# School Meal Programs Requirements

## Civil Rights
LEAs must administer program services and benefits in accordance with all laws, regulations, instructions, policies, and guidance related to nondiscrimination in program delivery. Any staff, including supervisory staff, interacting with program applicants or participants must receive training.

**Due:** Ongoing/training annually  
**Tools:**  
- [Civil Rights Reference Sheet](#)  
- [Civil Rights Training Presentation](#)

## Claims for Reimbursement
LEAs must submit meal counts of students participating in School Meal Programs to claim applicable State and Federal reimbursements. Claim data is entered in WINS.

**Due:** Monthly  
**Tools:**  
- [Claims Reference Sheet](#)

## Direct Certification
LEAs must conduct direct certification and certify categorically eligible children for free meals.

**Due:** Three times per year; best practice is monthly  
**Tools:**  
- [Direct Certification Reference Sheet](#)

## Food Safety Inspections
LEAs must have two food safety inspections conducted at each site that prepares and/or serves meals. If two inspections do not take place, the LEA must document that a second inspection was requested. The most recent food safety inspection must be posted in a publically visible location.

**Due:** Twice annually (Food safety inspections are conducted by state, county, or local health departments.)  
**Tools:**  
- [Food Safety Inspections Reference Sheet](#)

## Food Safety Program
LEAs must have a School Food Safety Program that addresses food safety in all aspects of meal preparation and service and is based on the HACCP principles.

**Due:** Ongoing  
**Tools:**  
- [School Food Safety Program Reference Sheet](#)

## Meal Charge Policy
LEAs must have a written and clearly communicated meal charge policy.

**Due:** Ongoing  
**Tools:**  
- [Meal Charge Policy Reference Sheet](#)

## Menu Planning (Lunch & Breakfast) and Production Records
LEAs must plan, prepare, and document breakfast and/or lunch meals that meet meal pattern requirements.

**Due:** Ongoing  
**Tools:**  
- [Menu Planning and Meal Patterns Toolkit](#)  
- [National School Lunch/Breakfast Program Training](#)  
- [Production Record Reference Sheet](#)
## School Meal Programs Requirements

### Milk Substitution

LEAs must request approval from an OSPI Child Nutrition Program Specialist (fax, e-mail, letter mailed) to provide a milk substitution for children who have medical or special dietary needs.

**Due:** As needed  
**Tools:**  
- Milk and Milk Substitutes Reference Sheet  
- Milk Substitute Notification Form

### On-Site School Review

LEAs that operate serve NSLP meals at more than one site, must conduct an on-site review of each school or site. The purpose of the review is to evaluate counting and claiming procedures.

**Due:** Annually by February 1st  
**Tools:**  
- On-Site School Reviews Reference Sheet  
- On-Site School Review Form

### Paid Lunch Equity

LEAs that operate the NSLP must 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. There are two ways to meet this requirement: either through the prices charged for “paid” meals or through other non-Federal sources provided to the nonprofit school food service account.

**Due:** Annual calculation  
**Tools:**  
- Paid Lunch Equity (PLE) Reference Sheet  
- Paid Lunch Equity Tool

### Procurement Practices

LEAs using Federal funds must follow procurement guidelines. Procurement is the process of purchasing of goods and services, which involves planning, drafting specifications, bid advertisement, and awarding and managing the contract.

**Due:** Ongoing  
**Tools:**  
- Child Nutrition Services Procurement

### Professional Standards for School Nutrition Employees

LEA’s operating the NSLP must ensure minimal education standards are met when hiring a School Food Service Director and that annual training requirements are met for all school nutrition employees.

**Due:** Ongoing  
**Tools:**  
- Professional Standards Reference Sheet  
- Professional Standards Learning Objectives (USDA)

### Record Retention

Child Nutrition Program records must be retained according to the records retention schedule provided by the Office of Secretary of State.

