

## CHILD AND ADULT CARE FOOD PROGRAM Application Renewal Checklist – Child Care

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

**All documents must be added in WINS.** See [Adding Documents in WINS](#) for detailed instructions.

### **Required by all sponsors - complete in WINS:**

- Sponsor Profile
- Sponsor Application
- Site Application(s)
- Site Calendar(s)
- Budget (School Districts exempt)
- Management Plan (for Sponsoring Organizations; School Districts exempt)

### **Required by sponsors if there has been a change – added in 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 – added in WINS:**

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

### **Required by sponsors who contract for Vended Meals – added in WINS:**

- [Food Service Agreement for Vendors](#)