



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
 Child Nutrition Services  
 Old Capitol Building  
 PO BOX 47200  
 OLYMPIA WA 98504-7200  
 (360) 725-6200 TTY (360) 664-3631

AGREEMENT NUMBER		
CO	DIST	BLDG

## USER AUTHORIZATION FOR CHILD NUTRITION PROGRAMS

NAME OF CHILD NUTRITION PROGRAM SPONSOR	CONTACT PERSON (website user)
ADDRESS	TELEPHONE
E-MAIL ADDRESS (must be completed)	FAX

- Please mark the appropriate box:
- National School Lunch/School Breakfast Program
  - Simplified Summer Food Program
  - Seamless Summer Feeding Program
  - Special Milk Program

- Please indicate your assigned responsibility:
- Application
  - Claims

### INSTRUCTIONS:

**Complete and return to the Office of Superintendent of Public Instruction (OSPI) Child Nutrition Services. Retain a copy for your files.**

I understand that the use of the user name and password to access the OSPI Child Nutrition Services Web site is equivalent to an original signature for purposes of official documentation.

By using the user name and password, I certify that the information transmitted is complete and accurate per federal regulations 7 CFR 210, 215, 220 and 225.

I accept responsibility to maintain the integrity of the user name and password. If the user name and password is assigned to another individual, **I understand that I will be responsible for the content of the information transmitted to OSPI Child Nutrition Services.**

If I believe that my user name and password have been compromised, I will notify OSPI Child Nutrition Services immediately and be assigned a new password.

If the ultimate responsibility for submitting information is no longer mine, I will notify OSPI to terminate my access.

Signature of User \_\_\_\_\_ Date \_\_\_\_\_

Printed Name and Title of User \_\_\_\_\_

### TERMINATION OF ACCESS

Terminate: \_\_\_\_\_ Date \_\_\_\_\_  
Name of person whose access will be terminated

Requested by: \_\_\_\_\_ Date \_\_\_\_\_  
Name of person authorizing USDA NSLP access termination

**Return to:** Office of Superintendent of Public Instruction, Child Nutrition Services, Old Capitol Building, PO BOX 47200, OLYMPIA WA 98504-7200