OSPI Child and Adult Care Food Program (CACFP) Checklist

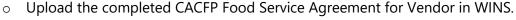## Preparing to Complete Renewal Applications

Renewal opens annually on July 15th and is due by September 1st.

1. **Budget (for sponsors with multiple sites; school districts exempt)**

   The budget must reflect anticipated expenses and income for the fiscal year. Sponsors must develop a budget that closely approximates all anticipated expenses. OSPI Child Nutrition Services (CNS) recommends sponsors spend time evaluating operating and administrative costs from the prior year and adjust as necessary to accurately reflect the upcoming fiscal year.

   ### Prepare Your Budget

   - [ ] Review site enrollment levels for increases or decreases.
   - [ ] Review the number of days of operation including the number of meals to be served.
   - [ ] Review site involvement and staffing levels to ensure that the budget is an accurate reflection.
   - [ ] Determine whether existing equipment needs maintenance or replacement.
   - [ ] Determine whether the food service meal preparation type will change.
   - [ ] Determine whether wages will be increased through extra staff or wage increase.
   - [ ] If including indirect cost allocation for administrative expenses, locate documentation and prepare to upload into the Washington Integrated Nutrition System (WINS).

2. **Sponsor Application**

   The sponsor application must be updated annually and revised as changes occur in WINS. This section includes important sponsor programmatic information which helps OSPI ensure program sponsors are meeting U.S. Department of Agriculture (USDA) requirements.

   ### Prepare to Complete the Sponsor Application

   - [ ] Review the Sponsor Addresses and Phone numbers for accuracy.
   - [ ] Ensure all staff have had Civil Rights Training and all Civil Rights requirements are followed.
   - [ ] Determine whether a 501(c)3 for non-profit status letter or verification will need to be uploaded.
     - o Churches are exempt from this requirement.
   - [ ] Plan at least 2 months prior if contracting for food services with a Food Service Management Company (FSMC) or Vendor.
     - o Upload the completed CACFP Food Service Agreement for Vendor in WINS.

Washington Office of Superintendent of **PUBLIC INSTRUCTION**

- Compete a FSMC/Vendor Fact Sheet in the Contracts Tab of WINS.
- Local Education Agencies (LEAs) - Contact your CACFP Specialist.

☐ Gather policy and procedures for Financial Management and Internal Controls that includes how reimbursement is tracked and only used on allowable costs.

☐ Determine what sources are available to operate the food service program, other than CACFP reimbursement (tuition, grants, DCYF, general fund, etc.)

☐ Determine if any expenses require disclosure based on criteria.

☐ Review previous year's labor hours for operating and administering CACFP.

☐ Gather organization chart for responsible duties in CACFP operations.

☐ Gather list of Board Members, their expertise, home mailing address, phone number and relationship to other members or employees.

☐ Determine what sources and methods are used to ensure that adequate amounts of food meet all USDA requirements for enrolled participants.

3. Site Application

The site application must be updated annually and revised as needed in WINS. This section includes important programmatic information for the site(s).

Prepare to Complete the Site Application(s)

☐ Review the Site Profile information to verify addresses and contacts are current.

☐ Review the Race/Ethnicity Info for Community Percentages as wells as Actual Numbers of Participants Served at that site.

☐ Ensure the license is current (upload in WINS, if applicable).

☐ Ensure Health/Sanitation Permit or Fire/Safety Permits are current (upload in WINS, if applicable).

4. Site Calendar

The site calendar must be submitted for all sites approved to receive meal reimbursement. Calendars must reflect the actual days and times each meal service takes place and include all Non-Operating Days. Calendars must be approved by OSPI before submitting a claim for reimbursement.

Prepare to Complete the Site Calendar(s)

☐ Gather information to define the schedules of each site(s); including Non-Operating dates, types of meals/snacks offered, and the times of the meals/snacks being offered. If you offer At Risk Meals you must enter the school district's first and last day of school for this coming school year and the first day of school for next school year.

5. Management Plan (for sponsors with multiple sites; school districts exempt)

The management plan is a requirement for sponsoring organizations as part of the Program Application. Sponsoring Organizations are required to submit revisions to their approved management plan when changes are made. This plan must be certified annually.

Prepare to Complete the Management Plan

- [ ] Locate Outside Employment Policy and update if needed. Upload into WINS.
- [ ] Gather Internal Control procedures for assuring no more than 15% of CACFP reimbursement is spent on administrative expenses.
- [ ] Create a monitoring calendar for pre-approval and site visits.
- [ ] Confirm or update current monitoring staff and supervision, their title and phone number.
- [ ] Ensure the most current OSPI monitoring tools are being used.
- [ ] Gather written policy on how adequate staffing standards are met.
- [ ] Gather policy and procedure on how disallowance is transferred to the claim when issued by monitor.
- [ ] If anticipating review averaging, have OSPI approval.
- [ ] Confirm all civil rights requirements are in effect.
- [ ] Ensure all new staff are trained and key staff are trained at least once per year.
- [ ] Review required training topics, and ensure documentation on file for training session, agenda, date and sign in with participant signatures.
- [ ] Ensure all staff in new sites have been trained on CACFP requirements prior to approval by OSPI.
- [ ] Ensure all policy and procedures are in writing, current and responsible duties have been assigned to staff.

6. Study Month

The study month is used to determine each institution's unique reimbursement rate. Study months must be completed during the month of October, please reach out to your program specialist if you have questions.

Prepare to Complete the Study Month

- [ ] Gather all Enrollment and Income Eligibility Applications (E/IEAs) and Eligibility Forms (EFs) and check for completion, dates, and signatures.
- [ ] Gather daily attendance records for the study month.
- [ ] Create study month roster and categorize participants using E/IEAs and current income guidelines.
- [ ] Review the Study Month recorded training in the CACFP Canvas course. Note: You will need a free Canvas account to review this training.