

CACFP – ADULT CARE CENTER 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 who contract for Vended Meals:

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