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# SUPERINTENDENT OF PUBLIC INSTRUCTION

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August 11, 2017

- (X) Action Required  
**Due Date: 8/31/17**
- (X) Informational

BULLETIN NO. 054-17 CHILD NUTRITION SERVICES

TO: Family Day Care Home Sponsors

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Family Day Care Home Sponsors Application Renewal Process for Federal Fiscal Year 2018

CONTACTS: Adele Roberts 360-725-6200 [adele.roberts@k12.wa.us](mailto:adele.roberts@k12.wa.us)  
Arianne McConchie 360-725-6201 [arianne.mcconchie@k12.wa.us](mailto:arianne.mcconchie@k12.wa.us)  
Agency TTY: 360-664-3631

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 2018 (FY18). The renewal application must be completed and submitted by August 31, 2017.

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 added into WINS. See the [WINS](#) web page for directions on how to add documents to WINS, as well as training videos, instructions, and job aids.

Institutions that officially change their legal name, which results in a new Federal Employer 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 FY18 can be added by selecting the *Renew Application* button in the *Applications* tab and completing the *Sponsor Application*.

### ***Audit Section***

The *Sponsor Application* 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 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.

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, Audit Specialist, at 360-725-6217 or by email at [jeff.booth@k12.wa.us](mailto:jeff.booth@k12.wa.us).

### ***Day Care Home Section***

The *Sponsor Application* 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 Adele Roberts, CACFP Supervisor, 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 the CACFP supervisor for details.

## **BUDGETS**

Sponsors administrative budgets for FY18 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 FY18 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 carry-over amount in the annual administrative budget. Carry-over amounts will not be known until the end of the fiscal year. A budget revision will be required for those sponsors with carry-over funds.
- If there are changes regarding the earned leave benefit method, a new “letter of intent” needs 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 FY18 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 update 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.

## **PROGRAM APPLICATION SUBMISSION AND APPROVAL**

After you have completed the program application, budget, and management plan renewal, go to the *Current Overview* tab to submit your application. Once the status of your application shows as “submitted”, the program specialist will be alerted your application is ready to be reviewed for approval. Applications must be submitted no later than August 31, 2017.

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### **INFORMATION AND ASSISTANCE**

Please contact your program specialist with any questions. This information is also available on OSPI's [Bulletins](#) web page.

Jamila B. Thomas  
Chief of Staff

Lisa Dawn-Fisher  
Chief Financial Officer

Donna Parsons, MS, RD, SNS  
Director, Child Nutrition Services

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