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# SUPERINTENDENT OF PUBLIC INSTRUCTION

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April 2, 2018

(X) Action Required  
**Due Date:** Varies  
(X) Informational

## BULLETIN NO. 021-18 CHILD NUTRITION SERVICES

**TO:** Educational Service District Superintendents  
Potential Sponsors of the Summer Food Service Program

**FROM:** Chris Reykdal, Superintendent of Public Instruction

**RE:** Summer Food Service Program Returning Sponsor Application Packet

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The Office of Superintendent of Public Instruction (OSPI), Child Nutrition Services (CNS), is pleased to release the 2018 Summer Food Service Program (SFSP) returning sponsor application packet.

The SFSP provides reimbursement for meals and snacks served to children during the summer months. For general information about the program, [visit the SFSP webpage](#).

The Common Codes of Federal Domestic Assistance (CFDA) number for the SFSP is 10.559.

### THE APPLICATION PROCESS

The SFSP application process for returning sponsors includes the following steps:

1. Returning sponsors are **required** to attend SFSP training in order to participate in the program. The information provided will assist in administering and operating the SFSP. Training registration and information is located on the [SFSP training webpage](#).
2. Returning sponsors must complete a two-part application process. The *Summer Food Service Program Application Information for Returning Sponsors (Attachment 1)*, provides descriptions about program information you will need to complete the application process.

**Part One:**

Complete the online application in Washington Integrated Nutrition System (WINS). WINS is a web-based, electronic system used to collect sponsor and site information, as well as process claims for reimbursement. Detailed resources and training videos on how to navigate in WINS are available on the [CNS WINS webpage](#).

**Part Two:**

Complete application forms and documents. Use the Checklist for Returning Sponsors (*Attachment 2*) to guide you. Once you have completed all elements on the checklist, submit all items and attachments by email to [cns.supportstaff@k12.wa.us](mailto:cns.supportstaff@k12.wa.us).

**APPLICATION DUE DATE**

Meals served prior to your application packet being approved cannot be claimed for reimbursement. To ensure sufficient application processing time, the application due date is based on your first day of program operations:

<b>The first day of your program operations is:</b>	<b>The application due date is:</b>
before June 1, 2018	May 1, 2018
between June 1-15, 2018	May 14, 2018
between June 16-30, 2018	May 24, 2018
after June 30, 2018	June 7, 2018

In accordance with federal regulation, application packets received after June 15, 2018, cannot be accepted.

This bulletin and application materials are available on the OSPI Bulletins and Memoranda webpage at <http://www.k12.wa.us/BulletinsMemos/bulletins2018.aspx>.

Jamila B. Thomas  
Chief of Staff

Lisa Dawn-Fisher  
Chief Financial Officer

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

DP:al

Attachment 1	Summer Food Service Program Application Information
Attachment 2	Summer Food Service Program Checklist for Returning Sponsors
Attachment 3a	Summer Food Service Program Free Meal Policy Statement and Media Release Assurance Open Sites (FORM SPI SFSP 1145MR)
Attachment 3b	Summer Food Service Program Free Meal Policy Statement and Media Release Assurance Closed Enrolled Sites and Camps (FORM SPI SFSP 1145MR)
Attachment 4	Office of Superintendent of Public Instruction Summer Food Service Program Appeal Rights and Procedure

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