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# SUPERINTENDENT OF PUBLIC INSTRUCTION

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May 2, 2017

- Action Required
- Due Date: 05/26/17
- Informational

BULLETIN NO. 027-17 Child Nutrition Services

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
Potential Sponsors of the Summer Special Milk Program

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Summer Special Milk Program Application 2017

CONTACT: Chuck Ziara, Program Specialist  
360-725-6222, [chuck.ziara@k12.wa.us](mailto:chuck.ziara@k12.wa.us)

## PURPOSE/BACKGROUND

This bulletin is for sponsors who intend to operate a Special Milk Program (SMP) in Summer 2017. Any nonprofit organization providing organized child care or a residential camp may apply for participation in the SMP.

The SMP provides milk to children in schools, child care institutions, and eligible camps that do not participate in other federal child nutrition meal service programs. The program reimburses schools and institutions for the milk they serve. The current rate of reimbursement is \$0.1975 per half-pint of milk. Reimbursement rates may change, effective July 1, 2017, but have not yet been released.

Funds for the payment of this program are provided by the Special Milk Program for Children, Catalog of Federal Domestic Assistance (CFDA) #10.556.

## THE APPLICATION PROCESS

Sponsors wishing to participate in the SMP for summer 2017 must submit a completed application packet to the Office of Superintendent Public Instruction (OSPI) – Child Nutrition Services (CNS) no later than May 26, 2017. Applications received late may not be approved in time to allow milk to be claimed at the start of the program.

Specific information will be collected in the application process. *Attachment 1 – Special Milk Program Application and Program Information* provides descriptions about terms used in the SMP and some of the information to be collected. We encourage you to review this information before you begin the application process.

The SMP application process includes the following steps:

### **Online Application in WINS**

New and returning sponsors must complete an 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.

New sponsors must designate a WINS Sponsor Administrator by signing and submitting *Attachment 2 – Access Rights/User Authorization for Child Nutrition Programs* form. Once the authorization is processed, an email from [no\\_reply.WINS@k12.wa.us](mailto:no_reply.WINS@k12.wa.us) will be sent to the system administrator with a user name and link to the WINS sign-on web page.

Returning sponsors should review and update all sponsor information in the ‘Sponsor Profile – Sponsor Information’ tab in WINS. **Ensure contact information, including e-mail addresses, is current and entered correctly.** Sponsor applications for 2017 can be added by selecting the Renew Application button on the ‘Applications’ tab and completing the Sponsor Application Wizard. Next, go to the ‘Sponsor Profile - Current Overview’ tab to view a list of sites. For each site that will serve milk, complete a site application, create site calendars, and review/update staff information.

Resources and training videos on how to navigate WINS are available at <http://www.k12.wa.us/ChildNutrition/WINS.aspx>.

### **Application Forms and Documents**

The application includes completing specific forms and documents depending on the type of sponsor. *Attachment 3 – Special Milk Program - Summer Application Checklist* provides a list of these forms and documents. All documents must be uploaded into WINS. Instructions on how to upload document into WINS are available at

<http://www.k12.wa.us/ChildNutrition/pubdocs/AddingDocumentsinWINS.pdf>.

### **Claims for Reimbursement**

All claims for reimbursement are submitted electronically through WINS. Instructions for submitting claims are available at

<http://www.k12.wa.us/ChildNutrition/pubdocs/SchoolMealProgramsClaimsWINSJobAid.pdf>.

If you have a question relating to the claim for reimbursement process or how a payment is calculated, contact Hydrie Kidd, Fiscal Supervisor, at 360-725-6287 or at [hydrie.kidd@k12.wa.us](mailto:hydrie.kidd@k12.wa.us).

### **INFORMATION AND ASSISTANCE**

For questions regarding this bulletin, please contact Chuck Ziara, Program Specialist, at 360-725-6222, or email [chuck.ziara@k12.wa.us](mailto:chuck.ziara@k12.wa.us). The OSPI TTY number is 360-664-3631.

This bulletin is also available on OSPI’s website at

<http://www.k12.wa.us/BulletinsMemos/bulletins2017.aspx>.

Jamila Thomas  
Chief of Staff

Lisa Dawn-Fisher  
Chief Financial Officer

Donna Parsons, MS, RD, SNS  
Director, Child Nutrition Services

Attachment(s):

- Attachment 1 Special Milk Program Application and Program Information
- Attachment 2 Access Rights/User Authorization for Child Nutrition Programs Washington Integrated Nutrition System (WINS) *(Form SPI 1710)*
- Attachment 3 Special Milk Program – Summer Application Checklist
- Attachment 4 Certification Regarding Lobbying – Child Nutrition Programs *(Form SPI CNS 280 LOB)*
- Attachment 5 Disclosure of Lobbying Activities *(Form SPI CNS 280F)*
- Attachment 6 Child Nutrition Programs Procurement Standards *(Form SPI CNS 1716)*
- Attachment 7 Special Milk Program Agreement for Summer Camps, *(Form SPI M280SM)*
- Attachment 8 Statewide Payee Registration – Washington State

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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