OSPI Child and Adult Care Food Program (CACFP) Application Renewal Instructions – Child Care

FY24 Child Care and Adult Care Centers Renewal Instructions

The Child and Adult Care Food Program (CACFP) application includes completing the applicable items and documents. The online application process is completed in the Washington Integrated Nutrition System (WINS). Information, including training videos, and job aids can be found on the CNS WINS webpage.

1. Complete Required Training

Training is provided as recorded webinars. Use the FY24 CACFP Annual Training Checklist to ensure you complete all required training. You will certify completion of training in the WINS Sponsor Application.

2. Complete the Following in WINS

Use the *FY24 WINS Renewal Checklist –Child Care Adult Care* (Attachment 2) to ensure you complete all required steps.

A. Review the Sponsor Profile Page

Authorized Users

- Each person accessing the Washington Integrated Nutrition System (WINS) must have and use their own Sponsor-Administrator or Sponsor-User account; sharing accounts is not permitted. For more information, see the Adding and Removing WINS Users guide.
- Review the Sponsor Profile. If a current Sponsor-Administrator is leaving, organizations must establish a new Sponsor-Administrator to take their place.
- Current Sponsor-Administrators can add and remove users. An active Sponsor-Administrator account must always be maintained.

Contact Information

Ensure all sponsor information is up to date. Staff contact information must be entered or updated when completing the application.

- Ensure contact information, including e-mail addresses, are current and entered correctly. Delete duplicate staff or staff that no longer work for your organization.
- CNS uses this information to communicate important information directly to your institution.

B. Complete Sponsor Application

Forms and Records

Nonprofit, tax exempt sponsors must upload proof of 501(c)(3) status into the Sponsor Application during renewal. Upload the determination letter received from the Internal Revenue Service that states your organization has been granted non-profit status.

Tribal organizations, as well as other private, nonprofit organizations must complete this section as part of your application.

C. Complete Site Application(s)

Race and Ethnicity Reporting Data

Federal regulation requires race and ethnicity data be collected each year for the current population your sponsoring organization serves as well as the potentially eligible population in your service area.

The assessment of your organization's potentially eligible population in your service area can be done by using Census or school data. Please use the definitions found in the Race and Ethnicity Data Collection Reference Sheet when assessing race and ethnicity data.

- Race and ethnicity must be identified through self-identification (on the *Enrollment/Income Eligibility Application*). Visual observation and identification is not an allowable practice to use during the collection of racial or ethnic data. Providing racial and ethnic data is voluntary and may not be collected for all participants.
- The total of participants in the ethnic category should equal the total attendance of participants and be entered as whole numbers. The number of participants placed in the race category can exceed the number of participants in ethnic category, as participants can identify as more than one race.
- When sites do not require enrollment forms and data for actual participants cannot be obtained via self-reporting, aggregate data for both actual and potential participants may be used.
- The assessment of potentially eligible population in your service area can be done **by using Census or school data**. These numbers should be entered as percentages.

Using School Data

Navigate to the Washington State Report Card webpage.

- Scroll to the *I want to see data for a school or school district* section.
- Enter the school district in which your facility is located into the search bar.
- Select the Diversity Report, and then select Enrollment by Student Demographics.
- For ethnicity, report the percentage of Hispanic/Latino races shown here.
- For non-Hispanic, subtract the Hispanic/Latino races percentage from 100 to get this value.
- List race information as shown on this page.

Racial and ethnic data may also be obtained from the National Center for Education Statistics Common Core of Data database to search the specific school area on the population to be served.

Using Census Data

1. Navigate to the United States Census Bureau webpage.
    - Go to the search bar at the top of the page and type in the city where your facility is located.
    - In the table below, use the dropdown and select the Race and Hispanic Origin option.
    - For ethnicity, report the percentage of Hispanic/Latino races shown here.
    - For non-Hispanic, subtract the Hispanic/Latino races percentage from 100 to get this value.
    - List race information as shown on this page.

D. Complete the Services Provided Section (Not applicable to Adult Care)

The information reported in the '*Services Provided*' section is used for claims and USDA reporting. It is important to select as many services as apply, using these guidelines:

Service Type:

- **Not Applicable:** if you are providing afterschool care at an OSPI approved At-Risk site, select this service.
- **Childcare services:** If you provide care for children birth through 5 years or birth through 12 years, select this service.

