CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
NEW FACILITY PRE-APPROVAL FORM

For use by Sponsors of Unaffiliated Facilities (centers)

MUST be completed and returned to OSPI before the facility can be added as a "site" for CACFP operations. Refer to the NDL Check and Adding Unaffiliated Facilities in WINS Reference Sheet for more instructions.

Sponsor Name: WINS ID:
Facility Name: County:
Facility Address: City: Zip:
Facility Owner/ Director Name: Facility Phone:

Facility is: ☐ Non-profit ☐ For profit If for profit, facility **must** meet a minimum of 25% F/RP Eligibility

1. **What services are provided at the facility?**
   ☐ Child Care ☐ Head Start ☐ ECEAP ☐ Adult Day Care
   ☐ Outside School Hours ☐ After School At-Risk ☐ Emergency Shelter

2. **Is the facility currently licensed for child care?** ☐ Yes ☐ No ☐ NA

3. **If the facility is exempt from licensing, do you have current fire and health inspections?** ☐ Yes ☐ No

4. **Does the facility have a business license to operate?**
   ☐ Yes ☐ No **How long has the business operated?**

5. **What age groups will attend this Facility?**
   ☐ Infants 0–12 mo. ☐ Toddlers 1–2 yrs. ☐ Preschoolers 3–5 yrs.
   ☐ School-agers 6–12 yrs. ☐ School-agers 13–18 yrs. ☐ Qualifying Adults

6. **How many participants are enrolled?**

7. **What is the facility's license capacity?**

8. **What meals will be claimed on the CACFP at this facility?**
   ☐ Breakfast ☐ AM Snack ☐ Lunch ☐ PM Snack
   ☐ Supper ☐ Evening Snack

9. **Are food worker cards current and on file for at least one staff person?**
   ☐ Yes ☐ No If no, explain plans to obtain food worker cards.

This institution is an equal opportunity provider.

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PUBLIC INSTRUCTION

10. How will meals be prepared?

☐ On-site ☐ Off-site Sponsor kitchen ☐ Vended ☐ Food service management company (FSMC)

If meal(s) are furnished by a school, caterer or Food Service Management Company (FSMC), the facility must use the OSPI Food Service Agreement CACFP Food Service Agreements (Vended Meal & Interagency Agreement) or have a contract that meets the same requirements. If meal(s) are provided by a school who uses a FSMC, the FSMC must be approved to provide meals for CACFP.

11. If meals are prepared on site, is there equipment adequate to prepare, store, and serve the needed number of meals?

☐ Yes ☐ No If no, explain:

12. Who will develop the menus?

☐ Facility ☐ Sponsor ☐ Vendor ☐ Other

13. Who at the facility is responsible for ensuring meals served meet CACFP meal pattern requirements?

14. Has training been provided to facility staff that includes all responsibilities for the operation and administration of the CACFP?

- CACFP Meal Pattern
- Meal counts
- Claims submission and review procedures
- Recordkeeping requirements
- Reimbursement system
- Civil Rights

☐ Yes, training documentation is on file

☐ No, training has not yet been provided but I understand it must be provided prior to CACFP operations

Training session(s) scheduled for following date(s)

Name of Sponsor Representative Completing Visit	Signature
Title	Date

Notes:

Retain a copy of this form with facility's monitoring records.