

# *OSPI CNS Child and Adult Care Food Program (CACFP) Reference Sheet*

## **Fiscal Year 25 (FY25) CACFP Application and Renewal**

Potential Child and Adult Care Food Program (CACFP) Sponsors must establish eligibility to operate the Program through a Financial Viability, Administrative Capability and Accountability (VCA) assessment and review of a program application. VCA and the Program application demonstrate a Sponsor's capability to operate the CACFP in compliance with United States Department of Agriculture (USDA) regulations.

Sponsors must renew their CACFP application annually prior to Program operation for the upcoming fiscal year. The CACFP federal fiscal year runs from October 1<sup>st</sup> through September 30<sup>th</sup>. New applications and renewal applications must have OSPI approval by June 30<sup>th</sup> for CACFP operation during the current fiscal year.

## **Requirements**

- ✓ New Sponsors must be determined capable of operating the CACFP through the VCA assessment and submit a program application through the Washington Integrated Nutrition System (WINS).
- ✓ Sponsors must renew their CACFP application annually.
- ✓ Sponsors who have a lapse in CACFP operation for one or more years must have their Program eligibility redetermined. This includes a VCA assessment in addition to completing the renewal application in WINS.
- ✓ Program applications must be kept up to date in WINS and reflect changes made during the fiscal year. Application revisions are effective in the month they are approved by OSPI.
- ✓ Sponsors must have all site applications and site calendars approved in WINS by June 30 for CACFP operation in the current fiscal year.
- ✓ OSPI will not approve new sites for operation or new schedules added to site calendars after June 30 for current fiscal year operation. However, revisions may be submitted in WINS anytime during the fiscal year to already approved site applications and site calendars to reflect changes.



## Renewal Timeline & Documentation

The new Sponsor Application and renewal components are submitted in WINS; however, additional paperwork may be required. Failure to submit a complete and correct renewal application by the deadline may result in delay or disruption of reimbursement.

Date	Renewal Action
<b>July 15</b>	Open renewal period opens.
<b>Sept. 1</b>	Complete renewal applications are due for October 1 operation. ✓ It may take up to 30 days for OSPI to approve a complete application.
<b>Sept. 30</b>	Budgets must be approved by OSPI for October 1 operation for multi-site Sponsors. ✓ Costs incurred without an approved budget are not eligible for reimbursement. ✓ LEAs and Independent Sponsors are exempt from submitting a Budget.
<b>June 30</b>	Open renewal period closes for the Fiscal Year. ✓ After June 30 new sites will not be added by OSPI and added calendar schedules will not be approved for current fiscal year CACFP operation.

- ✓ WINS Renewal Components
  - Sponsor Application
  - Site Application(s)
  - Site Calendar(s)
  - Budget (independent sites and LEAs exempt)
  - Management Plan (independent sites and LEAs exempt)
  - FSMC/Vendor Contract Fact Sheet (if applicable)
- ✓ Additional Renewal Components (as applicable)
  - Current license
  - Proof of tax-exempt status (for non-profit institutions)
  - Current health/sanitation and fire/safety permits or reports for unlicensed facilities
  - FSMC, Vendor contracts or interagency agreements
  - Proof of At-Risk area eligibility
  - Supporting Budget documentation
  - Bank account documentation for annual verification (multi-site Sponsors only)
  - Outside Employment Policy (multi-site Sponsors only)
  - Documentation of attendance of OSPI Mandatory Annual Training (required for all CACFP sponsors)

## Examples of Changes to Report in WINS

- ✓ Adding or dropping sites
- ✓ Change in address, phone number or email
- ✓ Change in institution's primary contact
- ✓ Name change of site
- ✓ Change in license status
- ✓ Change in meals served
- ✓ Change in mealtime(s)
- ✓ Change in vendors
- ✓ Change in an institution's responsible principal(s)
- ✓ Electronic Funds Transfer Information
- ✓ Budget revisions
- ✓ Change in Board members

## References

- [7 CFR 226.15](#)
- [7 CFR 226.16](#)

## Resources

- [CACFP – 7CFR, Part 226.15 and 226.16](#)
- [CACFP Preparing to Complete Renewal Application Checklist](#)
- [Washington Integrated Nutrition System](#)
- [CACFP Public Trainings Canvas Course](#)

## Acronym Reference

- CACFP – Child and Adult Care Food Program
- CFR – Code of Federal Regulations
- CN – Child Nutrition Services
- CACFP – Child and Adult Care Food Program
- OSPI – Office of Superintendent of Public Instruction
- WINS – Washington Integrated Nutrition System
- USDA – United States Department of Agriculture