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## SUPERINTENDENT OF PUBLIC INSTRUCTION

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September 13, 2016

(X) Action Required  
Date Due: 10/01/16  
(X) Informational

### BULLETIN NO. 048-16 CHILD NUTRITION SERVICES

TO: Child and Adult Care Food Program—Adult Care Institutions  
FROM: Randy I. Dorn, State Superintendent of Public Instruction  
RE: Adult Care Institutions—Child and Adult Care Food Program Renewal Process for Federal Fiscal Year 2017

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This bulletin provides instructions for Adult Care Centers 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 October 1, 2016, to the Office of Superintendent of Public Instruction (OSPI) Child Nutrition Services (CNS). As required by the federal government for reporting purposes, the Catalog of Federal Domestic Assistance number for CACFP is 10.558.

The application renewal process is completed in the Washington Integrated Nutrition System (WINS). Any documents required 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>. Use the Application Checklist (*Attachment 1*) to ensure all components are completed.

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 Profile**

Review and update all sponsor information in the Sponsor Profile Tab. 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 includes an audit section that addresses audit requirements. Public schools, 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 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](mailto:jeff.booth@k12.wa.us).

### *Training*

The Sponsor Application also includes a training attendance section. All institutions are required to annually attend CACFP training provided by OSPI. Enter the date a representative from the institution attended the mandatory training.

### **Site Application and Site Calendar**

All sites are listed on the Sites tab. Select each site to review and update site profile information. If you need to add a new site, call your program specialist. Site applications can be completed by selecting the Renew Application button, and completing the site application wizard.

### *Racial/Ethnic*

Racial/Ethnic Data is reported in the Site Application. For ethnicity, indicate whether each adult is Hispanic or not Hispanic. For race, more than one race may be selected per adult. Race and ethnicity may be identified through self-identification (on Income Eligibility Applications) or the sponsor may make a visual identification. It is not necessary for the numbers reported on the site application to match the study month data.

### *Site Calendar*

Meal service information for each site is entered into the site calendar. Add a calendar for the new program year by going to the Site Calendars Tab and selecting Add.

### **Budgets**

Center Budgets can be completed by going to the Budget Tab and selecting Renew. Enter your estimated CACFP revenue and food service operating and administrative costs. All CACFP funds must be used for food service related expenses. Institutions must have additional revenue sources available if their CACFP reimbursement cannot cover all food service expenses.

Administrative costs are those costs incurred by an institution for planning, organizing, and managing food services and allowed by OSPI.

Operating costs are those costs incurred by an institution in serving meals to participants and allowed by OSPI. Operating costs include food and labor costs related to meal service, nonfood supplies, and other miscellaneous costs related to the meal service.

For sponsoring organizations, regulations limit the amount of meal reimbursement that can be used to support administrative costs to 15 percent. This means at least 85 percent of the meal reimbursement must support operating costs. If CACFP reimbursement is used for administrative expenses, food service operating costs will need to be entered monthly on the claim.

### **Management Plan**

Management plans are required for sponsoring organizations. Management plans can be completed by going to the Management Tab and selecting Renew Management Plan. The management plan becomes available once a minimum of two site applications have been completed.

### **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 2*) and upload it into WINS.

### **Submitting your Application**

After you have uploaded any required documents and completed your sponsor application, site application(s), calendar(s), budget, and management plan, 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. Applications must be submitted no later than October 1, 2016. No monies or benefits may be paid under this program until the application is completed and approved (Federal Regulation 7 CFR 226).

## Reporting Changes to your Approved Application

Institutions must revise and resubmit their application in WINS when changes occur during the year. Failure to report the changes could result in the recovery of funds. Changes that must be reported include:

- Name, address, phone number, or email changes.
- A site is added, dropped, or moved.
- A change in meal service.
- There is a new director or owner.
- The center is sold.
- The business is closed.

## Vended Meals

Institutions who wish to contract for vended meals, must complete the OSPI Food Service Agreement for Vendors as part of their application. This form is available electronically at <http://www.k12.wa.us/ChildNutrition/Programs/CACFP/ProgramMaterials.aspx>. Upload the completed agreement into WINS.

Vended meals are sometimes purchased from school districts. However, school districts are not allowed to vend meals to for-profit centers. Institutions who wish to purchase vended meals from any type of a vendor *other than a school district*, are required to obtain bids.

When the projected amount for vended meals is less than \$150,000, an informal bid process is allowed. The informal bid process allows for quotes to be obtained by telephone, email or mail. Quotes must be requested from at least 3 potential vendors. Possible organizations for quotes include nearby hospitals, school districts, community centers, senior nutrition programs, or other catering services. Documentation of the bid process must be recorded. A sample bid form and instructions can be found at <http://www.k12.wa.us/ChildNutrition/Programs/CACFP/ProgramMaterials.aspx>. Documentation of your bidding process must be kept for 3 years plus the current year.

When the projected amount for vended meals is more than \$150,000, a formal bid process must be used. For further guidance on the formal bid process, call 360-725-6200.

If you have questions regarding this bulletin, please contact your assigned program specialist.

This information is also available at [www.k12.wa.us/BulletinsMemos/bulletins2016.aspx](http://www.k12.wa.us/BulletinsMemos/bulletins2016.aspx) on the agency website.

## EXECUTIVE SERVICES

Ken Kanikeberg  
Chief of Staff

## CHILD NUTRITION SERVICES

Donna Parsons, MS, RD, SNS  
Director

RD:al

### Attachments

Attachment 1 - Adult Care Center Application Checklist for Renewing Institutions

Attachment 2 - 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](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](mailto:program.intake@usda.gov).

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