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

k12.wa.us

June 1, 2021



Action Required

Due date: August 30, 2021



Informational

## BULLETIN NO. 039-21 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 2021–22 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 National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) sponsor application materials for Residential Child Care Institutions (RCCIs) for School Year 2021–22.

Applications are due August 30, 2021.

## THE APPLICATION PROCESS

The application process is completed in the Washington Integrated Nutrition System (WINS). Information about WINS, including training videos and job aids, are located on the [CNS WINS webpage](#).

Residential Child Care Institutions that change their legal name resulting in a new Federal Tax Identification Number (FEIN) must report changes to CNS before starting the application process.

### 1. Submit Applications in the Washington Integrated Nutrition System (WINS) Sponsor and Site Applications and Calendars

- a. Go to the [WINS website](#) and log in, you will then be on your sponsor home page.
- b. Select the 'Sponsor Profile' button in the upper right-hand corner.
- c. Select the 'Applications' tab.
- d. Select the 'Renew Application' button.
- e. Complete the 'Sponsor Application' wizard.
  - Review and update all sponsor information in the 'Sponsor Application' section in WINS.
  - Staff Contact information must be entered or updated when completing the application.
    - **Ensure contact information, including e-mail addresses, are current and entered correctly.** CNS uses this to communicate important information directly to your institution.
- f. Next, go to the 'Current Overview' tab to view a list of sites.
- g. For each site that will serve meals, complete a site application, site calendar, and review and update staff information.

### 2. 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:

- [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 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.

### 3. Submit Your Application

**Applications are due by August 30, 2021.** Applications received late or incomplete may not be approved in time to claim reimbursement for July meals.

- a. After you have added any required documents and completed your *Sponsor Application, Site Application(s), and Site Calendar(s)*, submit each section.
- b. Go to the 'Current Overview' tab to review your application, confirming that each section is submitted.
- c. Once the status of your application shows as "submitted," your program specialist will be alerted that your application is ready to be reviewed.

## ADDITIONAL INFORMATION

- **Afterschool Snack Program**

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

- **Adult Meal Prices**

It is recommended 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 \$0.33) and the USDA Food Value (currently about \$0.3700). Federal reimbursement rates and the USDA Food Value are released in July of each program year, therefore, these rates may change.

For additional information, please review the [Adult Meal Pricing Reference Sheet](#).

- **Certification Regarding Lobbying and Disclosure of Lobbying Activities**

Starting school year 2020–21, returning sponsors no longer need to submit the Lobbying forms to their program specialist. This information will be gathered in WINS during the sponsor application process.

- **Food Service Management Companies, Inter-District Agreements, and Vendor Agreements**

- **Food Service Management Companies (FSMC)**

- Sponsors may contract with a FSMC, which is a commercial enterprise or nonprofit organization that manages any aspect of the school's food service program.
- School Food Authorities (SFAs) must:
  - Have their contract approved by OSPI CNS prior to signature. The contract must include all services performed by the FSMC.
  - Have their FSMC/Vendor Fact Sheet approved prior to filing claims in WINS.
- Details regarding contract requirements can be found on the [CNS Food Service Management Companies](#) webpage.

- **Vended Meal Agreements**

- These agreements exist between public/private schools or RCCIs and a commercial enterprise or nonprofit organization.
- The vendor is the merchandiser of meals and/or meal components which are sold at a set fixed price per meal or meal component.
- Inter-district agreements, vendor agreements, and the FSMC/Vendor Fact Sheet must be approved by OSPI CNS prior to filing claims in WINS.

Failure to submit an **approved and executed** FSMC contract, inter-district agreement, vended meal agreement(s), and approved FSMC/Vendor Fact Sheet in WINS prior to August 30, 2021, may result in the denial of the meal reimbursement and the termination of USDA food deliveries. If you have questions, please email [jeff.booth@k12.wa.us](mailto:jeff.booth@k12.wa.us) or call 360-725-6217.

- **Audit Requirements**

Sponsors are required to maintain records that identify all federal funds expended and recorded on the Schedule of Expenditures of Federal Awards (SEFA) as identified by the

Catalog of Federal Domestic Assistance (CFDA). The CFDA number for NLSP is 10.555 and for SBP is 10.553. At the end of the school fiscal year, OSPI CNS will provide the Federal Award Identification Numbers (FAINs) to sponsors to help complete the SEFA for Child Nutrition Programs. Sponsors must make grant records available for review and/or audit by officials of federal agencies, State Auditor's Office, 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 a single audit in accordance with 2 CFR Part 200, Subpart F.

**The Office of Management and Budget did not extend the filing timeline of the 2020 single audit report with the Federal Audit Clearinghouse (FAC).** Audits must be completed within nine (9) months of fiscal year end and submitted to the Federal Audit Clearinghouse (FAC) by the earlier of 30 days following receipt of the audit report or nine (9) months following the end of the fiscal year.

Indian Tribes or Tribal Organizations can opt out of making their reporting packages publicly available on the FAC website (2 CFR 200.512 (b)(2)). However, if they choose this option, they must submit a copy of the audit report to the pass through agency – OSPI CNS, Attention: [jeff.booth@k12.wa.us](mailto:jeff.booth@k12.wa.us).

If you have any questions regarding audits, please email [jeff.booth@k12.wa.us](mailto:jeff.booth@k12.wa.us) or call 360-725-6217.

- **RCIs with Non-Residential Day Students**

RCIs 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 RCI 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 RCI may instead get eligibility status information for day students from the school/school district the student normally attends.

If you choose this option, visit the [Free and Reduced Price Information webpage](#) for current meal application materials.

- **Paid Lunch Equity Compliance**

**For RCCIs who have students who attend ONLY during the day (non-residential) and charge 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. The USDA has not released Paid Lunch Equity guidance for SY21–22. Please check our [NSLP Communications and Updates webpage](#) for future updates regarding this information.

## INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact your program specialist, listed above, or OSPI Child Nutrition Services at 360-725-6200. 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

Leanne Eko  
Director  
Child Nutrition Services

CR:ln

**Assurance Statement**

*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).*