SUPERINTENDENT OF PUBLIC INSTRUCTION

Randy I. Dorn Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · http://www.k12.wa.us

October 4, 2016

(X) Action Required
Due Date: Varies
(X) Informational

BULLETIN NO. B056-16 CHILD NUTRITION SERVICES

TO: Educational Service District Superintendents
School District Superintendents
School District Asst. Superintendents for Business and/or Business Managers
School District Food Service Supervisors
Administrators of Select Private Schools
Administrators of Residential Child Care Institutions

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

RE: Child Nutrition Programs Verification and Other Annual Requirements for Local Education Agencies

CONTACT:

Lisa Jekel	(Olympia)	360-725-4957	lisa.jekel@k12.wa.us
Debra Calhoun	(Spokane)	509-323-2751	debra.calhoun@k12.wa.us
Kari Lund	(Edmonds)	425-776-2955	kari.lund@k12.wa.us
Katie Mettler	(Renton)	425-917-7924	katie.mettler@k12.wa.us
Pam Mahre	(Yakima)	509-575-2412	pam.mahre@k12.wa.us
Katy Short	(Vancouver)	360-952-3313	katy.short@k12.wa.us
Agency TTY		360-664-3631	

Local education agencies (LEAs) that operate school meal programs must annually complete verification and other program requirements to comply with U.S. Department of Agriculture (USDA) federal regulations. Program requirements are outlined in the School Meal Programs Requirements Chart available on the Office of Superintendent Public Instruction (OSPI) Child Nutrition Services (CNS) web page at http://www.k12.wa.us/ChildNutrition/Programs/NSLBP/ProgramApp.aspx.

Annual requirements include:

- Verification
- Food Safety Inspection
- On-Site School Review
- Storage Facility Self-Evaluation

- Afterschool Snack Program Review (as applicable)
- Child and Adult Care Food Program At-Risk Afterschool Meal Program Review (as applicable)

Verification

Verification is the annual process of validating free and reduced price meal eligibility that was determined through the application process. Verification is required for all LEAs participating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) that collect free and reduced price meal applications. Detailed instructions, verification forms, and tools can be found on the Free and Reduced Price Information and Verification webpage at http://www.k12.wa.us/ChildNutrition/Programs/NSLBP/FreeReduced.aspx.

LEAs with a verification non-response rate of twenty percent or greater for 2015-16 must follow the three percent focused sampling method to determine the number of applications that must be verified. A list of these LEAs is located on the Free and Reduced Price Information and Verification webpage noted above.

A recorded training on the verification process is also available at: http://www.k12.wa.us/ChildNutrition/Programs/NSLBP/TrainingMaterials.aspx. Verification is a time sensitive process; plan ahead to ensure requirements are met.

Food Safety Inspection

All LEAs participating in any school meal program must annually have two food safety inspections conducted at each site that prepares and/or serves meals. Food safety inspections are conducted by state, county, or local health departments. LEAs must notify the inspecting agency to make arrangements for the inspections. If the inspecting agency is unable to fulfill this responsibility, the LEA must request the inspections in writing and keep a copy to document their efforts to meet this requirement.

On-Site School Review

LEAs that participate in the NSLP and operate more than one school/site must annually conduct an on-site review of each school or site to evaluate counting and claiming procedures by February 1st each year. New this year, on-site reviews now include review of the SBP. The On-Site School Review form will be available soon at http://www.k12.wa.us/ChildNutrition/Programs/NSLBP/ProgramApp.aspx.

Storage Facility Self-Evaluation

All LEAs that receive USDA Foods must annually review all facilities in which USDA Foods are stored by February 1st. The Storage Facility Self-Evaluation Reference Sheet and form can be found on the Food Distribution web page at http://www.k12.wa.us/ChildNutrition/programs/FoodDistribution/ProgramRequirements.aspx.

Afterschool Snack Program Review (as applicable)

LEAs that operate the Afterschool Snack Program through the NSLP must review each snack site twice annually, during the first four weeks of operation and before the end of the program year. Information and the review form can be found on the Afterschool Snack Program webpage at http://www.k12.wa.us/ChildNutrition/Programs/NSLBP/AfterschoolSnack.aspx.

Child and Adult Care Food Program (CACFP) At-Risk Afterschool Meals Program Review (as applicable)

LEAs that operate the At-Risk Afterschool Meals Program must review the site twice annually, during the first four weeks of operation and before the end of the program year. Information and the review form can be found on the At-Risk Afterschool Meals Program webpage at http://www.k12.wa.us/ChildNutrition/Programs/NSLBP/AfterschoolMeals.aspx.

The requirements noted in this bulletin are **not** a complete listing of all program requirements. For more information about program requirements for school meal programs, see the OSPI CNS website at http://www.k12.wa.us/ChildNutrition/default.aspx and the Code of Federal Regulations Title 7 at http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title07/7tab_02.tpl.

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

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, 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.

This institution is an equal opportunity provider.