

OSPI Child and Adult Care Food Program Reference Sheet

NDL Check and Adding Unaffiliated Facilities to WINS

Requirements

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 facility, and either the facility or any of its principals is found on the National Disqualified List (NDL) [[7 CFR 226.6\(b\)\(1\)\(xii\)](#)].

For this reason, Child and Adult Care Food Program (CACFP) regulations require the date of birth (DOB) and the mailing address (fax, email, mailing) for Responsible Principals/Individuals for the program [[7 CFR 226.6\(b\)\(1\)\(xv\)](#)]. This information is used to ensure persons are not listed on the National Disqualified list (NDL) due to lack of program integrity in any previous Child Nutrition Program operations.

Once OSPI has completed the NDL check for a Family Day Care Home (FDCH) provider without finding a match on the NDL, the provider will be added as a site in the Washington Integrated Nutrition System (WINS), and the sponsor will be notified to proceed with their onboarding process. **If a match exists on the NDL, OSPI will notify the Sponsor that the provider/facility cannot operate CACFP.**

Who should be Identified as the Responsible Principal?

Regulation defines "Principal" as any individual who holds a management position within, or is an officer of, an institution or a sponsored center [[7 CFR 226.2](#)]. Responsible Individuals are persons who bear responsibility for the operation of the CACFP. OSPI has determined the Responsible Principals/Individuals of unaffiliated facilities in the following ways.

Unaffiliated Centers	Family Day Care Homes
CEO/President/Owner	Owner
Executive Director/Director	Director (as applicable)
Chairman of the Board (as applicable)	

Steps to Add Unaffiliated Family Daycare Home Providers in WINS:

- Sponsor requests the provider to complete the **Unaffiliated Facilities Responsible Principals & Individuals Form**.
- Sponsor submits the completed form to cacfp@k12.wa.us prior to application approval. Allow up to seven business days for OSPI to conduct the NDL check.
- If no matches are identified on the NDL check, OSPI will add the site in WINS.
- Sponsors will receive the provider's Site ID once added in WINS.



Steps to Add Unaffiliated Facilities in WINS:

- Sponsor must email a copy of the proposed facility's license and/or health and safety permit to the CACFP Specialist.
- Sponsor must complete and email a [New Site Preapproval Form](#) to CACFP Specialist.
- CACFP Specialist will review documentation, add the facility as a site in WINS and notify the sponsor.
- Sponsor must complete and submit a site application and site calendar for approval.

Sponsors of Family Day Care Homes

- If Sponsors use an uploaded file for the Provider's Site Application and Site Calendar information, WINS will approve these artifacts automatically.
- If a Sponsor manually enters and submits the Provider's Site Application and Site Calendar, the Sponsor will approve the provider's Application and Calendar.

Please note: Facilities will be approved to operate CACFP on the first day of the month in which the facility is added to WINS, as long as the Site Application and Site Calendar are submitted in WINS within the 60-day claim deadline. Refer to the [Adding Unaffiliated Facilities in WINS Approval Deadlines](#).

Reference

- [CFR Part 226-CACFP](#)

Resources

- [Adding Unaffiliated Facilities in WINS Approval Deadlines](#)
- [Unaffiliated Facilities Responsible Principals & Individuals Form](#)

Acronym Reference

- CACFP – Child and Adult Care Food Program
- CFR – Code of Federal Regulations
- CNS – Child Nutrition Services
- DOB – Date of Birth
- NDL – National Disqualified List
- OSPI – Office of Superintendent of Public Instruction
- WINS – Washington Integrated Nutrition System