**Due:** Ongoing  
**Tools:**  
- Records Retention Schedule - School Districts & Educational Service Districts

### Renewal Sponsor Application

LEAs new or continuing participation in the NSLP and/or (SBP) must complete and return an application packet.

**Due:** Annually, last business day in September for Public and Private Schools  
Annually, last business day in August for Residential Child Care Institutions  
**Tools:**  
- National School Lunch/Breakfast Program - Updates & Bulletins
## School Meal Programs Requirements

### Revenue from Non-Program Foods
LEAs must complete revenue calculations to determine if the revenue from non-program foods generates at least the same proportion of revenue as they contribute to the LEAs food cost. If the proportion of non-program food revenue is less than the proportion of non-program food costs, LEAs must increase the prices of non-program foods.

**Due:** Annually  
**Tools:**  
- Revenue from Non-Program Foods Reference Sheet  
- Non-Program Food Revenue Tool

### School Breakfast Program Promotion
Schools participating in the SBP must inform families of the availability of breakfast.

**Due:** Prior to beginning of school year & multiple times throughout school year  
**Tools:**  
- School Breakfast Program Reference Sheet

### Smart Snacks
All foods sold on the school campus during the school day must meet standards for fat, saturated fat, trans fat, sugar, and sodium, and have whole grains, low fat dairy, fruits, vegetables or protein foods as their main ingredient.

**Due:** Ongoing  
**Tools:**  
- Smart Snacks Reference Sheet  
- Smart Snacks Reference Chart

### Special Dietary Needs
LEAs must make reasonable modifications to meal(s) on a case-by-case basis to accommodate disabilities which restrict a child’s diet.

**Due:** Ongoing  
**Tools:**  
- Special Dietary Needs Reference Sheet

### Summer Outreach
Schools must conduct outreach and advertise the availability of summer meals. This applies to all school districts, even if there isn’t a summer feeding program in your community.

**Due:** Annually, before the end of the school year  
**Tools:**  
- Summer Meals Outreach Reference Sheet

### Verification
LEAs must verify eligibility of children from a sample of household applications approved for free and reduced-price meal.

**Due:** Annually; Start on October 1st and continuing until November 15th; Summary Report due by February 1st  
**Tools:**  
- National School Lunch/Breakfast Program - Free and Reduced-Price Information & Verification

### Wellness Policy
LEAs participating in NSLP must establish and implement, for all schools under its jurisdiction, a local school wellness policies that meet minimum standards designed to promote sound nutrition, student health, reduce childhood obesity, and provide transparency to the public on the school nutrition environment.

**Due:** Ongoing  
**Tools:**  
- Local School Wellness Policy Reference Sheet
## School Meal Programs Requirements

### If Applicable

#### Afterschool Snack Program Review

LEAs that operate the Afterschool Snack Program through the NSLP must review each snack site.

**Due:** Twice annually / During the first four weeks of operation and a second time  
**Tools:** [Afterschool Snack Program](#)

#### Annual Storage Facility Self-Evaluation

LEAs must review all facilities in which USDA foods are stored. Includes commercial storage facilities that store USDA foods for the LEA.

**Due:** Annually / By February 1st  
**Tools:** [Storage Facility Review Reference Sheet](#), [Storage Facility Self-Evaluation Form](#)

#### CACFP At-Risk Afterschool Meal Program Reviews

LEAs that operate the At-Risk Afterschool Meal Program must review each meal site.

**Due:** Twice annually / During the first four weeks of operation and a second time  
**Tools:** [CACFP At-Risk Afterschool Meals](#)

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### Acronyms:

- **CACFP** | Child and Adult Care Food Program
- **HACCP** | Hazard Analysis and Critical Control Point
- **LEA** | Local Education Agency
- **NSLP** | National School Lunch Program
- **OSPI** | Office of Superintendent of Public Instruction
- **SBP** | School Breakfast Program
- **SMP** | Special Milk Program
- **USDA** | United States Department of Agriculture
- **WINS** | Washington Integrated Nutrition System