



SUPERINTENDENT OF PUBLIC INSTRUCTION

Chris Reykdal Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

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

BULLETIN NO. 020-17 CHILD NUTRITION SERVICES

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

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Summer Food Service Program Returning Sponsor Application Packet

CONTACT: Jennifer Mitchell, Summer Food Service Program Supervisor
360-725-6056 jennifer.mitchell@k12.wa.us
Sarah Hamblin, Administrative Assistant
360-725-6208 sarah.hamblin@k12.wa.us
Agency TTY: 360-664-3631

The Office of Superintendent of Public Instruction (OSPI), Child Nutrition Services (CNS), is pleased to release the 2017 Summer Food Service Program (SFSP) returning sponsor application.

The SFSP provides reimbursement for meals and snacks served to children during the summer months. For general information about the SFSP visit the web page <http://www.k12.wa.us/ChildNutrition/programs/SummerPrograms/.aspx>.

THE APPLICATION PROCESS

The SFSP application process for returning sponsors includes the following steps:

1. Returning sponsors are **required** to attend SFSP training as part of the application process in order to participate on the program. The information provided will assist in administering and operating the SFSP. Training registration and information can be found on the SFSP training web page at: <http://www.k12.wa.us/ChildNutrition/programs/SummerPrograms/SimplifiedSummerFoodTraining.aspx>.
2. Returning sponsors must complete a two-part application. The *Summer Food Service Program Application Information for Returning Sponsors (Attachment 1)*, provides descriptions about program information you will need to complete the application process.

Part One:

Complete the online application in Washington Integrated Nutrition System (WINS). WINS is an online system used to collect application information and to process claims for reimbursement. Detailed resources and training videos on how to navigate in WINS are available at <http://www.k12.wa.us/ChildNutrition/WINS.aspx>.

Part Two:

Complete application forms and documents. Use the sponsor checklist to guide you.

APPLICATION DUE DATE

Meals served prior to your application being approved cannot be claimed for reimbursement. To ensure sufficient application processing time, the application due date is based on the first day of program operations:

The first day of program operations is:	The application due date is:
before June 1, 2017	May 1, 2017
between June 1-15, 2017	May 12, 2017
between June 16-30, 2017	May 24, 2017
after June 30, 2017	June 9, 2017

Applications received after June 15, 2017, will not be accepted.

This memorandum is also available on the agency website at <http://www.k12.wa.us/BulletinsMemos/bulletins2017.aspx>.

Jamila Thomas
Chief of Staff

Donna Parsons, MS, RD, SNS
Director, Child Nutrition Services

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Attachment 1	Summer Food Service Program Application Information
Attachment 2	Summer Food Service Program Checklist for Returning Sponsors
Attachment 3a	Summer Food Service Program Free Meal Policy Statement and Media Release Assurance Open Sites (FORM SPI SFSP 1145MR)
Attachment 3b	Summer Food Service Program Free Meal Policy Statement and Media Release Assurance Closed Enrolled Sites and Camps (FORM SPI SFSP 1145MR)
Attachment 4	Office of Superintendent of Public Instruction Summer Food Service Program Appeal Rights and Procedure

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