

# OSPI CNS Child and Adult Care Food Program Reference Sheet

## NDL Check & Adding Unaffiliated Facilities to WINS

### Requirements

The Office of Superintendent of Public Instruction (OSPI) cannot approve a facility to operate if a sponsoring organization submits an application on behalf of an unaffiliated site(s), and either the facility or any of its principals is found on the National Disqualified List (NDL) [[7 CFR 226.6\(b\)\(1\)\(xii\)](#)].

For this reason, the Child and Adult Care Food Program (CACFP) regulations require the date of birth (DOB) and the mailing address (fax, email, mailing) for responsible principals/Individuals for the Program [[7 CFR 226.6\(b\)\(1\)\(xv\)](#)]. This information is used to ensure persons are not listed on the National Disqualified list (NDL) due to lack of Program integrity in previous Child Nutrition Program operation.

Once OSPI has completed the NDL check for a facility without finding a match on the NDL, the unaffiliated site will be added in the Washington Integrated Nutrition System (WINS). ***If a match exists on the NDL, OSPI will notify the Sponsor that the facility cannot operate CACFP.***

### Who should be Identified as the Responsible Principal?

Regulation defines "principal" as any individual who holds a management position within, or is an officer of, an institution or a sponsored center [[7 CFR 226.2](#)]. Responsible Individuals are persons who bear responsibility for the operation of the CACFP. OSPI has determined the responsible principals/Individuals of unaffiliated sites in the following ways.

Unaffiliated Centers	Family Day Care Homes
CEO/President/Owner	Owner
Executive Director/Director	Director (as applicable)
Chairman of the Board (as applicable)	

### Steps to Add Unaffiliated Facilities in WINS:

1. Sponsor requests the facility to complete the [Unaffiliated Facilities Responsible Principals & Individuals Form](#).
2. Sponsor submits the completed form to [cacfp@K12.wa.us](mailto:cacfp@K12.wa.us) prior to application approval. Allow up to 7 business days for OSPI to conduct the NDL check.
3. If no matches are identified on the NDL check, OSPI will add the "site" in WINS.
4. Sponsors will be notified when sites have been added in WINS. If the facility is a Family Day Care Home provider, the WINS Site ID Number will be provided.



*Please note: Facilities will be approved to operate CACFP on the first day of the month in which the facility is added to WINS. Refer to the [Adding Unaffiliated Facilities in WINS Approval Deadlines](#).*

## Reference

- [CFR Part 226-CACFP](#)

## Resources

- [Adding Unaffiliated Facilities in WINS Approval Deadlines](#)
- [Unaffiliated Facilities Responsible Principals & Individuals Form](#)

## Acronym Reference

- CACFP – Child and Adult Care Food Program
- CFR – Code of Federal Regulations
- CNS – Child Nutrition Services
- DOB – Date of Birth
- NDL – National Disqualified List
- OSPI – Office of Superintendent of Public Instruction
- WINS – Washington Integrated Nutrition System