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Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

k12.wa.us

June 1, 2021

Action Required  
Due date: N/A  
 Informational

## ADDENDUM TO BULLETIN NO. 036-21 Child Nutrition Services

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
School Food Service Supervisors  
Administrators of Child and Adult Care Food Program Institutions

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Child Nutrition Emergency Operational Costs Reimbursement Program

CONTACT: Hydie Kidd, Fiscal Supervisor  
360-725-6287, [hydie.kidd@k12.wa.us](mailto:hydie.kidd@k12.wa.us)

## PURPOSE/BACKGROUND

The United States Department of Agriculture (USDA) is offering additional reimbursement to sponsors of the National School Lunch Program (NSLP) and Child and Adult Care Food Program (CACFP) for emergency operating costs incurred during the COVID-19 public health emergency. The additional reimbursement is available through two temporary reimbursement programs, the School Program Emergency Operational Costs Reimbursement Program and the Child and Adult Care Food Program Emergency Operational Costs Reimbursement Program.

### **The purpose of this reimbursement is to:**

- Provide additional funding to sponsors of Child Nutrition Programs (CNP) whose revenues declined or were temporarily interrupted due to restrictions and closures during the early months of the COVID-19 pandemic.
- Help CNP sponsors rebuild and continue to serve their community.

**Emergency Operational Costs Reimbursement eligibility is limited to:**

- Sponsors that have maintained their Child Nutrition Program participation by filing valid meal claims for any of the months of **September 2020 through December 2020**.
- Sponsors that have not filed a claim but provide assurance that they **WILL** file a claim during the first 90 days after the end of the public health emergency.

## Emergency Operational Costs Reimbursement Program

### Payment Details

- The amount provided to sponsors for the reimbursement months of March, April, May, and June 2020 is calculated based on the total amount of reimbursements earned during the same reference months in 2019.
- Payments for currently operating sponsors ~~are scheduled for end of July 2021~~ ((will be made prior to September 30, 2021)).
- Payments will be initiated in the Washington Integrated Nutrition System (WINS). No action required by the sponsor.
- Public School District sponsors will receive this funding with school apportionment payments.
- Private schools and community-based organizations will receive this funding through the Agency Financial Reporting System (AFRS).
- Sponsors who are eligible to receive funds under both School Meals and CACFP will receive two reimbursements, one for each program.
- ((A reference sheet regarding allowable costs, accounting, and reporting requirements for these funds is being created and will be released in a future Child Nutrition Services newsletter.))

### Payment of Reimbursement Calculations

**Sponsors operating March, April, May, and June of 2019**

The Emergency Operational Costs Reimbursement payments are calculated by first subtracting the *reimbursement month* claims (March, April, May, and June 2020) from the corresponding *reference month* (March, April, May, and June 2019), and then multiplying by a factor of .55 (55%). If the result of any payment calculation is a negative number, the payment available for that month is zero.

<i>April 2019 claim</i>	-	<i>April 2020 claim</i>	=	<i>Sum</i> <i>(if the sum is a negative number the payment amount would be zero)</i>	X	<i>55%</i>	Emergency Operational Costs Reimbursement
<i>\$4,000.00</i>	-	<i>\$1,500.00</i>	=	<i>\$2,500.00</i>	X	<i>.55</i>	<i>\$1,375.00</i>

Reimbursement payments are available for the full months of April, May and June, but only half of the month of March. Therefore, when calculating payments for the month of March 2020, the results of the formula is divided by two in order to determine the final payment amount.

<i>March 2019 claim</i>	-	<i>March 2020 claim</i>	=	<i>Sum (if the sum is a negative number the payment amount would be zero)</i>	X	<i>55%</i>	=	<i>Total</i>	÷ 2	<i>Emergency Operational Costs Reimbursement</i>
\$2,500.00	-	\$1,500.00	=	\$1000.00	X	.55	=	\$550.00	÷ 2	\$275.00

**Sponsors not operating March, April, May, and June of 2020**

An alternative reference period will be used for new sponsors that were not operating during March, April, May and June of 2020. The alternative reference period is the average of the claim reimbursement amounts for January and February 2020.

For sponsors currently not operating CNPs, additional guidance will be provided regarding assurances on future program operation and the emergency operational costs reimbursement program.

**INFORMATION AND ASSISTANCE**

For questions regarding this bulletin, please contact Hydie Kidd, at 360-725-6287 or email [hydie.kidd@k12.wa.us](mailto:hydie.kidd@k12.wa.us). The OSPI TTY number is 360-664-3631.

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

Tennille Jeffries-Simmons  
Chief of Staff

T.J. Kelly  
Chief Financial Officer  
Financial Services

Leanne Eko  
Director  
Child Nutrition Services

CR:In  
**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.*

*OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or [equity@k12.wa.us](mailto:equity@k12.wa.us).*