



SUPERINTENDENT OF PUBLIC INSTRUCTION

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August 26, 2016

(X) Action Required
Date Due: 8/31/16
(X) Informational

BULLETIN NO. 042-16 CHILD NUTRITION SERVICES

TO: Family Day Care Home Sponsors

FROM: Randy I. Dorn, State Superintendent of Public Instruction

RE: Family Day Care Home Sponsors Application Renewal Process for Federal Fiscal Year 2017

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This bulletin provides instructions for Family Day Care Home Sponsors who wish to continue participating in the Child and Adult Care Food Program (CACFP) for Federal Fiscal Year 2017 (FY17). The renewal application must be completed and submitted by August 31, 2016.

The application renewal process is completed in the Washington Integrated Nutrition System (WINS). Any required documents or paper forms completed as part of the application process must be uploaded into WINS. Directions on how to upload documents to WINS, training videos, job aids, and login link can be found at <http://www.k12.wa.us/ChildNutrition/WINS.aspx>.

Institutions that officially change their legal name, which results in a new Federal Tax Identification Number (FEIN), must report this change immediately to Child Nutrition Services (CNS) before starting the application process.

Sponsor Information

Review and update all sponsor information in the Sponsor Profile tab in WINS. Review staff listed in the sponsor staff section and update as necessary. Ensure contact information, including email addresses, are current and entered correctly.

Sponsor Application Renewal

Sponsor applications for FY17 can be added by selecting the Renew Application button in the Applications Tab and completing the Sponsor Application Wizard.

Audit Section

The Sponsor Application Wizard includes an audit section that addresses audit requirements. Public school districts, educational service districts, public universities and colleges, cities, counties, other municipalities, for-profits, and federal government agencies are exempt from completing the Audits section of the WINS application. However, tribal organizations, as well as other private, nonprofit organizations, must complete this section.

Institutions are required to maintain records that identify all federal funds received and expended. Such funds shall be identified by the fund's Catalog of Federal Domestic Assistance (CFDA) numbers. The CFDA number for CACFP is 10.558. Institutions must also make these records available for review or audit by officials of federal agencies, the General Accounting Office, and the Office of Superintendent of Public Instruction (OSPI) or designee.

Institutions expending \$750,000 or more in federal funds from all federal sources combined in any fiscal year beginning after December 26, 2014, must receive an audit in accordance with 2 CFR Part 200 Subpart F for that fiscal year. Audits must be:

- Completed within nine (9) months of the end of that fiscal year;
- Submitted to the Federal Audit Clearinghouse (FAC) by the earlier of 30 days following receipt of the completed audit or 9 months following the end of the fiscal year.

For audits of previous fiscal years, institutions expending \$500,000 in federal funds from all federal sources combined, will have an audit conducted in accordance with OMB Circular A-133. The same completion timelines and submission requirements apply as under 2 CFR Part 200 Subpart F.

If an Indian Tribe or Tribal Organization opts to not make the reporting information publicly available on the FAC website in accordance with 2 CFR Part 200 Subpart F Section 200.512(b)(2), a copy of the data collection form and reporting package must be submitted to OSPI, Child Nutrition Division.

Questions regarding audits may be referred to Jeff Booth, at 360-725-6217 or by email at jeff.booth@k12.wa.us.

Day Care Home Section

The sponsor application wizard in WINS includes a Day Care Home section that addresses advances, startup funds, and expansion funds. These funds may be available to sponsors upon request and with OSPI approval.

Sponsors requesting an advance should indicate the amount being requested for administrative expenses. The maximum advance amount allowed is calculated based on ninety percent of the monthly average of the first nine months of this federal fiscal year administrative earnings. Advance funds are not immediately available, as they must be issued by the U.S. Department of Agriculture (USDA). No more than one month's advance can be provided to a sponsor in any month and no more than two months outstanding advances are available during a fiscal year. If a sponsor is terminated or self-terminates, any outstanding advances are due immediately.

Sponsors of fewer than fifty homes may apply for start-up funds for recruitment of additional homes. Contact your program specialist for additional information.

Sponsors planning to expand operations into rural or low-income areas may apply for expansion funds. Expansion funds may not be awarded to the same sponsor in two consecutive years. Contact your program specialist for details.

Budgets

Sponsors administrative budgets for FY17 can be completed by going to the Budget Tab in WINS and selecting Renew. Review and update your budget information and then select the Submit to OSPI button.

Key Reminders for the FY 2017 Budget:

- Budgets must be based on the average number of homes claimed to date in the current fiscal year.
- Sponsoring organizations with carry-over funds must include the projected carry-over amount in the annual administrative budget. Those sponsors anticipating carry-over funds should contact their program specialist.
- If there are no changes regarding the earned leave benefit method, a new "letter of intent" does not need to be submitted.

All items listed in the budget must be charged to the CACFP according to FNS 796-2, Rev. 4 and other applicable circulars. Comprehensive Budget Instructions and CNS Policy 38, are available upon request.

Management Plan

Sponsor management plans for FY17 can be completed by going to the Management Tab in WINS and selecting Renew Management Plan. The management plan is used to assist in evaluating the financial viability, organizational capability, and administrative accountability of the sponsor. Review each part of your management plan carefully for accuracy and make updates as appropriate. Complete the federal staffing standards question by providing the percent of time each job position spends on monitoring duties and ensure all position descriptions have been submitted to OSPI.

Procurement Standards

Sponsors of USDA Child Nutrition Programs are required to follow regulations concerning the procurement of supplies, food, equipment, and other services with program funds. These requirements ensure that materials and services are obtained efficiently and economically while in compliance with applicable laws. Complete the Procurement Standards form (*Attachment 1*) and upload into WINS.

Program Application Submission and Approval

After you have completed the program application wizard, budget, and management plan renewal, go to the Current Overview tab to submit 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 for approval. Applications must be submitted no later than August 31, 2016.

Please contact your program specialist with any questions. This information is also available at <http://www.k12.wa.us/BulletinsMemos/bulletins2016.aspx>.

EXECUTIVE SERVICES

Ken Kanikeberg
Chief of Staff

CHILD NUTRITION SERVICES

Donna Parsons, MS, RD, SNS
Director

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Attachments

Attachment 1 Procurement Standards

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: program.intake@usda.gov.

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