



SUPERINTENDENT OF PUBLIC INSTRUCTION

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June 22, 2016

(X) Action Required
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BULLETIN NO. B027-16 CHILD NUTRITION SERVICES

TO: Educational Service District Superintendents
School District Superintendents
Special Milk Program (Public Schools)
Special Milk Program (Select Private Schools)
Special Milk Program (Non-residential Child Care Institutions)

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

RE: Special Milk Program Application Renewal for School Year 2016–17

CONTACT:

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This bulletin provides information for sponsors who wish to participate in the Special Milk Program (SMP) for school year 2016–17. Sponsors that only serve milk, and do not participate in any other Federal child nutrition meal service program are eligible for the SMP. Local Education Agencies (LEAs) that serve milk to split-session kindergarten students that do not have access to either the breakfast or lunch programs, or serve milk to children enrolled in child care centers are eligible for the SMP. No other age groups, classes, or programs within the LEA may participate. The SMP application must be completed and submitted by September 30, 2016. Applications received late may not be approved in time to allow September milk to be claimed for reimbursement.

THE APPLICATION PROCESS

The application process is completed in the Washington Integrated Nutrition System (WINS). Paper application forms that have been completed as part of the application process must be uploaded into WINS. WINS training videos, and job aids can be found at <http://www.k12.wa.us/ChildNutrition/WINS.aspx>.

LEAs that officially change their legal name that results in a new Federal Tax Identification Number (FEIN) must report this change immediately to CNS before starting the application process.

WINS - Sponsor and Site Applications and Calendars

Sponsors should review and update all sponsor information in the Sponsor Profile Tab in WINS. Review staff listed in the sponsor staff section and update and edit as necessary. **Ensure contact information, including email addresses, are current and correct.**

Sponsor applications for School Year 2016–17 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.

Paper Application Forms

Paper application forms must be uploaded into WINS. Directions on how to upload documents into WINS can be found at <http://www.k12.wa.us/ChildNutrition/WINS.aspx>.

The following documents should be completed and uploaded:

- Certification Regarding Lobbying (*Attachment 1*)
The Certification Regarding Lobbying requires an original signature and must be completed and submitted by all sponsors.
- Disclosure of Lobbying Activities (*Attachment 2*)
Sponsors that participate in lobbying activities and receive more than \$100,000 in federal funds are required to complete the Disclosure of Lobbying Activities form.
- Procurement Standards (*Attachment 3*)
Sponsors of USDA Child Nutrition Programs are required to follow regulations concerning the procurement of supplies, food, equipment, and other services with program funds. These requirements ensure that materials and services are obtained efficiently and economically while in compliance with applicable laws.

Submitting your Application

After you have uploaded your documents and completed your program application, site application(s), and calendar(s), go to the Current Overview tab to submit your application. Once the status of your application shows as “submitted,” your program specialist will be alerted that your application is ready to be reviewed. Applications must be submitted no later than September 30, 2016.

ADDITIONAL INFORMATION

Milk Requirements

Milk served in the SMP must be 1% or not-fat, and may be plain or flavored.

Counting milk and claiming reimbursement

Milk counts are to be taken at the point of service, i.e., as the student receives a reimbursable milk. Milk counts cannot be based on attendance taken in the morning. Sponsors must submit claims for reimbursement electronically through WINS. Instructions for submitting claims in WINS are available at <http://www.k12.wa.us/ChildNutrition/WINS.aspx>.

Pricing and Non-pricing Programs

Sponsors may choose to operate a pricing or non-pricing program. Pricing programs charge students for milk. All milk served is claimed at the paid milk rate.

Non-pricing programs do not charge students for milk. Sponsors may choose to NOT collect Household Applications for Free Milk and then claim all milk served at the paid rate. Alternatively sponsors may choose to collect Household Applications for Free Milk from all students and then claim at the free or paid rate based on the eligibility of each student. Sponsors that choose to claim based on student eligibility status must annually distribute Household Applications for Free Milk to all households.

