

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

Program Operations

United States Department of Agriculture (USDA) Child Nutrition Programs are regulated by the [electronic Code of Federal Regulations, Title 7](#). Additionally, the [Washington Administrative Code](#) and [Revised Code of Washington](#) govern Child Nutrition Programs in Washington state. Institutions participating in Child and Adult Care Food Programs (CACFP) shall accept final administrative and financial responsibility for program operations according to federal and state laws, regulations, and policies.

Requirements

✓ Viability, Capability and Accountability (VCA)

Federal regulations require CACFP operators to demonstrate financial viability, maintain adequate administrative capability, and have internal controls for program accountability. The CACFP application process includes submitting documentation to support VCA prior to approval. If VCA cannot be determined through the assessment, the institution will not be able to move forward in the application process.

Tools:

- [Financial Viability, Capability and Accountability Reference Sheet](#)

✓ Budget

Part of the VCA assessment conducted by Office of Superintendent of Public Instruction (OSPI) includes submitting a budget in the Washington Integrated Nutrition System (WINS) with the initial application and annually with renewal. Allowable costs must be necessary, reasonable, authorized, current, properly allocated, and documented. All food service program costs must be accounted through the consistent use of Generally Accepted Accounting Principles (GAAP).

Tools:

- [Allowable Costs Reference Sheet](#)
- [Budget Reference Sheet](#)

✓ Record Keeping

All CACFP records must be kept for three years plus the current program year, or until all audit or review questions are finalized, whichever is longer. Even if an institution closes or chooses to no longer participate in CACFP, the records must be kept for the required three years plus the current year.

Tools:



- [Record Keeping Reference Sheet](#)

✓ **Application and Renewal**

Institutions interested in applying for CACFP must follow all required steps outlined in the New Sponsor application process. Once an institution has entered into an agreement with OSPI to operate CACFP, they are responsible for ensuring their application information is kept current. Agreements are renewed on an annual basis.

Tools:

- [New Sponsors Webpage](#)
- [Renewal Application Reference Sheet](#)
- [CACFP Communications and Updates Webpage](#)

✓ **Licensing**

Most CACFP sponsors must be licensed by the Washington State Department of Children, Youth & Families (DCYF). Non-licensed facilities must document compliance with all state and local health requirements and submit annual health/sanitation and fire/safety permits or satisfactory inspection reports.

Tools:

- [Washington State Department of Children, Youth & Families](#)
- [Washington State Department of Health](#)
- [Local Health Departments by County](#)

✓ **Enrollment and Income Eligibility Applications (EIEA)**

CACFP regulation [7 CFR 226.2](#) defines an enrolled child as “a child whose parent or guardian has submitted to an institution a signed document that indicates the child is enrolled for care.” Each child must always have an enrollment form on file that indicates normal days and hours in care and meals normally received.

Institutions are also required to collect current income eligibility information from families of enrolled participants and assess participant eligibility for free, reduced-price or above-scale meals. Sponsors must report monthly participant eligibility with each claim to establish the meal reimbursement percentage (free, reduced-price, and above-scale rates) for the meals claimed.

Note: At-Risk afterschool programs and emergency shelters are not required to collect enrollment forms or conduct monthly participant eligibility. Head Start and ECEAP-enrolled children only need an Enrollment Form on file.

Tools:

- [Child and Adult Care Food Program Requirements and Materials webpage](#)
 - Monthly Participant Eligibility (dropdown)

✓ Attendance and Meal Count Records

Sponsors must maintain accurate, daily attendance records and point of service meal counts by meal type (breakfast, lunch, supper, and snacks) for all participants in care.

Tools:

- [CACFP Program Requirements and Materials webpage](#)
 - Meal Count Record (dropdown)

✓ Claims

Reimbursement claims are submitted monthly in WINS. Sponsors must maintain all records to support claims for reimbursement. Only individuals set up as "Sponsor Administrators" can submit monthly claims in WINS. Access rights in WINS are set by the institution's Sponsor Administrator.

