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# SUPERINTENDENT OF PUBLIC INSTRUCTION

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May 10, 2016

(X) Action Required  
Due Date: May 27, 2016  
(X) Informational

## BULLETIN NO. 016-16 CHILD NUTRITION SERVICES

TO: Educational Service District Superintendents  
Potential Sponsors of the Summer Special Milk Program

FROM: Randy I. Dorn, State Superintendent of Public Instruction

RE: Special Milk Program Application Summer 2016

CONTACT: Wendy Barkley, Supervisor, School Nutrition Programs  
[wendy.barkley@k12.wa.us](mailto:wendy.barkley@k12.wa.us); 360-725-6220

Valerie Boudas, Administrative Assistant  
[valerie.boudas@k12.wa.us](mailto:valerie.boudas@k12.wa.us); 360-725-6203

TTY: 360-664-3631

This bulletin is for sponsors who intend to operate a Special Milk Program (SMP) in Summer 2016. Any nonprofit organization providing organized child care or a residential camp may apply for participation in the SMP.

The SMP provides milk to children in schools, child care institutions, and eligible camps that do not participate in other federal child nutrition meal service programs. The program reimburses schools and institutions for the milk they serve. The current rate of reimbursement is \$0.20 per half-pint of milk. Reimbursement rates may change effective July 1, 2016, but have not yet been released.

Funds for the payment of this program are provided by the Special Milk Program for Children (SMP), Catalog of Federal Domestic Assistance (CFDA) #10.556.

### The Application Process

Sponsors wishing to participate in the SMP for summer 2016 must submit a completed application packet to the Office of Superintendent of Public Instruction (OSPI) no later than May 27, 2016. Applications received late may not be approved in time to allow milk to be claimed at the start of the program.

Specific information will be collected in the application process. *Attachment 1 – Special Milk Program Application and Program Information* provides descriptions about terms used in SMP and some of the information to be collected. We encourage you to review this information before you begin the application process.

The SMP application process includes the following steps:

### **Online Application in WINS**

New and returning sponsors must complete an online application in the Washington Integrated Nutrition System (WINS). WINS is an online system used to collect application information and to process claims for reimbursement.

New sponsors must designate a WINS Sponsor Administrator by signing and submitting *Attachment 3 – Access Rights/User Authorization* form. An email with a user name and link to sign-in to WINS will be sent to the system administrator once the authorization is processed. Once the authorization is processed, an email from the OSPI Single Sign-On service will be sent to the system administrator with a user name and link to the WINS sign-in web page.

Returning sponsors should review and update all sponsor information in the Sponsor Profile Tab in WINS. **Ensure contact information, including email addresses, are current and entered correctly.** Sponsor applications for 2016 can be added by selecting the Renew Application button on the Applications Tab. Complete the Sponsor Application Wizard. Next, go to the Current Overview Tab to view a list of sites. For each site that will serve milk, complete a site application, create site calendars, and review and update staff information.

Detailed videos and job aids on how to navigate in WINS are available at <http://www.k12.wa.us/ChildNutrition/WINS.aspx>. While videos and job aids are not specific to the SMP, they will familiarize you with the system and walk you through the steps for program application, site calendar, and site application. The School Meals: Shared Calendar module is only applicable if you have more than one site.

### **Application Forms and Documents**

The application includes completing specific forms and documents depending on the type of sponsor. *Attachment 2 – Special Milk Application Checklist* provides a checklist of these forms and documents. All documents must be uploaded into WINS. Instructions on how to upload documents in WINS is available at <http://www.k12.wa.us/ChildNutrition/pubdocs/AddingDocumentsinWINS.pdf>.

### **Claims for Reimbursement**

All claims for reimbursement are made electronically through WINS. Instructions for submitting claims are provided in a training module, Lesson 3: Entering Claims and Reviewing Accounts, available at <http://www.k12.wa.us/ChildNutrition/WINS.aspx>.

If you have a question relating to the claim for reimbursement process or how a payment is calculated, you may contact Colleen McGuire, Fiscal Analyst, at 360-725-6211 or by email at [colleen.mcguire@k12.wa.us](mailto:colleen.mcguire@k12.wa.us).

This information is also available at <http://www.k12.wa.us/BulletinsMemos/bulletins2016.aspx>.

EXECUTIVE SERVICES

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CHILD NUTRITION SERVICES

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Director, Child Nutrition Services

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**Attachments:**

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| Attachment 1 | Special Milk Program Application and Program Information  |
| Attachment 2 | Special Milk Program Application Checklist  |
| Attachment 3 | Access Rights/User Authorization For Child Nutrition Programs<br>Washington Integrated Nutrition System (WINS) ( <i>FORM SPI 1710</i> ) |
| Attachment 4 | Special Milk Program Agreement for Summer Camps, Summer 2016<br>( <i>FORM SPI M-280SM</i> )   |
| Attachment 5 | Statewide Payee Registration Washington State   |
| Attachment 6 | Certification Regarding Lobbying Child Nutrition Programs<br>( <i>FORM SPI CNS 280 LOB</i> )  |
| Attachment 7 | Disclosure of Lobbying Activities ( <i>FORM SPI CNS 280F</i> )  |
| Attachment 8 | Procurement Standards ( <i>FORM SPI CNS 1716</i> )  |

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