

# OSPI Child and Adult Care Food Program Reference Sheet

## Adding CACFP Unaffiliated Facilities to WINS Approval Deadlines-FY 27

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](mailto: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 21, 2026              | October 2026                               | October 2026         |
| November 17, 2026             | November 2026                              | November 2026        |
| December 21, 2026             | December 2026                              | December 2026        |
| January 20, 2027              | January 2027                               | January 2027         |
| February 17, 2027             | February 2026                              | February 2027        |
| March 22, 2027                | March 2026                                 | March 2027           |
| April, 21 2027                | April 2026                                 | April 2027           |
| May 20, 2027                  | May 2026                                   | May 2027             |
| June 21, 2027                 | June 2026                                  | June 2027            |
| July 21, 2027                 | July 2026                                  | July 2027            |
| August 20, 2027               | August 2026                                | August 2027          |
| September 21, 2027            | September 2026                             | September 2027       |
| October 20, 2027              | October 2026                               | October 2027         |
| November 17, 2027             | November 2026                              | November 2027        |
| December 21, 2027             | December 2026                              | December 2027        |

