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# SUPERINTENDENT OF PUBLIC INSTRUCTION

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July 16, 2018

- Action Required  
Due Date: 9/28/18
- Informational

## BULLETIN NO. 069-18 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 Application for 2018-19  
School Year – Public School District/Private Schools

CONTACT: Program Specialists

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### **PURPOSE/BACKGROUND**

The Office of Superintendent of Public Instruction (OSPI), Child Nutrition Services (CNS), is pleased to release the School Year 2018-19 National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) sponsor application materials for school year 2018-19.

Applications are due September 28, 2018.

Information about Free and Reduced-Price Meal Application materials can be found in OSPI Bulletin B069-18.

## THE APPLICATION PROCESS

The application process is completed in the Washington Integrated Nutrition System (WINS). Paper application forms must be emailed to your program specialist. Your assigned program specialist is listed in the sponsor profile tab in WINS. Information about 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 changes 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.** CNS uses this information to communicate important information directly to your institution.

### Renew your Application

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 meals, complete a site application, site calendar, and review and update staff information.

### Paper Application Forms

Paper application forms must be emailed to your assigned program specialist.

The following documents should be completed and submitted:

- [Certification Regarding Lobbying](#) – The Certification Regarding Lobbying requires an original signature and must be completed 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 \$2.92 in school year 2017-18, LEAs must take immediate action.

All LEAs must complete the Paid Lunch Equity Compliance form, except LEAs participating in district-wide special provision programs or non-pricing programs for lunch.

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

### **Submitting Your Application**

Complete 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. Applications are due by September 28, 2018.

Applications received late or incomplete may not be approved in time to claim reimbursement for August/September meals.

### **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**

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

Public or private schools that 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](#).

Interagency agreements are between an RCCI and an organization participating in the NSLP and/or SBP. An example of an interagency agreement would be if a juvenile center receives meals from a school district that participated in the NSLP/SBP.

Vendor agreements occur when a public or private school purchases meals from an organization not participating in the NSLP/SBP and the dollar amount is under the Federal, State, and Local small purchase threshold. All interagency and vendor agreements must be approved by OSPI in advance of the execution date.

Failure to submit the FSMC contract, interagency, or vendor agreement by August 31, 2018, 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 email Jeff Booth](#), or call 360-725-6217.

#### **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 provides regularly scheduled educational or enrichment activities that are structured and supervised.

Sites with 50% or more Free or Reduced-Price meal eligibility as of the most current October Building data, are reimbursed at the free rate for the Afterschool Snack Program. 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 another school within the same attendance area that does meet the 50 percent or more qualifier. USDA has provided additional guidance on determining attendance areas. Please consult your program specialist for assistance.

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 recommended 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 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.

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.

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  
Director, Child Nutrition Services

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.