

OSPI Child and Adult Care Food Program (CACFP) Application Renewal Checklist-FY 26

1. Training

- ☐ **Review/Complete the FY 26 CACFP Annual Training**
[FY 26 CACFP Annual Training Checklist](#)

2. All Sponsors Must Submit the Following in WINS

- ☐ **Upload all necessary documents into WINS**
[CNS WINS webpage.](#)
See [Adding Documents in WINS](#) for instructions
- ☐ **Review and update the Sponsor Profile**
[Adding and Removing WINS Users.](#)
- ☐ **Complete the Sponsor Application.**
[Updating Sponsor Contacts in WINS Information Sheet](#)
- ☐ **Complete Site Application(s)**
[Race and Ethnicity Data Collection Reference Sheet](#)
- ☐ **Complete Site Calendar(s)**
- ☐ **Fill out the Budget** (for Sponsoring Organizations; School Districts exempt).
- ☐ **Complete a Management Plan** (for Sponsoring Organizations; School Districts exempt).

3. Complete as Applicable:

- ☐ **Complete the Contracts Section** (for sponsors with Food Service Management Company Contracts or Vendor Agreements)
[Completing Contract Fact Sheets in WINS Information Sheet](#)
Upload the [Food Service Agreement for Vendors](#) (for sponsors who receive vended meals)

4. Submit Your Application:

- ☐ **Submit Your Application**

Applications must be submitted by September 1, 2025. No monies or benefits may be paid under this program until the application is completed and approved ([7 CFR 226](#)).

