



SUPERINTENDENT OF PUBLIC INSTRUCTION

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June 30, 2017

- Action Required
- Due Date: 8/31/17
- Informational

BULLETIN NO. 042-17 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
2017-18 Program Year – Residential Child Care Institutions

CONTACT: Program Specialists

(Olympia)	Lisa Jekel	360-725-4957	lisa.jekel@k12.wa.us
(Spokane)	Debra Calhoun	509-323-2751	debra.calhoun@k12.wa.us
(Edmonds)	Kari Lund	425-776-2955	kari.lund@k12.wa.us
(Renton)	Katie Mettler	425-917-7924	katie.mettler@k12.wa.us
(Yakima)	Pam Mahre	509-575-2412	pam.mahre@k12.wa.us
	Agency TTY	360-664-3631	

PURPOSE/BACKGROUND

This bulletin provides information for Local Education Agencies (LEAs) who wish to continue participating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) for school year 2017-18. Application packets must be completed and submitted by August 31, 2017 to the Office of Superintendent of Public Instruction (OSPI) Child Nutrition Services (CNS).

THE APPLICATION PROCESS

The application process is completed in the Washington Integrated Nutrition System (WINS). Paper application forms that have been completed as part of the application process must be uploaded into WINS. Information on WINS, including training videos and job aids, can be found on the [CNS WINS](#) webpage.

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

WINS – Sponsor and Site Applications and Calendars

Sponsors should review and update all sponsor information in the 'Sponsor Profile' tab in WINS. Review staff listed in the sponsor staff section and update/edit as necessary. **Ensure contact information, including e-mail address, is current and correct.**

Sponsor applications for school year 2017-18 can be renewed by selecting the 'Renew Application' button on the 'Applications' tab and completing the 'Sponsor Application' wizard. Next, go to the 'Current Overview' tab to view a list of sites. For each site that will serve meals, complete a site application, site calendar, and review and update staff information.

Paper Application Forms

Paper application forms must be uploaded into WINS. Directions on how to upload documents into WINS can be found on the [CNS WINS](#) webpage.

The following documents should be completed and uploaded:

- [Certification Regarding Lobbying](#) – The Certification Regarding Lobbying requires an original signature and must be completed and submitted by all sponsors.
- [Disclosure of Lobbying Activities](#) – Sponsors that participate in lobbying activities and receive more than \$100,000 in federal funds are required to complete this form.
- [Paid Lunch Equity Compliance](#) – **Complete if the RCCI has students who attend only during the day (non-residential) and charges 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. If the weighted average price was less than \$2.86 in school year 2016-17, LEAs must take immediate action. All LEAs must complete the Paid Lunch Equity Compliance form.
- [Income Policy Statement](#) – RCCIs are required to submit an explanation that documents 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, be sure to describe if students have income, how much, and how the money is accounted for.
- [Free and Reduced-Price Statement](#) – Each LEA participating in school meal programs, must have an approved policy statement.

These forms can be found on the CNS [National School Lunch & Breakfast Program](#) webpage.

Private RCCI Operating License

Private RCCIs must have a current license for each site in order to participate in the NSLP/SBP. Upload a copy of your license or a copy of the Department of Social and Health Services letter in lieu of a license if a license has not been issued.

RCCIs with expired licenses will not be reimbursed for meals until OSPI CNS receives the required documentation.

Submitting Your Application

After you have uploaded your documents and completed your program application, site application(s), and site calendar(s), go to the 'Current Overview' tab to submit your application. Once the status of your application shows as 'Submitted', your program specialist will be notified that your application is ready for review. Applications must be submitted no later than August 31, 2017. Applications received late or incomplete may not be approved in time to claim reimbursement for July meals.

ADDITIONAL INFORMATION

Food Service Management Companies (FSMC) and Inter-District/Vendor Agreements

An RCCI that uses an outside contractor to provide meal service, management, and/or consulting services must have the contract approved by OSPI **before** the contract is executed and claims for reimbursement can be paid. All services by the FSMC, including assistance in menu planning, must be included in the contract. Details regarding contracting requirements can be found on the CNS [Food Service Management Companies](#) webpage.

Interagency agreements are between an RCCI and an organization participating in the NSLP and/or SBP. An example of an interagency agreement would be if a juvenile center receives meals from a school district that participated in the NSLP/SBP. Vendor agreements occur when an RCCI purchases meals from an organization not participating in the NSLP/SBP and the dollar amount is under the Federal, State, and Local small purchase threshold. All interagency and vendor agreements must be approved by OSPI in advance of the execution date.

Failure to submit the FSMC contract, interagency, or vendor agreement by August 31, 2017, may result in the denial of meal reimbursement and the cessation of USDA food deliveries until the agreement is approved. If you have questions please contact Jeff Booth, at 360-725-6217, or by e-mail at jeff.booth@k12.wa.us.

Afterschool Snack Program

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

Adult Meal Prices

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 \$0.30) and the USDA Food Value (currently about \$.3125), if applicable. Federal reimbursement rates and the USDA Food Value are released in July of each year, therefore, are subject to change.

Audit Requirements

Sponsors are required to maintain records that identify all federal funds received and expended. Such funds shall be identified by the appropriate Office of Management and Budget (OMB) Catalog of Domestic Federal Assistance (CDFA) numbers. The CFDA number for the NSLP is 10.555 and the SBP is 10.553. Sponsors must also make these records available for review or audit by officials of federal agencies, the 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 beginning after December 26, 2014, must receive an audit in accordance with 2 CFR Part 200 Subpart F. Audits must be:

- completed within nine (9) months of the end of that fiscal year;
- submitted to the Federal Audit Clearinghouse (FAC) by the earlier of 30 days following receipt of the completed audit or 9 months following the end of the fiscal year.

If an Indian Tribe or Tribal Organization opts to not make the reporting information publicly available on the FAC website in accordance with 2 CFR Part 200 Subpart F Section 200.512(b)(2), a copy of the data collection form and reporting package must be submitted to OSPI – Child Nutrition Services, Attn: Jeff Booth.

Questions regarding audits may be referred to Jeff Booth at 360-725-6217 or by e-mail at jeff.booth@k12.wa.us.

RCCIs with Non-Residential Day Students

RCCIs with non-residential day students in attendance 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, i.e. free, reduced-price, or paid. The RCCI must distribute the letter to households and a meal application to all households of day students. An approved meal application must be on file for each day student receiving free or reduced-price meals. However, the RCCI 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.

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 OSPI's website at <http://www.k12.wa.us/BulletinsMemos/bulletins2017.aspx>.

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Donna Parsons, MS, RD, SNS
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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, 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.

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