



# SUPERINTENDENT OF PUBLIC INSTRUCTION

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July 16, 2018

- Action Required
- Due Date: 8/31/18
- Informational

## BULLETIN NO. 071-18 CHILD NUTRITION SERVICES

TO: Administrators of Residential Child Care Institutions

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: National School Lunch and Breakfast Programs renewal for  
2018-19 Program Year – Residential Child Care Institutions

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 Residential Child Care Institutions (RCCIs).

Applications are due August 31, 2018.

### THE APPLICATION PROCESS

The application process is completed in the Washington Integrated Nutrition System (WINS). Paper application forms must be emailed to your assigned specialist. Information about WINS, including training videos and job aids, are located on the [CNS WINS webpage](#).

RCCIs 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 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. Your assigned specialist is located on the sponsor profile table in WINS.

The following documents should be completed:

- [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 this form.
- [Paid Lunch Equity Compliance](#) – **Complete if the RCCI has students who attend only during the day (non-residential) and charges students for meals.**

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 \$2.86 in school year 2016-17, LEAs must take immediate action.

All LEAs must complete the Paid Lunch Equity Compliance form.

- [Income Policy Statement](#) – RCCIs are required to document student eligibility for free and reduced-price meals. Submit this form only if the policy has changed from the previous submission. If changes are necessary, you must describe if students have income, how much, and how the money is accounted for.
- Private RCCI Operating License – Private RCCIs must have a current license for each site in order to participate in the NSLP/SBP. Email a copy of your license to your assigned program specialist. If a license has not been issued, email a copy of the Department of Social and Health Services letter to your assigned specialist.

RCCIs with expired licenses will not be reimbursed for meals until OSPI CNS receives the required documentation.

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 August 31, 2018.** Applications received late or incomplete may not be approved in time to claim reimbursement for July meals.

### ADDITIONAL INFORMATION

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

An RCCI that uses 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 an RCCI 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.

#### **Afterschool Snack Program**

Monday through Friday, afterschool snacks may be claimed for students through age 18 who attend an afterschool program that provides regularly scheduled educational or enrichment activities. These activities must be structured and supervised.

#### **Adult Meal Prices**

It is recommended that 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](#) or call 360-725-6217.

### **RCCIs with Non-Residential Day Students**

RCCIs with non-residential day students have a choice in determining how to claim meals served to these day students. The choices are:

1. Claim all meals served to day students in the 'paid' category. In this case, no eligibility documentation is collected for day students; free and reduced-price meal applications and letters to households are not necessary.
2. Claim meals according to the student's eligibility determination, for example: free, reduced-price, or paid. The RCCI must distribute the letter to households and a meal application to all day student households. An approved meal application must be on file for each day student receiving free or reduced-price meals. However, the RCCI may instead get eligibility status information for day students from the school/school district the student normally attends.
3. If you choose this option, visit the [Free and Reduced Price Information webpage](#) for current meal application materials.

### **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  
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.