



SUPERINTENDENT OF PUBLIC INSTRUCTION

Chris Reykdal Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

April 2, 2018

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

BULLETIN NO. 022-18 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 New Sponsor Application Packet

CONTACT: Adele Roberts, Community Nutrition Programs Supervisor
360-725-6218, adele.roberts@k12.wa.us

Arianne McConchie, Community Nutrition Programs Lead
360-725-6201, arianne.mcconchie@k12.wa.us
Agency TTY: 360-664-3631

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

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](#).

SPONSORING ORGANIZATIONS

The following types of organizations may sponsor a SFSP:

- Public or private nonprofit schools.
- Educational service districts.
- Units of local, municipal, county, or state governments.
- Tribal Organizations.
- Public or private nonprofit residential or nonresidential summer camps.
- Public or private nonprofit colleges or universities sponsoring the Upward Bound Program.
- Private nonprofit organizations.

THE APPLICATION PROCESS

The SFSP application process for new sponsors includes the following:

1. New sponsors are **required** to attend in-person 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 web page](#).
2. New sponsors must complete a two-part application. The *Summer Food Service Program Application Information for New Sponsors (Attachment 1)* provides program information you will need to complete the application process.

Part One:

Complete the 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. Organizations not participating in another Child Nutrition Program must designate a “WINS Sponsor Administrator” by signing and submitting the *Access Rights/User Authorization (Attachment 2)*.

Once the authorization is processed, the system administrator will receive an email from no_reply.WINS@k12.wa.us with a user name and link to the WINS sign-on web page.

Organizations already participating in a Child Nutrition Program such as the National School Lunch Program (NSLP) or Child and Adult Care Food Program (CACFP), need to contact their WINS system administrator to gain access to SFSP in WINS.

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. There are two different sponsor checklists to guide you. Please choose the one appropriate for your organization:

- *Summer Food Service Program Checklist for New Sponsors (Attachment 3a)* is for organizations not participating in any other Child Nutrition Program.
- *Summer Food Service Program Checklist for New Sponsors – Already Participating in a Child Nutrition Program (Attachment 3b)* is for organizations already participating in a Child Nutrition Program, such as the NSLP or CACFP.

Once you have completed all items on the checklist, submit all items and attachments by email to cns.supportstaff@k12.wa.us.

3. New sponsors will receive a preapproval visit by CNS staff. A program specialist will arrange for the preapproval visit once the application is complete.

APPLICATION DUE DATE

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

The first day of your program operation is:	The application due date is:
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

Applications received after June 15, 2018, will not 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 for New Sponsors
Attachment 2	Washington Integrated Nutrition System (WINS) Access Rights/User Authorization for Child Nutrition Programs (FORM SPI 1710)
Attachment 3a	Summer Food Service Program Checklist for New Sponsors
Attachment 3b	Summer Food Service Program New Sponsor Checklist for New Sponsors (Already Participating in a Child Nutrition Program)
Attachment 4	Summer Food Service Program Agreement between Sponsor and OSPI (FORM SPI 1145AGREE)
Attachment 5	Summer Food Service Program Questionnaire for New Sponsors (FORM SPI 1145NS)
Attachment 6	Child Nutrition Programs Procurement Standards (FORM SPI CNS 1716)
Attachment 7a	Child Nutrition Programs Certification Regarding Lobbying (FORM SPI CNS 280 LOB)
Attachment 7b	Disclosure of Lobbying Activities (FORM SPI CNS 280F)
Attachment 8	Statewide Payee Registration Washington State
Attachment 9a	Summer Food Service Program Free Meal Policy Statement and Media Release Assurance Open Sites (FORM SPI SFSP 1145MR)
Attachment 9b	Summer Food Service Program Free Meal Policy Statement and Media Release Assurance Closed Enrolled Sites and Camps (FORM SPI SFSP 1145MR)
Attachment 10	Office of Superintendent of Public Instruction Summer Food Service Program Appeal Rights and Procedure

BULLETIN NO. 022-18 CNS

Page 5

April 2, 2018

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

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: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: program.intake@usda.gov.

This institution is an equal opportunity provider.