

Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200



Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

k12.wa.us

April 30, 2020

Action Required

Due date: Varies

Informational

BULLETIN NO. 028-20 CHILD NUTRITION SERVICES

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
School District Food Service Directors
Potential Sponsors of the Summer Food Service Program

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Summer Food Service Program New Sponsor Application Packet

CONTACT: Mary Nagel, Community Nutrition Programs Supervisor
360-725-6218, mary.nagel@k12.wa.us

PURPOSE/BACKGROUND

The purpose of this bulletin is to release the 2020 Summer Food Service Program (SFSP) application for new sponsors. The SFSP provides reimbursement for meals and snacks served to children during the summer months. For general information about the program, visit the [SFSP webpage](#). The Catalog of Federal Domestic Assistance (CFDA) number for the SFSP is 10.559.

We realize that in light of the COVID-19 you may have questions and concerns regarding the operation of summer meal programs. At this time USDA has not provided guidance or waivers applicable to SFSP operation. We will provide updates and additional information as soon as we receive it.

SPONSORING ORGANIZATIONS

The following types of organizations may sponsor a SFSP:

- Public or private nonprofit schools
- Educational service districts
- Units of local, municipal, county, or state governments
- Tribal Organizations
- Public or private nonprofit residential or nonresidential summer camps
- Public or private nonprofit colleges or universities sponsoring the Upward Bound Program

- Private nonprofit organizations

WHICH APPLICATION PROCESS TO FOLLOW

There are three (3) separate bulletins outlining the SFSP application process. Please ensure to use the correct one.

- B028-20: *SFSP Application for New Sponsors* – Follow the process outlined in this bulletin if your organization did not operate SFSP in Summer 2019 **AND** did not operate emergency SFSP during the COVID-19 outbreak.
- B026-20: *SFSP Application for Returning Sponsors* – Follow the process outlined in bulletin B026-20 if your organization operated SFSP in Summer 2019 **AND** did not operate emergency SFSP during the COVID-19 outbreak.
- B034-20: *SFSP Application for Sponsors Transitioning from Emergency Summer Meals* (coming soon) – Follow the process outlined in bulletin B034-20 if your organization operated the SFSP during the COVID-19 outbreak.

THE APPLICATION PROCESS – NEW SPONSORS

The SFSP application process for new sponsors includes the following:

1. New sponsors are **required** to attend in-person training in order to participate in the program. The information provided will assist in administering and operating the SFSP. Training registration and information is located on the [SFSP training webpage](#).

New sponsors must complete a two-part application. The *Summer Food Service Program Application Information for New Sponsors (Attachment 1)* provides program information you will need to complete the application process.

Part One:

Complete the online application in the Washington Integrated Nutrition System (WINS). WINS is an online system used to collect application information and to process claims for reimbursement. Organizations not participating in another Child Nutrition Program must designate a "WINS Sponsor Administrator" by signing and submitting the [WINS Access Rights/User Authorization form](#).

Once the authorization is processed, the system administrator will receive an email from noreply.WINS@k12.wa.us with a user name and link to the WINS sign-on web page.

Organizations already participating in a Child Nutrition Program such as the National School Lunch Program (NSLP) or Child and Adult Care Food Program (CACFP), need to contact their WINS system administrator to gain access to SFSP in WINS.

Detailed resources and training videos on how to navigate in WINS are available on the [Child Nutrition Services \(CNS\) WINS webpage](#).

Part Two:

Complete application forms and documents. To submit required forms and documents, use the [Summer Food Service Program online checklist](#).

Office of Superintendent of Public Instruction (OSPI) CNS has sponsor checklists to assist with gathering required information for application approval. Please choose the appropriate application for your organization:

- [Summer Food Service Program Checklist for New Sponsors](#): for organizations not participating in any other Child Nutrition Program.
- [Summer Food Service Program Checklist for New Sponsors–Currently Participating in a Child Nutrition Program](#): for organizations already participating in a Child Nutrition Program, such as the NSLP or CACFP.

Once you have gathered all items on the checklist, submit all items and attachments using the [Summer Food Service Program online checklist](#).

New sponsors will receive a preapproval visit by CNS staff. A program specialist will arrange for the preapproval visit once the application is complete.

APPLICATION DUE DATE

Meals served prior to application approval cannot be claimed for reimbursement. To ensure sufficient application processing time, the application due date is based on your first day of program operations:

| The first day of your program operations is: | The application due date is: |
|---|-------------------------------------|
| before June 1, 2020 | May 1, 2020 |
| between June 1–15, 2020 | May 8, 2020 |
| between June 16–30, 2020 | May 22, 2020 |
| after June 30, 2020 | June 5, 2020 |

Applications received after June 15, 2020, will not be accepted.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Mary Nagel, Community Nutrition Programs Supervisor at 360-725-6218 or email mary.nagel@k12.wa.us. The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins and Memos](#) page of the OSPI website.

If you would like a printed copy of this bulletin or required application materials, please email summermeals@k12.wa.us or call 360-725-6200.

Jamila B. Thomas
Chief of Staff

T.J. Kelly
Chief Financial Officer

Leanne Eko, RD, SNS
Director, Child Nutrition Services

CR:ss

Attachment 1: Summer Food Service Program Application Information for New Sponsors

Assurance of Civil Rights Compliance

The Sponsor hereby agrees that it will comply with: i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189); vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000); vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.); viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3); ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement. x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing

of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Sponsor agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Sponsor, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA.

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