- **School age services:** If you provide care before and after school for school age children, select this service. This selection will require your center to conduct a study month.
    - **Do not** select this for At-Risk only centers or for centers serving children birth through 12 years.

Services Provided:

- **Head Start services:** Select this service only if you are a Head Start grantee. If you are a child care center with Head Start slots provided for a grantee, **do not** select this service.
- **ECEAP services:** Select this service only if you are an ECEAP grantee. If you have a child care center with ECEAP slots provided for a grantee, **do not** select this service.
- **Emergency Shelter services:** Select if your organization offers residential and food services to children experiencing homelessness.
- **At-Risk Afterschool Meals:** Select if your program is in an area-eligible location and received CNS approval to participate in the At-Risk program. If selected, you must also select Yes to your program primarily providing care for children after school or on weekends, holidays, or school vacations during the regular school year, as this is a requirement of the At-Risk program.

E. Site Calendar(s)

Meal service information for each site is entered into the *Site Calendar*. If you operate a program that closes during the summer months, two schedules must be added: one which will operate from the beginning of the fiscal year until the program closes for summer; the second will begin when the program opens after summer until September 30, 2024. Non-operating days must be added.

F. Budget (for Sponsors of multiples sites only; School Districts exempt)

Budgets must be approved **prior** to any costs accrued for the upcoming fiscal year or the first day of CACFP operation. Budget submissions should have sufficient detailed information concerning projected reimbursements and expenses, as well as other non-program funds to be used to meet CACFP requirements. This information is used to determine the allowability, necessity, and reasonableness of all proposed expenditures, and to assess the sponsor's capability to manage program funds according to FNS Instruction 796-2, Revision 4.

Administrative Costs

- Institutions can use up to 15% of their CACFP revenue to support administrative costs.
- If the institution elects to use these funds to support the costs of administrative expenses, sponsors will be required to track the monthly costs and enter this information when submitting claims.

G. Sponsors with Indirect Cost Allocation (in budget)

Upload an approved cost allocation plan in the budgets tab, under supporting docs.

Operating Expenses

- Sponsors must track operating expenses and report monthly operating expenses when submitting claims in WINS.
- Use the Financial Management and WINS Reference Sheet for more details.

Use the Allowable and Unallowable Cost Reference Sheet for more details. If you have questions regarding budgets, please email Samantha Evans, CACFP Specialist.

H. Complete a Management Plan (for Sponsors of multiple sites only; School Districts exempt)

The Management Plan must be submitted for sponsors of multiple sites. The Management Plan is used to assist in evaluating the financial viability, organizational capability, and administrative accountability of the sponsor.

You must verify your organization has a sufficient number of staff to perform monitoring requirements in addition to all other Program-related duties.

Review each part of your Management Plan carefully for accuracy and make updates as appropriate.

3. Complete as Applicable

A. Audit Section

Enter the most recently completed fiscal year audit information for your organization in the Sponsor Application.

B. Sponsors with Changes

Upload license or alternate in each Site Application (homeless shelters, At-Risk sites and adult care facilities are not required to be licensed).

C. Sponsors with Multiple Sites

Upload Outside Employment Policy to the '*Documents'* section in the Sponsor Profile.

D. Homeless Shelters and At-Risk Centers

Upload documents in the Site Application, under *'License and Permits'* section.

- Report from current sanitation inspection.
- Report from current fire inspection.

E. Food Service Management Company and Vended Meal Sponsors

The Contract Fact Sheet Module in WINS must be completed if you have a Food Service Management Company contract (FSMC) or Vendor Agreement.

- The fact sheet gathers required information about food service contracts including food service management companies, vendors, proper procurement, and contract start and signature approval dates.
- Sponsors with inter-district/interagency agreements are not required to complete this action.

Use the Contract Fact Sheets in WINS Information Sheet for details on completing this section.

4. Submitting Your Application

Applications must be submitted by **September 1, 2023**. No monies or benefits may be paid under this program until the application is completed and approved (7 CFR 226).

- After you have added any required documents and completed your Sponsor Application, Budget, and Management Plan, submit each section. Once submitted, go to the *'Current Overview'* tab to review your application.
- Once the status of your application shows as *"submitted,"* your program specialist will be alerted that your application is ready to be reviewed.