



Washington Office of Superintendent of
PUBLIC INSTRUCTION

SPECIAL MILK PROGRAM
Application and Program Information

Federal regulations use specific terms when describing the Special Milk Program (SMP) and require specific information to be collected during the application process. The following provides details regarding those definitions and information.

All forms in this document are linked on the [Special Milk Program webpage](#), under the **Application Materials** header.

APPLICATION INFORMATION:

Sponsor Name

The sponsor name is the legal entity under which the SMP operates. If your name changes, you must contact Child Nutrition Services (CNS) immediately.

Sponsor Contact Information

Current contact information is important to receive program notices and regulation changes. The SMP contact should be someone actively involved in the administration of the SMP and able to respond to program questions. The claim contact listed should be the person who submits the monthly claim. Update information as changes occur.

Signatures

All forms requiring signatures must be signed by a person who has legal authority to bind the sponsor to a contract. Sign, scan, and upload documents into the Washington Integrated Nutrition System (WINS).

[Instructions on how to upload document into WINS](#) can be found on the CNS WINS webpage.

Tax ID Number

Sponsors must enter their tax identification number, churches are exempt. This is the number assigned by the Internal Revenue Service (IRS).

DUNS Number

All sponsors participating must have a Data Universal Numbering System (DUNS) number and have it registered on the [System for Award Management \(SAM\) website](#). Both of these are free for all businesses required to register with the federal government. If the sponsor does not have a DUNS number, one must be obtained on the [DUNS website](#). The questions for the registration pertain to your total business or organization, not just Child Nutrition Programs.

Statewide Payee Registration Washington State

Sponsors must have a Statewide Payee Registration number in order to be paid. If you are not currently registered with the Washington State Office of Financial Management (OFM), complete the attached form or the fillable document available on the [OFM website](#). Fax the completed form directly to DES at 360-664-3363. If you have questions about this process, please contact DES at PayeeRegistration@ofm.wa.gov or 360-407-8180. Once you receive your statewide vendor number by email, please forward the notice to cns.supportstaff@k12.wa.us.

Washington Integrated Nutrition System (WINS) Sponsor Administrator

The WINS sponsor administrator is your organization's authorized agent that will grant access to WINS for all other staff. The sponsor administrator is designated on the [WINS Access Rights/User Authorization](#) form.

Certification Regarding Lobbying

Recipients of federal grants (such as USDA funds), contracts, loans, and cooperative agreements are prohibited from using any federal funds to pay any persons to influence federal decision making (lobbying) in connection with a specific award.

USDA regulations require entities wishing to operate a federally-funded program to enter into an agreement with OSPI. The Certification Regarding Lobbying agreement must be completed annually.

Disclosure of Lobbying Activities

Entities receiving federal funds **must** disclose lobbying activities, if applicable. You do not need to return this form if your organization does not have any lobbying activities to disclose.

Procurement Standards

Procurement is the purchasing of goods and services. Regulations require that institutions participating in Nutrition Programs follow procurement standards in accordance with 2CFR 200 and 7CFR 215.14

Fluid Milk Requirements

Milk served in the SMP must be 1 percent milk or nonfat milk. Flavored milk may be served. A variety of 1 percent or nonfat milk (flavored or unflavored) may be made available for children to choose from but is not required in the SMP.

DEFINITIONS:

Non-pricing program A program that does not sell milk to children. This includes programs where children are normally provided milk, along with food and other services. These programs can be in a school or childcare institution financed by a tuition, boarding, camping, or other fee, or by private donations or endowments.

Milk

For SMP, milk is defined as:

- Pasteurized fluid types of unflavored or flavored 1 percent, skim, or nonfat milk.
- Cultured buttermilk.
- Lactose-reduced milk.
- Lactose-free milk.
- Acidified milk made from types of fluid milk that meets state and local standards.

All milk should contain vitamins A and D at levels specified by the Food and Drug Administration (FDA).

Children

Children are defined as individuals less than 19 years of age. Camp counselors or volunteers under age 19 are also eligible to participate in the Summer SMP.

Nonprofit milk service

All income from the milk service program is used solely for the operation or improvement of such milk service.