

CHILD AND ADULT CARE FOOD PROGRAM

Application Renewal Checklist

The Child and Adult Care Food Program (CACFP) application includes completing the applicable items and documents.

All documents must be uploaded into WINS. [Adding Documents in WINS](#) provides detailed instructions on how to upload documents.

Required by all sponsors - complete in WINS:

- Sponsor Profile
- Sponsor Application
- Site Application(s)
- Site Calendar(s)
- Budget
- Management Plan (for sponsors with 2 or more sites)

Required by sponsors - upload into WINS:

- Procurement Standards - *Attachment 2*

Required by sponsors if there has been a change - upload into WINS:

- License or Alternate - one for each site (homeless shelters are not required to be licensed):
 - Copy of License
 - DSHS Letter-in-Lieu of License

Required by homeless shelters and at-risk centers – upload into WINS:

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

Required by sponsors who contract for Vended Meals:

- Food Service Agreement for Vendors
(available at <http://www.k12.wa.us/ChildNutrition/Programs/CACFP/ProgramMaterials.aspx>)