

OSPI CNS Child and Adult Care Food Program (CACFP) Reference Sheet

CACFP Financial Management and WINS Reporting

The Child and Adult Care Food Program (CACFP) requires institutions to demonstrate ongoing compliance with the CACFP Performance Standards of financial Viability, Capability, and Accountability (VCA). One important way sponsors demonstrate ongoing compliance with VCA is with accurate financial management and reporting. Revenue and expenses must be tracked, documented, and approved in the program budget, as well as reported accurately.

Requirements

- ✓ Develop and submit a program budget each year. Costs in the budget must be necessary, reasonable, and allowed. Budget costs are separated into Operating and Administrative categories. Use the [Budget Reference Sheet](#) for more details.
- ✓ Budgets must be approved by OSPI CNS through the Washington Integrated Nutrition System (WINS) prior to incurring any costs.
- ✓ Monitor the CACFP program budget and act when the budget is no longer accurate for supporting program operations.
 - When applicable, submit a budget revision through WINS. OSPI CNS must evaluate and approve revisions prior to the sponsor incurring expenses for the revised budget items.
- ✓ Evaluate the program budget by comparing the actual monthly expenses with the average monthly amount in the approved budget.
- ✓ Financial reporting is required when submitting a monthly claim in WINS, follow instructions in the WINS Reporting section of this reference sheet.

WINS Reporting

✓ Operating Expenses

Monthly recordkeeping is required using the accrual accounting method (an accounting method where revenue or expenses are recorded when a transaction occurs rather than when payment is received or made).

- CACFP sponsors must report *Total Monthly Operating Expenses* in WINS.
 - Add a claim in WINS system and enter the total operating expense dollar amount for the claim month each month.
 - Documentation must be maintained by the sponsor and made available upon request.



- Monthly claims cannot be submitted until operating expenses are entered.
- Sponsors may use the [Operational Expense Worksheet](#) to track monthly expenses and use the information for reporting total expenses for the claim month.
- Family Day Care Home (FDCH) sponsors do not include operating expenses in the budget and therefore are not required to report operating expenses.

✓ **Administrative Expense WINS Reporting**

Monthly recordkeeping is required using the accrual accounting method.

- CACFP sponsors that elect to use CACFP reimbursements for administrative expenses must report budget line-item *Total Monthly Administrative Expenses* in WINS.
 - Add a claim in the WINS system and enter the total administrative expenses for the claim month each month.
 - Monthly claims cannot be submitted until administrative expenses are entered.
- Sponsors may use the [Administrative Expense Worksheet](#), available at the Child Nutrition Website to document monthly expenses.
- CACFP sponsors that do not include administrative expenses in the annual budget are not required to report administrative expenses with monthly claim.

Steps to Comply with Requirements

- ✓ Analyze monthly expenses and revise budget if needed.
- ✓ Create policies and procedures for maintaining records and financial management.
- ✓ Maintain accurate records which justify all costs and meals claimed.
- ✓ Use tracking resources made available by OSPI CNS for monthly expenditure records.
- ✓ File documentation of expenditures with monthly expense worksheets and organize by month.
- ✓ Submit claims by the 15th of each month after services were provided. The use the Claim Due Dates document found on [CNS Claims and Fiscal Information webpage](#) for claiming deadlines.

References

- [7 CFR 226.6\(b\)\(2\)\(vii\)\(A\)](#)
- [7 CFR 226.6\(b\)\(2\)\(vii\)\(C\)](#)
- [FNS Instruction 796-2, Rev. 4](#)
- [Guidance for Management Plans and Budgets CACFP Program Handbook](#)

Resources

- [VCA Reference Sheet](#)
- [Budget Reference Sheet](#)
- [Non-Profit Food Service Reference Sheet.](#)
- [Monthly Administrative Expenditure Worksheet](#)
- [Monthly Operational Expenditure Worksheet](#)

Acronym Reference

- CACFP- Child and Adult Care Food Program
- CFR- Code of Federal Regulations
- CNS- Child Nutrition Services
- FNS- Food and Nutrition Service
- GAAP-Generally Accepted Accounting Principles
- OSPI- Office of Superintendent of Public Instruction
- USDA- United States Department of Agriculture
- VCA- Viability, Capability, Accountability
- WINS-Washington Integrated Nutrition System