Tools:

- [Claims, Fiscal Information and Resources Webpage](#)
- [Washington Integrated Nutrition System \(WINS\) Webpage](#)

✓ Nonprofit Food Service

All CACFP operators must maintain documentation of nonprofit food service to ensure all program reimbursement funds are used solely for the conduct of the food service operation; or to improve such food service operations, principally for the benefit of the enrolled participants.

Tools:

- [Nonprofit Food Service Reference Sheet](#)

✓ Meal Service Requirements

All meals claimed for reimbursement must meet CACFP meal pattern and service requirements. Sponsors may claim a maximum of two meals and one snack, or two snacks and one meal, per participant, per day. Exceptions are Emergency Shelters, which can claim up to three meals per participant, per day; and At-Risk Programs which can claim up to one meal and one snack, per participant, per day.

Tools:

- [Meal Patterns and Menu Planning webpage](#)
- [Meal Service Styles Reference Sheet](#)
- [Special Dietary Needs Reference Sheet](#)
- [At-Risk Afterschool Meals webpage](#)

✓ **Infants**

Infants enrolled for care at a participating CACFP institution must be offered a meal that complies with CACFP infant meal pattern requirements, even if the center does not claim the infant meals for reimbursement ([7 CFR 226.20\(b\)](#)).

Tools:

- [Infant Meal Pattern Chart](#)
- [Infant Crediting Guide](#)
- [CACFP Infant Meal Form | Spanish](#)
- [CACFP 06-2017](#)
- [Infant Meals Requirements Reference Sheet](#)

✓ **Menu Records**

All CACFP Sponsors are required to use OSPI's Menu Template. Sponsors may submit their own menu template to OSPI for approval prior to use. Menus are required to be kept by all CACFP sponsors to document how meal pattern requirements are met. They must include the date meals were served, the site name, foods served each day, and substitutions made to the planned menu. They must also include the short non-discrimination statement.

Tools:

- [Meal Patterns and Menu Planning webpage](#)
 - OSPI Menu Templates (dropdown)

✓ **Civil Rights**

Civil Rights regulations are intended to ensure benefits of the CACFP are made available to all eligible persons in a non-discriminatory manner. Sponsors participating in USDA Child Nutrition Programs are required to administer program services and benefits in accordance with all Civil Rights laws, regulations, instructions, policies, and guidance related to nondiscrimination.

Tools:

- [CACFP Requirements and Materials](#) (Civil Rights dropdown)
 - [Civil Rights Reference Sheet](#)
 - [Civil Rights Complaint Procedure and Form](#)
 - [Limited English Proficiency \(LEP\) Reference Sheet](#)
 - [LEP – Important Information to Translate Notice](#)

✓ **Training Requirements**

Institutions interested in operating CACFP are required to attend an Intro to CACFP workshop as part of the application process. Existing CACFP sponsors must attend OSPI's annual sponsor training **in addition to** providing training to key staff on CACFP duties and responsibilities, at least annually.

Tools:

- [Child and Adult Care Food Program Training webpage](#)
 - Requirements for Training Your Staff (dropdown)
 - [Independent Center Staff Training Reference Sheet](#)
 - [Sponsoring Organization Staff Training Reference Sheet](#)
 - [Training Documentation Reference Sheet](#)
 - [CACFP Sponsor Staff Training PPT](#)
 - [CACFP Staff Training Agenda & Attendance](#)

✓ Sponsoring Organizations (Multi-Site Sponsors)

A Sponsoring Organization has two or more sites and is entirely responsible for the administration of CACFPs for all sites. This responsibility cannot be contracted out to another entity. A site is generally defined as having its own physical address or requiring its own DCYF license. Multiple classrooms within one building are not considered separate sites. Sponsoring Organizations must monitor all sites under their sponsorship to ensure compliance with program requirements.

