



SUPERINTENDENT OF PUBLIC INSTRUCTION

Chris Reykdal Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

June 22, 2018

Action Required

Due Date: 09/28/18

Informational

BULLETIN NO. 052-18 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 2018-19

CONTACT: Program Specialists

| | | | |
|-----------|---------------|--------------|--|
| (Olympia) | Lisa Jekel | 360-725-4957 | lisa.jekel@k12.wa.us |
| (Spokane) | Debra Calhoun | 509-323-2751 | debra.calhoun@k12.wa.us |
| (Edmonds) | Kari Lund | 425-776-2955 | kari.lund@k12.wa.us |
| (Renton) | Katie Mettler | 425-917-7924 | katie.mettler@k12.wa.us |
| (Yakima) | Pam Mahre | 509-575-2412 | pam.mahre@k12.wa.us |
| | Agency TTY | 360-664-3631 | |

PURPOSE/BACKGROUND

The Office of Superintendent of Public Instruction (OSPI), Child Nutrition Services (CNS), is pleased to release the Special Milk Program (SMP) application materials for school year 2018-19.

The SMP application is due September 28, 2018. Applications received late may not be approved in time to allow September milk to be claimed for reimbursement.

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 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 emailed to your assigned program specialist. Your assigned specialist is located on the sponsor profile table in

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

LEAs that change their legal name resulting in a new Federal Tax Identification Number (FEIN) must report this change 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.** CNS uses to communicate important information directly to your institution.

To submit sponsor applications for school year 2018-19:

1. Go to the [WINS website](#) and log in.
2. Select the “Applications” tab.
3. Select the “Renew Application” button.
4. Complete the “Sponsor Application” wizard.
5. 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/update staff information.

Paper Application Forms

Email completed paper application forms to your program specialist. To locate your specialist, you must go to the [WINS website](#) and log in. Your specialist’s name is located under the “Programs” section on the right side of your screen.

The following documents should be completed and emailed to your specialist:

- [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.

These forms are located 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 you must submit your application. To do this, select 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 are due September 28, 2018.**

Message for LEAs beginning the 2018-19 School Year in August 2018

LEAs that will have operating days in August 2018 will need to create a revision to the 2017-18 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. 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 claim based on student eligibility status. 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 and reflects changes to include income guidelines and program regulations. The United States Department of Agriculture (USDA) income guidelines, effective July 1, 2018 – June 30, 2019, and free milk applications/materials can be found on the [Special Milk Program webpage](#).

The following materials are available:

- **2018-19 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>. Although these materials are specifically for school meals, they can be used to gather household information to determine eligibility for free milk.

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.

- **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 sponsors to notify the public when 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.

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.

LEP households must have access to the same information as other households, and it must be 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 on 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, must 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.

If you have questions regarding audits, [please email Jeff Booth](mailto:jeff.booth@ospi.wa.gov) or call 360-725-6217.

INFORMATION AND ASSISTANCE

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

This bulletin is also available on OSPI's website at

<http://www.k12.wa.us/BulletinsMemos/bulletins2018.aspx>.

Jamila B. Thomas
Chief of Staff

Lisa Dawn-Fisher
Chief Financial Officer

Leanne Eko, RD, SNS
Interim Director, Child Nutrition Services

LE: al

The LEA/Sponsor hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d to 2000d-6) and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), Department of Justice (28 CFR Parts 42 & 50), the Civil Rights Restoration Act of 1987, Enforcement of Title VI of the Civil Rights Act of 1964, the Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et. seq.), Section 504 of the Rehabilitation Act of 1973, the Age of Discrimination Act of 1975 (45 CFR Part 91), the Americans with Disabilities Act (28 CFR Part 35, Title II, Subtitle A), and Food and Nutrition Service (FNS) directives or regulations issued pursuant to that act and the regulations to the effect that no person in the United States shall, on the grounds of race, color, national origin, gender, age, or disability, be excluded from participation in, or be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the applicant received federal financial assistance from the department; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.