

# OSPI Child and Adult Care Food Program Reference Sheet

## Adding CACFP Unaffiliated Facilities to WINS Approval Deadlines

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\(b\)\(1\)\(xii\)](#).

Sponsors of unaffiliated facilities must submit a completed **CACFP Unaffiliated Facilities Responsible Principals/Individuals Form** to [cacfp@K12.wa.us](mailto:cacfp@K12.wa.us) for each facility they are adding to their CACFP operation. Sponsors must allow up to 7 business days for OSPI to conduct the NDL check and add the "site" in WINS. *If a responsible principal/individual match exists, OSPI will notify the Sponsor that the facility cannot operate CACFP.*

Sponsors must submit completed forms to OSPI by the following submission deadlines to ensure the unaffiliated facility is active in WINS and eligible for meal reimbursement in the associated claim month.

OSPI Form Submission Deadline	Eligible Claim Month
March 20, 2025	March 2025
April 21, 2025	April 2025
May 21, 2025	May 2025
June 18, 2025	June 2025
July 22, 2025	July 2025
August 20, 2025	August 2025
September 19, 2025	September 2025
October 22, 2025	October 2025
November 17, 2025	November 2025
December 19, 2025	December 2025
January 21, 2026	January 2026
February 18, 2026	February 2026
March 20, 2026	March 2026
April 21, 2026	April 2026
May 19, 2026	May 2026
June 18, 2026	June 2026
July 22, 2026	July 2026
August 20, 2026	August 2026

*Facilities will be approved to operate CACFP on the first day of the eligible claim month.*

