

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

CACFP New Sponsor Process

The U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP) provides federal funds to nonresidential child care and adult care sites to serve nutritious meals and snacks. The goal is to improve and maintain the health and nutritional status of children and adults in care while promoting the development of good eating habits. Programs eligible to participate in the CACFP include:

- Nonresidential, licensed, public or private nonprofit child care centers or family day care homes
- For-profit child care centers serving low-income families (at least 25% of the children must qualify for free or reduced-price meals)
- Head Start, Early Childhood Educational Assistance Program (ECEAP), outside-school-hours programs, emergency shelters, and at-risk centers meeting the CACFP requirements; and
- Certain adult care centers providing services to persons 60 years or older, or persons 18 years or older that are chronically impaired or disabled.

Part A: Planning

1. Sponsors of CACFP must follow USDA requirements. Watch recorded webinars found on the [OSPI Child Nutrition Website](#) to ensure your organization is eligible and able to meet requirements.
 - [So, You Want to Operate a Child Nutrition Program?](#)
 - [So, You Want to Operate the CACFP](#)
2. Submit the [New Sponsor Questionnaire](#) to notify OSPI of your intent to operate the CACFP. Use the [New Sponsor Questionnaire Checklist](#) for a summary of the information requested.
3. Complete the Financial Viability, Administrative Capability, and Program Accountability (VCA) Eligibility Assessment to determine if your organization is eligible to apply for CACFP. Attendance at a VCA Orientation workshop in person or virtually is required.
4. Complete New Sponsor Training:
 - Intro to CACFP- Recordkeeping and Nutrition 101 (in person or virtual)
 - CACFP Annual Sponsor Training for Centers OSPI-110 | [Brighton](#)
 - Monthly Participant Eligibility Training OSPI-5002 | [Brighton](#) (as applicable)
 - CACFP Infant Meals (for centers with enrolled infants only) | [Canvas](#)

Key personnel and those with program oversight are required to attend training. This may include, but is not limited to, owners, directors, lead cooks and fiscal staff. Visit the [CACFP Training webpage](#) for training details and registration information.



5. Develop or adapt an Organization Procurement Plan and Code of Conduct to meet federal procurement regulations – follow the [Procurement Checklist](#).
 - Procurement of all goods and services is conducted at the most restrictive threshold.
 - Details on the procurement process can be found on the [Procurement webpage](#).
6. Register for a **Unique Entity Identification Number** (UEID) through the [System for Award Management \(SAM\) website](#).
7. Obtain a Statewide Payee Registration Number through the [Office of Financial Management](#) (OFM). Reimbursement payments are made by electronic fund transfers through OFM.
8. Emergency shelters, non-licensed outside-school-hours centers and at-risk centers must have a current safety/sanitation inspection and a current fire inspection.
9. Determine if your organization plans to use an outside vendor to provide meals.
 - If meals are provided by an outside vendor, sponsors must have a contract or agreement approved by OSPI before the contract or agreement is executed and before claims for reimbursement can be paid.
 - Details regarding contract and agreement requirements can be found in the [Vended Meal Agreement Contracting Reference Sheet](#).
10. Plan a menu that meets the [CACFP meal pattern requirements](#).

Part B: Application Process

1. **WINS**

The Washington Integrated Nutrition System (WINS) is the online system used to collect application information and to process claims for reimbursement.

- a. Submit a WINS Inquiry
- b. Designate a WINS Sponsor Administrator by signing and submitting the [WINS Access Rights/User Authorization Form](#)
- c. Review the [WINS Home Page](#) for WINS resources
- d. Create a sponsor profile and complete program application pieces:
 - Sponsor application
 - Site application(s) & site calendar(s)
 - Sponsor budget
 - Management plan- for sponsors of multiple sites only

2. **Application Forms**

In addition to the WINS application requirements, specific forms and documents must be submitted before the CACFP application is considered complete.

- a. Complete all applicable forms and documents:*

- Meal Policy Statement for Non-Pricing Programs
- Certification Regarding Lobbying
- Disclosure of Lobbying Activities (if applicable)
- Nondiscrimination and Media Assurance Policy Statement
- Media Release and Letter to Media
- Statewide Payee Registration Number

* Additional documentation may also need to be submitted, including an IRS Tax Exempt Letter, Food Service Agreement, Audit to Federal Audit Clearinghouse (FAC), verification of FEIN Number, and documentation to support financial viability.

b. Submit all required documentation to OSPI.

3. Preapproval Visit

A preapproval visit must be conducted by an OSPI Child Nutrition Services (CNS) Program Specialist before the CACFP application can be approved.

4. Create a Monthly Participant Eligibility Roster (as applicable)

To determine the monthly reimbursement rate, an Eligibility Roster must be completed each month. Forms for completing a monthly eligibility roster are available on the [CACFP Monthly Participant Eligibility webpage](#). At-Risk Afterschool Meals, Shelters and ECEAP/Head Start only Programs are exempt from this requirement.

Part C: OSPI Approval and Permanent Agreement

- Applications submitted without error (Parts A & B) will be processed within 30 days of submission by OSPI CNS Staff.
- Upon OSPI application approval, Sponsors will enter into a Permanent Agreement with OSPI.
- Sponsors are eligible to submit their first claim for reimbursement in the month the Permanent Agreement has been signed by both parties.

Next Steps

As required in 7 CFR 226.6(a), the State agency must provide sufficient consultative, technical, and supervisory assistance to institutions and facilities to ensure effective program operations, monitor progress toward achieving program goals and ensure compliance with civil rights requirements, including reviews conducted, corrective actions prescribed and follow-up efforts. Sponsors may be reviewed in the first year of operation and at least every 3 years thereafter. A CNS Program Specialist will contact you to set up the dates of the review.

Resources

- [7 CFR 226](#)

Resources

- [Financial Viability, Capability, and Accountability \(VCA\)](#)
- [OSPI Child and Adult Care Food Program webpage](#)
- [USDA Child and Adult Care Food Programs webpage](#)

Acronym Reference

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