

# *OSPI CNS Special Milk Program Information Sheet*

## **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.

All forms in this document are linked on the [Special Milk Program webpage](#), under the 'Application Materials' dropdown.

## **Application Information**

### **Sponsor Name**

The sponsor name is the legal entity under which the SMP operates. If your name changes, you must contact Child Nutrition Services (CNS) immediately.

### **Sponsor Contact Information**

Current contact information is important to 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. 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. Sign, scan, and upload documents into the Washington Integrated Nutrition System (WINS).

Instructions on [how to upload documents into WINS](#) can be found on the CNS WINS webpage.

### **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 must be obtained on the [DUNS website](#). 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 to be paid. If you are not currently registered with the Washington State Office of Financial Management (OFM), complete the attached form or the fillable document available on the [OFM website](#). Fax the completed form directly to DES at 360-664-3363. If you have questions about this process, please contact DES at [PayeeRegistration@ofm.wa.gov](mailto:PayeeRegistration@ofm.wa.gov) or 360-407-8180. Once you receive your statewide vendor number by email, please forward the notice to [cns.supportstaff@k12.wa.us](mailto:cns.supportstaff@k12.wa.us).

### Washington Integrated Nutrition System (WINS) 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

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.

USDA regulations require entities wishing to operate a federally funded program to enter into an agreement with OSPI. The Certification Regarding Lobbying agreement must be completed annually in WINS.

### Disclosure of Lobbying Activities

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

### Procurement Standards

Procurement is the purchasing of goods and services. Regulations require that institutions participating in Nutrition Programs follow procurement standards in accordance with 2CFR 200 and 7CFR 215.14.

### Fluid Milk Requirements

Milk served in the SMP must be 1 percent milk or nonfat milk. Flavored nonfat milk may be served. A variety of 1 percent or nonfat milk may be made available for children to choose from but is not required in the SMP. Fluid milk substitutions that meet nutrient requirements may be made available to accommodate children with disabilities with a written request from a parent or guardian. Fluid milk substitutions that do not meet nutrient requirements may be made available to accommodate children with disabilities with a written request from a licensed health care professional authorized to write medical prescriptions in Washington.

## Definitions

### Pricing Programs

Pricing Programs charge students for milk. All milk served is claimed at the paid milk rate.

### Non-pricing program

A program that does not sell milk to children. This includes programs where children are normally provided milk, along with food and other services. These programs can be in a school or childcare 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 1%, unflavored or flavored skim, or nonfat milk.
- Cultured buttermilk.
- Lactose-reduced milk.
- Lactose-free milk.
- Acidified milk made from types of fluid milk that meets state and local standards.

All milk should contain vitamins A and D at levels specified by the Food and Drug Administration (FDA).

### Nonprofit milk service

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

## Acronym Reference

- ✓ CNS - Child Nutrition Services
- ✓ FDA - Food and Drug Administration
- ✓ OSPI - Office of Superintendent of Public Instruction
- ✓ SMP - Special Milk Program
- ✓ USDA - United States Department of Agriculture