

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

## **Fiscal Year 27 (FY 27) CACFP Application and Renewal**

Potential Child and Adult Care Food Program (CACFP) sponsors must establish eligibility to operate the Program through a Financial Viability, Administrative Capability and Accountability (VCA) assessment and review of a program application. VCA and the program application demonstrate a sponsor's capability to operate the CACFP in compliance with United States Department of Agriculture (USDA) regulations.

*The CACFP federal fiscal year (FY) runs from October 1 through September 30.*

### **New Sponsors**

Prospective sponsors must attend the *New Sponsor Orientation & VCA Workshop* prior to application. The last workshop of the fiscal year occurs annually in **April** for current year operation, then offered in **August** for the upcoming fiscal year operation.

### **Renewing Sponsors**

Sponsors must renew their CACFP application annually prior to program operation for the upcoming fiscal year. Renewal applications open annually on **July 15** and must have OSPI approval by **December 31** for CACFP operation during the current fiscal year.

### **Requirements**

- ✓ New sponsors must be determined capable of operating the CACFP through the VCA assessment and submit a program application through the Washington Integrated Nutrition System (WINS).
- ✓ Sponsors must renew their CACFP application annually.
- ✓ Sponsors who have a lapse in CACFP operation for one or longer must have their Program eligibility redetermined. This includes a VCA assessment in addition to completing the renewal application in WINS.
- ✓ Program applications must be kept up to date in WINS and reflect changes made during the fiscal year. Application revisions are effective in the month they are approved by OSPI.
- ✓ Sponsors must have renewal applications approved by OSPI by December 31 for CACFP operation in the current fiscal year.
- ✓ Sponsors with approved renewal applications may add sites anytime during the fiscal year with Specialist approval using the ["Request to Add New Sites"](#). This excludes new Sponsors who must operate CACFP for one year and demonstrate successful CACFP operation prior to adding sites.



## Renewal Timeline & Documentation

The new Sponsor Application and renewal components are submitted in WINS; however, additional paperwork may be required. Failure to submit a complete and correct renewal application by the deadline may result in delay or disruption of reimbursement.

Date	Renewal Action
<b>July 15</b>	Open renewal period opens.
<b>Sept. 1</b>	Complete renewal applications are due for October 1 operation. ✓ It may take up to 30 days for OSPI to approve a complete application.
<b>Sept. 30</b>	Budgets must be approved by OSPI for October 1 operation. ✓ Costs incurred without an approved budget are not eligible for reimbursement. ✓ LEAs are exempt from submitting a Budget.
<b>Dec. 31</b>	Open renewal period closes for the Fiscal Year. ✓ After December 31 Sponsor renewal applications will not be approved for the current fiscal year.

- ✓ Washington Integrated Nutrition System (WINS) Renewal Components
  - Sponsor Application
  - Site Application(s)
  - Site Calendar(s)
  - Budget (LEAs exempt)
  - Management Plan (independent sites and LEAs exempt)
  - FSMC/Vendor Contract Fact Sheet (if applicable)
  
- ✓ Additional Renewal Components (as applicable)
  - Current license
  - Proof of tax-exempt status (for non-profit institutions)
  - Current health/sanitation and fire/safety permits or reports for unlicensed facilities
  - FSMC, Vendor contracts or interagency agreements
  - Proof of At-Risk area eligibility
  - Supporting Budget documentation
  - Bank account documentation for annual verification (multi-site sponsors only)
  - Outside Employment Policy (multi-site Sponsors only)
  - Documentation of attendance of OSPI Mandatory Annual Training (required for all CACFP sponsors)

## Operational Changes Must be Reported to OSPI

When changes occur within your organization during the fiscal year these must be reported to OSPI in a timely manner. To do this, sponsors must update their WINS application to reflect changes. CACFP Specialists will be made aware of changes made in WINS and will approve the updates when appropriate.

### *Examples of Changes to Report in WINS*

- ✓ Adding or dropping sites
- ✓ Change in address, phone number or email
- ✓ Change in institution's primary contact
- ✓ Name change of site
- ✓ Change in license status
- ✓ Change in meals served
- ✓ Change in mealtime(s)
- ✓ Change in vendors
- ✓ Change in an institution's responsible principal(s)
- ✓ Electronic Funds Transfer Information
- ✓ Budget revisions
- ✓ Change in Board members

## References

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

## Resources

- [CACFP – 7CFR, Part 226.15 and 226.16](#)
- [CACFP Preparing to Complete Renewal Application Checklist](#)
- [Washington Integrated Nutrition System](#)
- [CACFP Public Trainings Canvas Course](#)

## Acronym Reference

- CACFP – Child and Adult Care Food Program
- CFR – Code of Federal Regulations
- CNS – Child Nutrition Services
- OSPI – Office of Superintendent of Public Instruction
- WINS – Washington Integrated Nutrition System
- USDA – United States Department of Agriculture