



SUPERINTENDENT OF PUBLIC INSTRUCTION

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(X) Action Required
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(X) Informational

BULLETIN NO. B031-16 CHILD NUTRITION SERVICES

TO: Administrators of Residential Child Care Institutions

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

RE: Residential Child Care Institutions Child Nutrition Programs
Renewal Application 2016–17 Program Year

CONTACT:

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This bulletin provides information for Residential Child Care Institutions (RCCIs) who wish to continue participating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) for school year 2016–17. Application packets must be completed and returned by August 31, 2016 to the Office of Superintendent of Public Instruction (OSPI) Child Nutrition Services (CNS).

THE APPLICATION PROCESS

The application process is completed in the Washington Integrated Nutrition System (WINS). Application documents and forms that will be 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>.

RCCIs that officially change their sponsor name that results in a new Federal Tax Identification Number (FEIN) must report this change immediately to your program specialist before starting the application process.

Sponsor/Site Applications and Calendars in WINS

Returning 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 as necessary. **Ensure contact information, including email addresses, are current and entered correctly.**

Sponsor applications for program 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 the list of sites. For each site that will serve meals, complete a site application, create a site calendar, and review and update staff information.

Paper Application Documents and Forms

Application documents and 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 and forms 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 RCCIs.

- Disclosure of Lobbying Activities (*Attachment 2*)

RCCIs that participate in lobbying activities and receive more than \$100,000 in federal funds are required to complete the Disclosure of Lobbying Activities form.

- Paid Lunch Equity Compliance (*Attachment 3*)

Complete only if the RCCI has students who attend only during the day (non-residential) and charges these students for meals. United States Department of Agriculture (USDA) requires sufficient funds be provided to the nonprofit school food service account for meals served to students not eligible for free or reduced-price meals. To accomplish this, you must determine the weighted average price of paid lunch meals. If the weighted average price was less than \$2.78 in school year 2015–16, you must take immediate action.

- Income Policy Statement (*Attachment 4*)

RCCIs are required to submit an explanation that documents student eligibility for free and reduced-price meals. Submit this form only if the policy has changed from the previous submission. If changes are necessary, be sure to describe if students have income or not, how much, and how the money is accounted for.

- Procurement Standards (*Attachment 5*)

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.

- **Private RCCI Operating License**

Private RCCIs must have a current license for each site in order to participate in the NSLP/SBP. Upload a copy of your license or a copy of the Department of Social and Health Services letter in lieu of a license if a license has not been issued.

RCCIs with expired licenses will not be reimbursed for meals until OSPI CNS receives the required documentation.

Submitting your Application

After you have uploaded your documents and completed your sponsor 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 August 31, 2016. Applications received late or incomplete may not be approved in time to claim reimbursement for July meals.

ADDITIONAL INFORMATION

Food Service Management Companies (FSMC) and Inter-Agency/Vendor Agreements

A RCCI that uses an outside contractor to provide meal service, management, and/or consulting services must have the contract approved by OSPI **before** the contract is executed and before claims for reimbursement can be paid. All services provided by the FSMC, including assistance in menu planning, must be included in the contract. Details regarding contracting requirements can be found at <http://www.k12.wa.us/ChildNutrition/FoodServiceContracts.aspx>.

Interagency agreements are between an RCCI and an organization that participates in the NSLP/SBP. An example of an inter-agency agreement would be if a juvenile center receives meals from a school district that participates in the NSLP/SBP. Vendor agreements occur when an RCCI purchases meals from an organization not participating in the NSLP/SBP and the dollar amount is under the Federal, State and Local small purchase threshold. All inter-agency and vendor agreements must be approved by OSPI in advance of the execution date.

Failure to submit the FSMC contract, inter-agency or vendor agreement, by August 31, 2016, may result in the denial of meal reimbursement and the cessation of USDA food deliveries until the agreement is approved. If you have questions, please contact Jeff Booth at 360-725-6217 or by email at jeff.booth@k12.wa.us.

Afterschool Snack Program

Afterschool snacks may be claimed for students through age 18 who attend an afterschool program that provides regularly scheduled educational or enrichment activities. These activities must be structured and supervised.

Adult Meal Prices

The price for adult meals must be set high enough to cover the actual cost of the meal, including food, labor, supplies, and indirect rate, if applicable. The adult lunch price must be the actual cost (as described above) or the price charged to day students paying the full meal price, plus the value of federal reimbursement for day student meals (currently \$0.31), and the USDA Food Value (currently \$0.3125), if applicable. These rates became effective July 2015. Federal reimbursement rates and the USDA Food Value are released in July of each year.

Audit Requirements

Sponsors are required to maintain records that identify all federal funds received and expended. Such funds shall be identified by the appropriate Office of Management and Budget (OMB) Catalog of Federal Domestic Assistance (CFDA) numbers. The CFDA number for the NSLP is 10.555 and the SBP is 10.553. Sponsors must also make these records available for review or audit by officials of federal agencies, the Government Accountability Office, and OSPI or designee.

Sponsors expending \$750,000 or more in federal funds from all federal sources combined in any fiscal year beginning after December 26, 2014, must receive an audit in accordance with 2 CFR Part 200 Subpart F. Audits must be:

- completed within nine (9) months of the end of that fiscal year;
- submitted to the Audit 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, sponsors expending \$500,000 in federal funds 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, Attn: Jeff Booth.

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

RCCIs WITH NON-RESIDENTIAL DAY STUDENTS

RCCIs with non-residential day students in attendance have a choice in determining how to claim meals served to these day students. The choices are:

1. Claim all meals served to day students in the “paid” category. In this case, no eligibility documentation is collected for the day students: free and reduced-price meal applications and letters to households are not necessary.
2. Claim the meals according to the student’s eligibility determination, i.e. free, reduced-price, paid. The RCCI must distribute the letter to households and a meal application to all households of day students. An approved meal application must be on file for each day student receiving free or reduced-price meals. However, the RCCI may instead, get eligibility status information for day students from the school/school district the student normally attends.

If you choose this option, visit the Free and Reduced Price Information web page for current meal application materials.

Please contact your program specialist with any questions. This information is also available at <http://www.k12.wa.us/BulletinsMemos/bulletins2016.aspx>.

EXECUTIVE SERVICES

Ken Kanikeberg
Chief of Staff

CHILD NUTRITION SERVICES

Donna Parsons, MS, RD, SNS
Director

RD:vab

Attachments

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| Attachment 1 | Certification Regarding Lobbying Child Nutrition Programs
(Form SPI CNS 280 LOB) |
| Attachment 2 | Disclosure of Lobbying Activities (Form SPI CNS 280F) |
| Attachment 3 | Paid Lunch Equity Compliance (Form SPI 280G) |
| Attachment 4 | Income Policy Statement (Form SPI RCCI 280C-2) |
| Attachment 5 | Procurement Standards (Form SPI CNS 1716) |

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, audiotope, 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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