 1b: Application Renewal Checklist-Child Care & Adult Care

Attachment 2a: WINS Renewal Instructions-Child Care & Adult Care

Assurance of Civil Rights Compliance

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at 202-720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at 800-877-8339.

To file a program discrimination complaint, a Complainant should complete [Form AD-3027, USDA Program Discrimination Complaint Form](#), from any USDA office, by calling 866-632-9992 or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **Mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **Fax:** 833-256-1665 or 202-690-7442; or
3. **Email:** program.intake@usda.gov

OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.