

SY 21–22 National School Lunch Program & School Breakfast Program Application Checklist

Local Education Agencies Planning to Operate NSLP/SBP in SY 21–22.

This checklist is a guide to completing your SY 21–22 application– you do not need to return this form to OSPI. We recommend gathering all your required materials before starting your Washington Integrated Nutrition System (WINS) application or Meal Distribution Plan (MDP) Survey.

Requirements

Local Education Agencies (LEAs) planning to operate the National School Lunch & School Breakfast Programs (NSLP/SBP) during School Year 2021–22 (SY 21–22) must complete a program application. We recommend gathering all your required materials before starting your WINS application or MDP.

Disclaimer: Due to the public health crisis, USDA Child Nutrition Program requirements are subject to change both as updated guidance is received from the USDA and at the discretion of the State Agency. Please check CNS Updates and OSPI's website for all important updates and/or changes.

Checklist

Step 1: Notify your program specialist of intent to operate NSLP/SBP

Step 2: Submit the [SY 21–22 Meal Distribution Plan](#) by September 30, 2021

Within the survey, you will apply for specific waivers you plan to implement:

- The following waivers may be implemented “only for the extent and duration needed.” These will be approved on a case-by-case basis and justification is required.
- Only in the following scenarios would it be appropriate to implement these waivers: During a COVID outbreak, when providing grab & go meals to remote students, and in unique circumstances.
 - [Non-congregate Feeding](#)- Allows meals to be served for off-site consumption in the scenarios listed above.
 - [Meal Times Requirements](#)- Allows meals to be served outside of standard meal service times in the scenarios listed above.
 - [Parent/Guardian Pick Up of Meals for Children](#)- Allows grab & go meals to be picked up by parents/guardians of eligible children, only available if approved for non-congregate feeding waiver.
 - [Meal Pattern Flexibility](#)
 - Age-Grade Groups & Dietary Specifications.



- Whole-Grain Rich Requirements; including Preschool.
- Vegetable Subgroups.
- Milk Variety and Low-Fat Flavored Milk.
- [Offer vs Serve Flexibility for Senior High Schools](#)- Allows for the waiver of the requirement to serve school lunches to senior high school students using offer versus serve (OVS).
- [Area Eligibility for Afterschool Programs \(ASP or At-Risk\)](#)- Allows all schools, regardless of their location, to claim all afterschool snacks or at-risk afterschool meals at the free rate.
- [On-Site Monitoring Requirements](#)- Allows NSLP/SBP On-Site Reviews to be conducted off-site.

Communicate details of your meal distribution plan with your local Health Dept.

Step 3: Apply to NSLP/SBP for SY 21–22 in WINS

Submit the following in WINS:

- Sponsor Application (check the NSLP & SBP)
 - 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.
 - The address section will require updating and confirmation that it is correct.
 - Staff Contact information must be entered or updated when completing the application. CNS uses this to communicate important information directly to your institution.
 - **Ensure contact information, including e-mail addresses, are current and entered correctly.**
 - Contacts entered in this section will now show in the Sponsor Staff box in the Sponsor Profile Page.
 - f. 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.

Site Application

- Paid Meal Price: Starting in SY 21–22, the reduced-price copay will be covered for all grade levels at breakfast and lunch for public school districts.

Site Calendar

- Upload 2021–22 Certification Regarding Lobbying in CN Programs into the Document Manager.
- Submit WINS Application
 - a. Go to the 'Current Overview' tab to review your application, confirming that each section is submitted.
 - b. Once the status of your application shows as "*submitted*," your program specialist will be alerted that your application is ready to be reviewed.

Step 5: Complete Monitoring Requirements for NSLP/SBP by February 1, 2022.

All sponsors must complete site reviews annually by February 1. You are not required to submit this form to OSPI Child Nutrition Services. Keep the form on file in the district office, forms can be found on the [NSLP Requirements and Materials](#) webpage.

NSLP Resources

- [National School Lunch Program Webpage](#)
- [NSLP Requirements and Materials Webpage](#)
- [Menu Planning & Meal Pattern Webpage](#)