



SUPERINTENDENT OF PUBLIC INSTRUCTION

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June 30, 2017

- Action Required
Due Date: 09/29/17
- Informational

BULLETIN NO. 041-17 Child Nutrition Services

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
School District Food Service Supervisors
Administrators of Select Private Schools

Charter Schools

Tribal Compact Schools

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: National School Lunch and School Breakfast Programs Renewal for 2017-18
School Year – Public School District/Private Schools

CONTACT: Program Specialists

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PURPOSE/BACKGROUND

This bulletin provides information for Local Education Agencies (LEAs) who wish to continue participating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) for school year 2017-18. Application packets must be completed and submitted by September 29, 2017 to the Office of Superintendent of Public Instruction (OSPI) Child Nutrition Services (CNS). Information about Free and Reduced-Price Meal Application materials can be found in OSPI Bulletin B044-17.

THE APPLICATION PROCESS

The application process is completed in the Washington Integrated Nutrition System (WINS). Paper application forms that are completed as part of the application process must be

uploaded into WINS. Information on WINS, including training videos and job aids, can be found on the [CNS WINS](#) webpage.

LEAs that officially change their legal name resulting 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/edit as necessary. **Ensure contact information, including e-mail address, is current and correct.**

Sponsor applications for school year 2017-18 can be renewed by selecting the ‘Renew Application’ button on the ‘Applications’ tab and completing the ‘Sponsor Application’ wizard. Next, go to the ‘Current Overview’ tab to view a list of sites. For each site that will serve meals, complete a site application, site calendar, 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 on the [CNS WINS](#) webpage.

The following documents should be completed and uploaded:

- [Certification Regarding Lobbying](#) – The Certification Regarding Lobbying requires an original signature and must be completed and submitted by all sponsors.
- [Disclosure of Lobbying Activities](#) – Sponsors that participate in lobbying activities and receive more than \$100,000 in federal funds are required to complete this form.
- [Paid Lunch Equity Compliance](#) – United States Department of Agriculture (USDA) requires LEAs to ensure sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced-price meals. To accomplish this, LEAs must determine the weighted average price of paid lunch meals. If the weighted average price was less than \$2.86 in school year 2016-17, LEAs must take immediate action. All LEAs must complete the Paid Lunch Equity Compliance form.
- [Free and Reduced-Price Statement](#) – Each LEA participating in school meal programs, must have an approved policy statement.

These forms can be found on the CNS [New Sponsors](#) and [Fiscal and Claims](#) webpages.

Submitting Your Application

After you have uploaded your documents and completed your program application, site application(s), and site 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 notified your application is ready for review. Application must be submitted no later than September 29, 2017.

Message for LEAs beginning the 2017-18 School Year in August 2017

LEAs that will have operating days in August 2017 will need to create a revision to the 2016-17 site calendar(s) in WINS as part of the renewal process. An August calendar is required prior to submitting a claim for reimbursement. [Instructions for creating a revision and adding August operating days](#) can be found on the [CNS WINS](#) webpage.

ADDITIONAL INFORMATION

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

LEAs that wish to use 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 claims for reimbursement can be paid. All services by the FSMC, including assistance in menu planning, must be included in the contract. Details regarding contracting requirements can be found on the CNS [Food Service Management Companies](#) webpage.

Inter-district agreements occur when one LEA participating in the NSLP and/or SBP provides meals to another LEA. All inter-district agreements must be approved by OSPI. Vendor agreements occur when an LEA purchases meals from a non-LEA vendor. Vendor agreements must also be approved by OSPI in advance of the execution date.

Failure to submit the FSMC contract, inter-district, or vendor agreement by August 31, 2017, 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 e-mail at jeff.booth@k12.wa.us.

Head Start/Early Childhood Education Assistance Program (ECEAP) Sites

Sponsors should report Head Start/ECEAP as sites in WINS only if the children are enrolled in the LEA **and** have access to a meal served through the NSLP/SBP. If an outside contractor (i.e. Head Start/ECEAP grantee or private school) rents space, but maintains organizational management of the program, the meals may not be claimed by the LEA and should not be reported on the sponsor application. In this case, the LEA should enter into a vendor agreement with the organization.

Afterschool Snack Program

Afterschool snacks may be claimed for students through age 18 who are cared for in afterschool setting that provide regularly scheduled educational or enrichment activities that are structured and supervised.

Reimbursement for afterschool snacks will be at the free rate for those sites in which 50 percent or more of the school's enrolled students qualify for free and reduced-price meals as of the most current October building data on file. Otherwise, the afterschool snack reimbursement will be by each student's meal eligibility category.

If an Afterschool Snack Program is located at a school that does not qualify at 50 percent or more, the school may be qualified by using data from a school within the same attendance zone that does meet the 50 percent or more qualifier. For example, an elementary may use the free and reduced-price statistics from a middle or high school, or a middle school or high school may use the free and reduced-price statistics from an elementary school, as long as the schools are in the same attendance zone.

If a site is not located at a school (i.e. Boys and Girls Club, YMCA, etc.), data from a school within its attendance area must be used to determine the site's reimbursement rate.

Adult Meal Prices

It is strongly recommended that LEAs set an adult meal price to allow teachers, administrators, and parents to demonstrate their support of the Child Nutrition Programs by occasionally eating with their students.

The price for adult meals must be set high enough to cover the actual cost of the meal, including food, labor, supplies, and indirect cost rate, if applicable. The adult lunch price must be the actual cost (as described above) or the price charged to students paying the full meal price, plus the value of federal reimbursement for paid student meals (currently \$0.30) and the USDA Food Value (currently about \$.3125). Federal reimbursement rates and the USDA Food Value are released in July of each year, therefore, these rates may change.

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 Domestic Federal Assistance (CDFA) 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 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.

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 e-mail at jeff.booth@k12.wa.us.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact your program specialist, listed above, or OSPI Child Nutrition Services at 360-725-6200. The OSPI TTY number is 360-664-3631.

This bulletin is also available on OSPI's website at
<http://www.k12.wa.us/BulletinsMemos/bulletins2017.aspx>.

Jamila B. Thomas
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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:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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