

OSPI CNS Child and Adult Care Food Program Responsible Principal Reference Sheet

CACFP Responsible Principals

Child and Adult Care Food Program (CACFP) regulations require the date of birth (DOB) and the mailing address (fax, email, mailing) for responsible principals for the Program. [\[7 CFR 226.6\(b\)\(1\)\(xv\)\]](#).

The regulations define “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. The Responsible Principal will vary depending on the type of institution.

By virtue of their position, the Office of Superintendent of Public Instruction (OSPI) has determined the Responsible Principal as the Institution’s:

- CEO/President/Owner **AND**
- Executive Director/Director **AND**
- The Chairman of the Board/President (nonprofits only)

At a minimum, the full name, DOB and mailing address (fax, email or mailing) must be provided for these individuals on OSPI’s **CACFP Principal Contact Information Form** and entered in the Washington Integrated Nutrition System (WINS) Sponsor Application.

The Responsible Principal contact information is collected at the following times:

Initial Application 7 CFR 226.6(b)(1)(xii)

OSPI requires new Sponsors and new unaffiliated facilities to submit the [CACFP Principal Contact Information Form](#) prior to application approval. This information is used to ensure these individuals are not listed on the National Disqualified List (NDL) due to lack of Program integrity in previous Child Nutrition Program operation.

OSPI cannot approve a Sponsor application if:

- An institution or one of its principals is on the National Disqualified List (NDL) and submits an application.
- A sponsoring organization submits an application on behalf of an unaffiliated site(s), and either the facility or any of its principals is on the National Disqualified list.



Annual Renewal 7 CFR 226.6(b)(2)

Prior to renewal approval, OSPI must ensure that information submitted with the Sponsor's initial application is still true. This includes verifying no sponsored facility or principal of a sponsored facility is currently on the National disqualified list. If responsible principals change, the Sponsor must submit a new *CACFP Principal Contact Information* Form to OSPI. The Responsible Principal(s) must also be updated in the Washington Integrated Nutrition System (WINS). OSPI will not approve any institution renewal application to operate CACFP if the institution or principal is found on the NDL.

Definitions

Principal

An individual who holds a management position within, or is an officer of, an institution or a sponsored center, including all members of the institution's board of directors or the sponsored center's board of directors ([7 CFR 226.2](#)).

Responsible Principal or Responsible Individual

- (a) A principal, whether compensated or uncompensated, who OSPI or FNS determines to be responsible for an institution's serious deficiency.
- (b) Any other individual employed by, or under contract with, an institution or sponsored center, who OSPI or FNS determines to be responsible for an institution's serious deficiency; or
- (c) An uncompensated individual who the State agency or FNS determines to be responsible for an institution's serious deficiency ([7 CFR 226.2](#)).

Responsible Principal per Institution Type

- **Nonprofit institution:** Board Chairman and Executive Director
- **Church:** Pastor or Church Board Member with signature authority for the church
- **For-profit institution:** Owner/president
- **Local Education Agency:** School food service director, accountant, and the responsible administrator (principal or superintendent).
- **Tribe:** Tribal Chair or Board Member with signature authority
- **College/University:** Dean or other administrator with signature authority
- **Public institution (City/County):** Administrator with signature authority

Note: not all board members are considered Responsible Principals (RP). Only the Chairman of the Board is required to be listed as a RP.

Reference

- [7 CFR 226.6](#)
- [Serious Deficiency, Suspension, & Appeals for State Agencies and Sponsoring Organizations Handbook](#)