

OSPI Child and Adult Care Food Program (CACFP) Checklist

Fiscal Year 2026–27 Training Checklist

As a Child and Adult Care Food Program (CACFP) Sponsor, you must certify completion of all training requirements when submitting your Sponsor Application in the Washington Integrated Nutrition System (WINS) during Program renewal. Use this checklist as a guide to complete Fiscal Year 2026–27 (FY27) training requirements. You do not need to return this form to OSPI Child Nutrition Services. FY26 renewal applications will not be approved until the appropriate person has attended the required training.

Who Must Attend Annual Training?

- All institutions participating in the CACFP.
- All institutions planning to participate in the CACFP in FY27.
- At a minimum, the person responsible for oversight of the CACFP must attend. This training is intended for directors and administrators.

How to Participate: Login Information & Certificates of Training

All required annual training courses are available in the Bright Track learning platform except for the additional trainings assigned to Local Education Agency (LEA) or School District Sponsors which may be viewed in the Canvas learning platform.

Access Bright Track trainings:

- To create a new user account and register for a course, visit: <https://wachildnutritiontraining.com>
- Choose to enroll in the course(s) needed
- When asked for the enrollment password, please enter "cacfp"
- If you need assistance enrolling and creating an account, [view this short video](#).

Please note: These trainings are meant for program administrators. There should be a maximum of 2 Bright Track accounts created per Sponsoring Organization.

Canvas Training Access:

- To create an account, visit: <https://waesd.instructure.com/enroll/8PL3PD>
- If you already have an account, visit: <https://waesd.instructure.com/login/canvas>

Certificates

Certificates will populate for completed courses. Passing comprehension evaluations may be required prior to obtaining your certificate. For Bright Track training certificates, If your completion percent is not at 100%, ensure all topics have the "Mark Complete" button selected for your certificate to populate.

**Save training certificates with your CACFP records. You do not need to submit these to OSPI.*



Training Requirements for CACFP Sponsor Types Checklist:

Community Based and School District/Local Education Agency (LEA) Sponsors:

All Sponsors are required to complete the following two training courses. ([Bright Track trainings](#))

- FY27 CACFP Annual Updates Training *Required***
 - This training includes USDA policy updates as well as State Agency Program updates.

- CACFP Annual Sponsor Training for Centers *Required***
 - The CACFP Annual Sponsor Training is a comprehensive 4-hour online course. The training includes important topics such as Civil Rights, Performance Standards, Meal Service Planning, Recordkeeping, Financial Management/Maintaining a Nonprofit Food Service and Program Oversight/Serious Deficiency Process.

School District/Local Education Agency (LEA) Sponsors:

Only School District/LEA Sponsors are required to complete these additional trainings.

Pre-K Programs claiming meals under the CACFP —School Sponsors

- Pre-K CACFP Program Oversight *Required*** ([Canvas training](#))
This training will cover CACFP basics specific to TK, PK, ECEAP and Head Start, setting LEAs up for successful operation in SY 2026–27.

At-Risk After School Care Programs—School Sponsors

- CACFP At-Risk Afterschool Meals Program *Required*** ([Canvas training](#))
The course addresses program eligibility, operational requirements, and recordkeeping requirements.

Sponsors of Unaffiliated Facilities *Optional* (Live Virtual Training)

- CACFP Sponsors of Unaffiliated Sites Training, September 16th**
This optional training is intended for Sponsors of unaffiliated centers and Family Day Care Homes. There will be two learning tracks offered; Track 1 will provide training for monitoring staff, Track 2 will provide training for Program Administrators. Program outreach, expansion, monitoring, serious deficiency process and Program best practices will be discussed.
****Watch for C.A.R.E Updates for registration information.***

Questions? Please [email the CACFP team](#).