

Special Milk Program

Application and Program Information

Federal regulations use specific terms when describing the Special Milk Program (SMP) and require specific information to be collected during the application process. The following provides details regarding those definitions and information. Gather all your information and then begin completing the application materials.

APPLICATION INFORMATION:

Sponsor Name

The sponsor name is the legal entity under which the SMP operates. If your name changes, please contact us immediately.

Sponsor Contact Information

Current contact information is very important so that you receive program notices and regulation changes. The SMP contact should be someone actively involved in the administration of the SMP and able to respond to program questions. The claim contact listed should be the person who submits the monthly claim. Be sure to update information as changes occur.

Signatures

All forms requiring signatures must be signed by a person who has legal authority to bind the sponsor to a contract. Documents with signatures may be scanned/emailed, mailed or faxed.

Tax ID Number

Sponsors must enter their tax identification number, churches are exempt. This is the number assigned by the Internal Revenue Service (IRS).

DUNS Number

All sponsors participating must have a Data Universal Numbering System (DUNS) number and have it registered on the [System for Award Management \(SAM\) website](#). Both of these are free for all businesses required to register with the federal government. If the sponsor does not have a DUNS number, one can be obtained at <http://fedgov.dnb.com/webform>. The questions for the registration pertain to your total business or organization, not just Child Nutrition Programs.

Statewide Payee Registration Washington State

Sponsors must have a Statewide Payee Registration number in order to be paid. If you are not registered with the Washington State Department of Enterprise Services (DES), complete the attached form or the fillable document available on the [DES website](#). If you have questions about this process, please contact DES at payeehelpdesk@des.wa.gov or 360-407-8180. Fax the completed form directly to DES at 360-664-3363. Returning sponsors do not need to complete this form unless your organization has changes to its payment information (i.e. new bank account, address, phone number, or authorized signature). Your bank statement will show the claim for reimbursement as a deposit coming from STATE OF WA-OFM.

WINS (Washington Integrated Nutrition System) Sponsor Administrator

The WINS sponsor administrator is your organization's authorized agent that will grant access to WINS for all other staff. The sponsor administrator is designated on the [WINS Access Rights/User Authorization](#) form.

Certification Regarding Lobbying

USDA regulations governing lobbying require that any entity that enters into an agreement with OSPI to operate programs with federal funds must complete and submit, on an annual basis, a Certification Regarding Lobbying. Recipients of federal grants (such as USDA funds), contracts, loans, and cooperative agreements are prohibited from using any federal funds to pay any persons to influence federal decision making (lobbying) in connection with a specific award.

Disclosure of Lobbying Activities

Entities receiving federal funds **must** disclose lobbying activities, if applicable. You do not need to return this form if your organization does not have any lobbying activities to disclose.

Fluid Milk Requirements

Milk served in the SMP must be 1% milk or nonfat milk. Flavored milk may be served. A variety of 1% or nonfat milk (flavored or unflavored) may be made available for students to choose from, but is not required in the SMP.

DEFINITIONS:

Non-pricing program

A program that does not sell milk to children. This includes programs in which children are normally provided milk, along with food and other services, in a school or child care institution financed by a tuition, boarding, camping, or other fee, or by private donations or endowments.

Milk

For SMP, milk is defined as pasteurized fluid types of unflavored or flavored 1%, skim, or nonfat milk, cultured buttermilk, lactose-reduced milk, or lactose-free milk, or acidified milk made from types of fluid milk which meet state and local standards for such milk. All milk should contain vitamins A and D at levels specified by the Food and Drug Administration (FDA).

Children

Children are defined as individuals less than 19 years of age. Camp counselors or volunteers under age 19 are also eligible to participate in the Summer SMP.

Nonprofit milk service

All income from the milk service program is used solely for the operation or improvement of such milk service.