Household application materials are updated each year to reflect changes to include income guidelines and program regulations. The United States Department of Agriculture (USDA) income guidelines effective July 1, 2016 – June 30, 2017 and free milk applications and materials for School Year 2016–17 can be found on the SMP web page at <http://www.k12.wa.us/ChildNutrition/programs/SpecialMilk/default.aspx>. The following materials are available:

- **2016–17 Household Application for Free Milk**
This application allows households to apply for free milk. There is also a prototype, including translated versions in multiple languages, available through the USDA’s food and nutrition website at <http://www.fns.usda.gov/school-meals/family-friendly-application-translations>.
- **Letter to Households**
This letter provides instructions for completing the application for free milk benefits.

- **Notice of Eligibility for Free Milk**
This letter may be used to notify households that a student(s) has been approved for free milk benefits.
- **Notice of Denied Eligibility for Free or Reduced-Price Meals**
This letter may be used to notify households that a student(s) has been denied for free milk benefits. Households with students who are denied must be given written notification of the denial.
- **Public Release for Free Milk**
Regulations require the public be notified that the SMP is available. OSPI provides a public release to the media that meets this regulation. However, LEAs are encouraged to provide a public release and a supply of Household Application for Free Milk forms to local organizations that provide assistance to low-income families such as food banks; Women, Infants, and Children (WIC) clinics; post offices; and employment security offices.

LEAs must process applications within 10 working days. The determining official is the individual(s) responsible for reviewing and approving free milk applications. A hearing official is the individual responsible for reviewing and making a determination regarding an appeal to a benefit determination. The hearing official cannot be the same individual as the determining official. The Letter to Household should include the name of the hearing official.

Translations and Limited English Proficiency (LEP)

The application materials and other communications with households concerning eligibility determinations must be in a language that parents or guardians can understand. LEAs have the responsibility to be aware of language needs of LEP households and ensure these households have access to the same information other households have in a manner they can easily understand. USDA provides application translations in 34 languages. Although these materials are specifically for school meals, they can be used to gather household information to determine eligibility for free milk. These materials are located at the USDA website <http://www.fns.usda.gov/school-meals/family-friendly-application-translations>.

Audits

Subrecipients of federal awards, as defined by the Office of Management and Budget 2 CFR Part 200, shall maintain records that identify all federal funds received and expended. Such funds shall be identified by the appropriate OMB Catalog of Federal Domestic Assistance (CFDA) numbers. Subrecipients must make their records available for review or audit by officials of federal agencies, the General Accounting Office, and the Superintendent of Public Instruction (OSPI) or designee.

Subrecipients expending seven hundred fifty thousand dollars (\$750,000) or more in federal awards from all federal sources combined in any fiscal year beginning after December 26, 2014, must receive an audit under 2 CFR Part 200 Subpart F for that fiscal year. The audit must be completed within nine (9) months of the end of that fiscal year and the Audit Reporting Package 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. For audits of previous fiscal years, subrecipients expending five hundred thousand dollars (\$500,000) in federal awards from all federal sources combined, will have an audit conducted in accordance with OMB Circular A-133. The same completion timelines and submission requirements apply as under 2 CFR Part 200 Subpart F. 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.

Questions regarding audits may be referred to Jeff Booth, at 360-725-6217 or by email at jeff.booth@k12.wa.us.

Contact your program specialist with any questions. This information is available at <http://www.k12.wa.us/BulletinsMemos/bulletins2016.aspx> on the agency website.

EXECUTIVE SERVICES

CHILD NUTRITION SERVICES

Ken Kanikeberg
Chief of Staff

Donna Parsons, MS, RD, SNS
Director

RD:vab

Attachments

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|--------------|--|
| Attachment 1 | Certification Regarding Lobbying Child Nutrition Programs
(<i>Form SPI CNS 280 LOB</i>) |
| Attachment 2 | Disclosure of Lobbying Activities (<i>Form SPI CNS 280F</i>) |
| Attachment 3 | Procurement Standards (<i>Form SPI CNS 1716</i>) |

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 the 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

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