Tools:

- CACFP Requirements and Materials Webpage
 - Multi-Site Sponsor (dropdown)
 - [Household Contact Requirements Reference Sheet](#)
 - [New Site Preapproval Form](#)
 - [CACFP Site Monitoring Form](#)
 - [Monitoring for Sponsoring Organizations Reference Sheet](#)
 - [Adding or Removing CACFP Sites Reference Sheet](#)

✓ Procurement

Procurement is the purchasing of goods and services; a process that involves planning, drafting specifications, bid advertisement, as well as awarding and managing the contract. Good procurement consists of four principles: free and open competition, fairness and integrity, responsive and responsible contractors, and transparency.

All entities using federal funds must have a Procurement Plan and Code of Conduct in place and follow procurement guidelines.

Tools:

- [Procurement Webpage](#)

✓ For-Profit Institutions

For-profit institutions are either childcare centers or outside-school-hours care centers that do not qualify for tax-exempt status under the Internal Revenue Code of 1986.

To be eligible to participate in CACFP, for-profit institutions must demonstrate at least 25% of children in attendance are eligible for free or reduced-price meals based on monthly total attendance or license capacity— whichever is less. Free and reduced-price eligibility must be tracked monthly, and the 25% minimum must be met to be eligible to submit a claim for reimbursement. During months when the 25% requirement is not met, claims must not be submitted for reimbursement.

Tools:

- [CACFP Requirements and Materials webpage](#)
 - For-Profit Centers (dropdown)
 - [For-Profit Eligibility in Child Care Reference Sheet](#)
 - [Monthly For-Profit Eligibility Form for Child Care Template](#)
 - [Yearly For-Profit Eligibility Form for Child Care Template](#)

✓ **Vendor and Food Service Management Companies**

Federal regulations require that CACFP institutions accept final administrative and financial responsibility for program operations and further disallow institutions contracting out the management of the program. When contracting for vended meals, the institution must enter a written contract.

Signing a contract with a vendor or Food Service Management Company (FSMC) does not relieve the institution of CACFP responsibilities for managing, monitoring, and record keeping, including compliance with meal patterns and portion sizes. Sponsors contracting with vendors or FSMCs must comply with the USDA and OSPI rules and regulations.

Tools:

- OSPI Food Service Management Companies webpage
 - [CACFP Vended Meal Agreement](#)
 - [Vended Meal Reference Sheet](#)
 - [Food Service Management Contracting Reference Sheet](#)

✓ **Administrative Reviews**

Federal regulations require the state agency to monitor at least 33.3% of all CACFP institutions annually for program compliance ([7 CFR 226.6\(m\)\(6\)](#)). Administrative reviews may be announced or unannounced and sponsors must ensure all CACFP records are kept in an easily accessible location.

Tools:

- [CACFP Recordkeeping Requirements Reference Sheet](#)
- [Organizing CACFP Records Reference Sheet](#)
- [Administrative Review Findings Resulting in Fiscal Action](#)
- [Independent Sponsor Administrative Review Form](#)
- [Independent Sponsor Administrative Review Checklist](#)
- [Sponsoring Organization Administrative Review Form](#)

- [Sponsoring Organization Administrative Review Checklist](#)

Resources

- [CACFP Electronic Code of Federal Regulations](#)
- [OSPI CACFP Information and Resources](#)

Acronym Reference

- CACFP – Child and Adult Care Food Program
- CFR – Code of Federal Regulations
- CNS – Child Nutrition Services
- DCYF – Department of Children, Youth, and Families
- FSMC – Food Service Management Company
- GAAP – Generally Accepted Accounting Principles
- LEP – Limited English Proficiency
- OSPI – Office of Superintendent of Public Instruction
- USDA – United States Department of Agriculture
- VCA – Viability, Capability and Accountability
- WINS – Washington Integrated Nutrition System

This institution is an equal opportunity provider.