



SUPERINTENDENT OF PUBLIC INSTRUCTION

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June 30, 2017

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

BULLETIN NO. 043-17 Child Nutrition Services

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
Special Milk Program (Public Schools)
Special Milk Program (Select Private Schools)
Special Milk Program (Non-Residential Child Care Institutions)

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Special Milk Program Application Renewal for School Year 2017-18

CONTACT: Program Specialists

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(Renton)	Katie Mettler	425-917-7924	katie.mettler@k12.wa.us
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	Agency TTY	360-664-3631	

PURPOSE/BACKGROUND

This bulletin provides information for sponsors who wish to participate in the Special Milk Program (SMP) for school year 2017-18. Sponsors that only serve milk and do not participate in any other federal child nutrition meal service programs are eligible for the SMP. Local Education Agencies (LEAs) that serve milk to split-session kindergarten students that do not have access to either the breakfast or lunch programs, or serve milk to children enrolled in child care centers, are eligible for the SMP. No other age groups, classes, or programs within the LEA may participate. The SMP application must be completed and submitted by September 29, 2017. Applications received late may not be approved in time to allow September milk to be claimed for reimbursement.

THE APPLICATION PROCESS

The application process is completed in the Washington Integrated Nutrition System (WINS). Paper application forms completed as a 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 Child Nutrition Services (CNS) before starting the application process.

WINS – Sponsor and Site Applications & 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 milk, 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 the Disclosure of Lobbying Activities 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](#) webpage.

Submitting Your Application

After you have uploaded your documents and completed your program application, site application(s), and site calendar(s) in WINS, 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 that your application is ready for review. Applications 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

Milk served in the SMP must be 1% or non-fat and may be plain or flavored.

Counting Milk and Claiming Reimbursement

Milk counts are to be taken at the point of service (i.e. as the student receives a reimbursable milk). Milk counts cannot be based on attendance taken in the morning. Sponsors must submit claims for reimbursement electronically through WINS. Instructions for submitting claims in WINS are available on the [CNS WINS](#) webpage.

Pricing and Non-Pricing Programs

Sponsors may choose to operate a pricing or non-pricing program. Pricing programs charge students for milk. All milk served is claimed at the paid milk rate.

Alternatively, sponsors may choose to collect Household Applications for Free Milk from all students and then claim at the free or paid rate based on the eligibility of each student. Sponsors that choose to claim based on student eligibility status must annually distribute Household Applications for Free Milk to all student households.

Non-pricing programs do not charge students for milk. Sponsors may choose to **not** collect Household Applications for Free Milk and then claim all milk served at the paid rate.

Household application materials are updated each year to reflect changes to include income guidelines and program regulations. The United States Department of Agriculture (USDA) income guidelines, effective July 1, 2017 – June 30, 2018, and free milk applications/materials can be found on the [Special Milk Program](#) webpage.

The following materials are available:

- **2017-18 Household Application for Free Milk**
This application allows households to apply for free milk. There is also a prototype, including translated versions in multiple languages, available through the USDA's Food and Nutrition Service website at <https://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals>.
- **Letter to Households**
This letter provides instructions for completing the application for free milk benefits.
- **Notice of Eligibility for Free Milk**
This letter may be used to notify households of student(s) who have been approved for free milk benefits.
- **Notice of Denied Eligibility for Free Milk**
This letter may be used to notify households of student(s) who have been denied for free milk benefits. Households with students who are denied must be given written notification of the denial.

- **Public Release for Free Milk**

Regulations require the public be notified the SMP is available. OSPI provides a public release to the media that meets this regulation. However, LEAs are encouraged to provide a public release and a supply of Household Application for Free Milk forms to local organizations that provide assistance to low-income families, such as food banks; Women, Infants, and Children (WIC) clinics; post offices; and employment security offices.

LEAs must process applications within 10 working days. The determining official is the individual(s) responsible for reviewing and approving free milk applications. A hearing official is the individual responsible for reviewing and making a determination regarding an appeal to a benefit determination. The hearing official cannot be the same individual as the determining official. The Letter to Household should include the name of the Hearing Official.

Translations and Limited English Proficiency (LEP)

The application materials and other communications with households concerning eligibility determinations must be in a language parents or guardians can understand. LEAs have the responsibility to be aware of language needs of LEP households and ensure these households have access to the same information other households have in a manner they can easily understand. USDA provides application translations in 34 languages. Although these materials are specifically for school meals, they can be used to gather household information to determine eligibility for free milk. These materials are located at the USDA website at <https://www.fns.usda.gov/school-meals/translated-applications>.

Audits

Sub-recipients of federal awards, as defined by the Office of Management and Budget 2 CFR Part 200, shall maintain records that identify all federal funds received and expended. Such funds shall be identified by the appropriate OMB Catalog of Federal Domestic Assistance (CFDA) numbers. The CFDA number for the SMP is 10.556. Subrecipients must make their records available for review or audit by officials of federal agencies, the Government Accountability Office, and the Superintendent of Public Instruction (OSPI) or designee.

Sub-recipients expending seven hundred fifty thousand dollars (\$750,000) or more in federal awards from all federal sources combined in any fiscal year beginning after December 26, 2014, must receive an audit under 2 CFR Part 200 Subpart F for that fiscal year. The audit must be completed within nine (9) months of the end of that fiscal year and the Audit Reporting Package submitted to the Federal Audit Clearinghouse (FAC) by the earlier of 30 days following fiscal year.

If an Indian tribe or Tribal Organization opts not to make 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.

Questions regarding audits may be referred to Jeff Booth, Audit Specialist, 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>.

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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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