

OSPI Child and Adult Care Food Program Reference Sheet

Adding CACFP Unaffiliated Facilities to WINS Approval Deadlines FY 26

The Office of Superintendent of Public Instruction (OSPI) cannot approve a facility to operate if a sponsoring organization submits an application on behalf of an unaffiliated site(s), and either the facility or any of its principals is found on the National Disqualified List (NDL) [7 CFR 226.6\(b\)\(1\)\(xii\)](#).

Sponsors of unaffiliated facilities must submit a completed **CACFP Unaffiliated Facilities Responsible Principals/Individuals Form** to cacfp@K12.wa.us for each facility they are adding to their CACFP operation. Sponsors must allow up to seven business days for OSPI to conduct the NDL check and add the "site" in the Washington Integrated Nutrition System (WINS). Sponsors must submit completed forms to OSPI by the following submission deadlines to ensure the unaffiliated facility is active in WINS and eligible for meal reimbursement in the associated claim month.

- ✓ FDCH providers will be approved to claim CACFP reimbursement on the first day of the eligible claim month.
- ✓ Unaffiliated centers will be approved to claim CACFP reimbursement on the first day of the month where the **site application** and **site calendar** are approved in WINS by OSPI.

OSPI Form Submission Deadline	(UF Centers) Application/Calendar Approval	Eligible Claim Month
October 22, 2025	October 2025	October 2025
November 17, 2025	November 2025	November 2025
December 19, 2025	December 2025	December 2025
January 21, 2026	January 2026	January 2026
February 18, 2026	February 2026	February 2026
March 20, 2026	March 2026	March 2026
April 21, 2026	April 2026	April 2026
May 19, 2026	May 2026	May 2026
June 18, 2026	June 2026	June 2026
July 22, 2026	July 2026	July 2026
August 20, 2026	August 2026	August 2026
September 21, 2026	September 2026	September 2026
October 21, 2026	October 2026	October 2026
November 17, 2026	November 2026	November 2026
December 21, 2026	December 2026	December 2026

