

OSPI Child and Adult Care Food Program (CACFP) 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 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.

- ✓ Family Day Care Home (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

