

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

Adding, Reactivating, or Removing CACFP Sites

Institutions who enter into an agreement with the Office of Superintendent of Public Instruction (OSPI) to operate the Child and Adult Care Food Program (CACFP), do so either as an Independent Center or a Sponsoring Organization. An *"Independent Center"* refers to a sponsor who operates a single site where services are provided. A *"Sponsoring Organization"* refers to a sponsor who operates multiple affiliated sites where services are provided with each "site" having its own address.

To add or reactivate affiliated sites, sponsors must submit the online [Request to Add New CACFP Sites](#). OSPI will review requests and, if eligible, add or reactivate the site(s) in Washington Integrated Nutrition System (WINS). If sites cease CACFP operation, please notify your assigned Specialist in a timely manner so they may deactivate the site(s) in WINS.

Eligibility to Add or Reactivate CACFP Sites

To be eligible to add or reactivate sites, CACFP sponsors must have an approved current renewal application by the close of the open renewal period. Additionally, sponsors must demonstrate successful CACFP operation, financial viability, administrative capability and program accountability (VCA), and be in OSPI "Good Standing" which are based on the following criteria:

- Sponsor is not listed on the *"CNS Not in Good Standing"* log for any Child Nutrition Program operated.
- Sponsor has paid all fiscal action. If not paid in full, the sponsor must be up to date with arranged payment plan.
- The most recent administrative review demonstrates successful CACFP operation, where there are no significant management problems (SMP).
- Sponsor is not currently in SMP/Seriously Deficient (SD) status.
- Revised Budget and Management Plan in WINS illustrates VCA.

Sponsor's eligibility to add or reactivate sites is **paused** under the following circumstances:

- Sponsor is in an active appeal.
 - Sites may be added after a final determination has been made by the administrative law judge.
- Sponsor is currently in an open administrative review.
 - Site may be added when the review is considered complete (Corrective Action Plan approved by Specialist).

***Please note:**



- Independent Sponsors transitioning to Sponsoring Organizations will have additional steps in WINS, must submit additional documentation, and will have assigned training prior to site approval.
- Sponsors of unaffiliated sites will follow the process outlined in the [NDL Check and Adding Unaffiliated Facilities in WINS Reference Sheet](#), and will not use the “Request to Add New CACFP Sites”.
- New Sponsors must operate CACFP for one year prior to adding new sites.

Sponsoring Organization Requirements

1. Notify OSPI of Your Request to Add or Reactivate a Site

Complete the [“Request to Add New CACFP Site\(s\)”](#) and have all documentation and site information ready prior to starting this form. Progress made will not be saved if you need to exit and return later.

- Site’s license **and/or** health and safety permit
- Completed [New Site Preapproval Form](#)
- Site address
- School attendance area (At-Risk sites only)

2. Initial Approval

OSPI will notify the institution if additional information or clarification is needed after receiving the request to add sites. Once Specialists have verified eligibility to add sites and approved the request, OSPI will add or reactivate site(s) in the Washington Integrated Nutrition System (WINS). Sponsors will be notified of completed request.

3. Steps to Take in WINS

- a. Complete and submit the site application(s)
- b. Complete and submit the site calendar(s)
- c. Revise and submit the Budget to account for the site’s added revenue and expenses
- d. Revise and submit the Management Plan to account for additional monitors for the new site(s) (if applicable)
- e. Complete monthly participant eligibility at the new site(s) (if applicable)

4. Complete monthly participant eligibility at the site(s) (if applicable)

Independent Center Requirements

When an independent center adds an additional site, it becomes a Sponsoring Organization and must fulfill the requirements for Sponsoring Organizations per regulation in [7 CFR 226.15](#).

5. Notify OSPI of Your Request to Add a New Site

Complete the ["Request to Add New CACFP Site\(s\)"](#) and have all documentation and site information ready prior to starting this form. Progress made will not be saved if you need to exit and return later.

- New site's license **and/or** health and safety permit
- Completed [New Site Preapproval Form](#)
- Site address
- School attendance area (At-Risk sites only)

Take assigned Bright Track Trainings

Your Specialist will provide you a checklist of required trainings.

Initial Approval

OSPI will notify the institution if additional information or clarification is needed after receiving the request to add new sites. Once Specialists have verified eligibility to add new sites and approved the request, OSPI will add the new site(s) in the Washington Integrated Nutrition System (WINS). Sponsors will be notified of completed request.

Steps to take in WINS

- a. Revise and submit the Sponsor Application
 - i. The "Sponsor Type" must be changed to "Sponsoring Organization"
- b. Create a Management Plan (this tab will be available once the Sponsor Type has been revised)
 - i. To account for monitor(s) for the new site(s)
 - ii. Upload Outside Employment Policy
- c. Complete and submit the site application(s)
- d. Complete and submit the site calendar(s)
- e. Revise and submit the Budget
 - i. To account for the site's added revenue and expenses
- f. Complete monthly participant eligibility at the new site(s) (if applicable)
- g. Draft a monitoring schedule to ensure site(s) are monitored in accordance with regulations.

Additional Requirements for Adding Sites

Training

The institution must train staff responsible for CACFP operation at the new site **before** meals may be claimed.

Monitoring

- ✓ The sponsoring organization must conduct a site review within the first four (4) weeks of program operation. At a minimum, each site must have a site review three (3) times a year with no more than six (6) months between reviews, unless the sponsor has chosen to do review averaging.
- ✓ Sponsors can begin claiming meals for the new site once it is approved by OSPI. Institutions may not claim meals served at a new site until required documents are submitted and OSPI approval is granted.

Removing Sites

- ✓ Notify OSPI immediately if a site will be removed from CACFP operation.
- ✓ Complete revisions in WINS as needed:
 - Revise the Sponsor Application "*Sponsor Type*" if by removing a site(s) the Sponsoring Organization becomes an Independent Center.
 - Revise and submit revisions to the Budget to account for the site's change in revenue and expenses
 - Revise and submit site calendar(s) to reflect the last day of service at each site(s) being removed.

Best Practices/Steps to Comply with Requirements

- ✓ Ensure the organization has adequate staffing to meet monitoring requirements.
- ✓ Maintain a binder at each site with CACFP policies and procedures.
- ✓ Maintain CACFP records by site(s) according to [7 CFR 226.16](#).

Reference

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

Resources

- [New Site Pre-Approval Form](#)
- [Training for Sponsoring Organizations Reference Sheet](#)
- [Training for Independent Centers Reference Sheet](#)
- [CACFP Recordkeeping Requirements Reference Sheet](#)
- [CACFP Requirements and Materials Webpage](#)
- [Monitoring Requirements for Sponsoring Organizations Reference Sheet](#)