



SUPERINTENDENT OF PUBLIC INSTRUCTION

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- (X) Action Required
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- (X) Informational

BULLETIN NO. 063-17 CHILD NUTRITION SERVICES

TO: Child and Adult Care Food Program—Child Care Institutions

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Child Care Institutions—Child and Adult Care Food Program Renewal Process for Federal Fiscal Year 2018

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|-----------|---------------------|--------------|--|
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This bulletin provides instructions for Child Care Institutions who wish to continue participating in the Child and Adult Care Food Program (CACFP) for Federal Fiscal Year 2018. The renewal application must be completed and submitted by October 1, 2017, to the Office of Superintendent of Public Instruction (OSPI), Child Nutrition Services (CNS).

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 added in WINS. See the [WINS](#) web page for directions on how to add documents to WINS, as well as training videos, instructions, and job aids. 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 Employer Identification Number (FEIN), must report this change immediately to Child Nutrition Services before starting the renewal process.

NEW MEAL PATTERNS

The Healthy, Hunger-Free Kids Act made the first major changes in the CACFP meals and snacks since the Program's inception. These changes are expected to enhance the quality of meals served to help young children learn healthy eating habits early on in their lives. CACFP centers must comply with the updated meal standards starting October 1, 2017.

CNS has provided meal pattern training and will continue to assist sponsors in implementing the new meal patterns. New meal pattern resources are available on the [CACFP Training](#) web page.

AUDITS

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 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 Services.

Contact Jeff Booth, Audit Specialist, with questions regarding audits at 360-725-6217 or jeff.booth@k12.wa.us.

TRAINING

All institutions are required to annually complete CACFP training provided by CNS. Training is provided as both live and recorded webinars. Training information can be found on the [CACFP Training](#) web page.

PRICING PROGRAM OPTION

All institutions participating on CACFP in Washington are currently operating as Non-Pricing Programs. Independent centers and sponsoring organization of centers are allowed to operate "Pricing Programs." Pricing Programs charge for meals and snacks served to participants who do not qualify for free meals. Institutions wishing to operate a Pricing Program must complete and submit a *Pricing Policy Statement* and follow program regulations outlined at 7 CFR 226.23(c). Pricing Program requirements include:

- Distributing income eligibility materials to households;
- Processing meal applications;
- Determining eligibility and notifying households in writing of the eligibility determination;
- Having a procedure in place that allows households to appeal the result of the eligibility determination; and
- Working with CNS during the verification of eligibility for free and reduced price meals, which includes requiring households to submit supporting income documentation.

Institutions providing meals to participants in emergency shelters and at-risk afterschool meal programs may not operate a Pricing Program.

For more information and additional resources about Pricing Programs, please contact the Olympia office at 360-725-6206.

LICENSED CHILD CARE

Child care licenses may be from the Washington State Department of Early Learning (DEL) or from a recognized tribal or military organization. Local Education Agency (LEA) sponsored programs operating in school buildings, Head Start, and ECEAP are not required to have licenses. Current license(s) need to be added in WINS and reviewed annually, if required.

Certain organizations are not required to be licensed. For these sites, fire/safety and sanitation permits or certificates for all facilities must be added in WINS on an annual basis.

Institutions serving emergency shelters or At-Risk only centers are only required to submit fire/safety and sanitation permits or certificates for all facilities. These must be added in WINS on an annual basis. If an At-Risk center also provides licensed child care, a license is required.

BUDGETS

Administrative costs are costs incurred by an institution for planning, organizing, and managing food services. Operating costs are costs incurred by an institution in serving meals to participants including food/labor costs related to meal service, nonfood supplies, and other miscellaneous costs related to the meal service. Administrative and operating costs must be approved by CNS.

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.

REPORTING CHANGES TO YOUR APPROVED APPLICATION

Institutions must revise and resubmit their application in WINS when changes occur throughout the year. Failure to report the changes could result in CNS disallowing meals served. 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 (i.e. meal type/time).
- 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. Add the completed agreement into WINS under *Documents*.

Vended meals are sometimes purchased from LEAs (Public/Private Schools). However, LEAs 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 LEA* are required to obtain bids. LEAs who are using a Food Service Management Company (FSMC) cannot vend to you unless they have included the option to vend meals for CACFP in their contract.

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 three (3) potential vendors. Possible organizations for quotes include nearby hospitals, LEAs, 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 on the [Program Materials/Forms](#) web page. 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, contact Jeff Booth at 360-725-6217 or jeff.booth@k12.wa.us.

INFORMATION AND ASSISTANCE

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

Attachments:

Attachment 1 - Application Renewal Checklist – Child Care

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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.

This institution is an equal opportunity provider.