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# SUPERINTENDENT OF PUBLIC INSTRUCTION

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April 1, 2019

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

BULLETIN NO. 017-19 CHILD NUTRITION SERVICES

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
School District Food Service Directors  
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: Mary Nagel, Community Nutrition Programs Supervisor  
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The Office of Superintendent of Public Instruction (OSPI), Child Nutrition Services (CNS), is pleased to release the 2019 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](#).

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

## **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 webpage](#).
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 [WINS Access Rights/User Authorization form](#).

Once the authorization is processed, the system administrator will receive an email from [no\\_reply.WINS@k12.wa.us](mailto: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. To submit required forms and documents, use the [Summer Food Service Program online checklist](#).

OSPI CNS has sponsor checklists to assist with gathering required information for application approval. Please choose the one appropriate for your organization:

- [Summer Food Service Program Checklist for New Sponsors](#): for organizations not participating in any other Child Nutrition Program.
- [Summer Food Service Program Checklist for New Sponsors – Currently Participating in a Child Nutrition Program](#): for organizations already participating in a Child Nutrition Program, such as the NSLP or CACFP.

Once you have gathered all items on the checklist, submit all items and attachments using the [Summer Food Service Program online checklist](#).

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:

<b>The first day of your program operation is:</b>	<b>The application due date is:</b>
June 1 - June 15, 2019	May 13, 2019
June 16 - June 30, 2019	May 24, 2019
July 1 - July 15, 2019	June 7, 2019
July 16 - end of summer	June 15, 2019

Applications received after June 15, 2019, 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/bulletins2019.aspx>.

If you would like a printed copy of this bulletin, or required application materials, please email [summermeals@k12.wa.us](mailto:summermeals@k12.wa.us) or call 360-725-6200.

Jamila B. Thomas  
Chief of Staff

T.J. Kelly  
Interim Chief Financial Officer

Leanne Eko, RD, SNS  
Director, Child Nutrition Services

CR:sr

Attachment 1            Summer Food Service Program Application Information for New Sponsors

The LEA/Sponsor hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d to 2000d-6) and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), Department of Justice (28 CFR Parts 42 & 50), the Civil Rights Restoration Act of 1987, Enforcement of Title VI of the Civil Rights Act of 1964, the Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et. seq.), Section 504 of the Rehabilitation Act of 1973, the Age of Discrimination Act of 1975 (45 CFR Part 91), the Americans with Disabilities Act (28 CFR Part 35, Title II, Subtitle A), and Food and Nutrition Service (FNS) directives or regulations issued pursuant to that act and the regulations to the effect that no person in the United States shall, on the grounds of race, color, national origin, gender, age, or disability, be excluded from participation in, or be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the applicant received federal financial assistance from the department; and **HEREBY GIVES ASSURANCE THAT** it will immediately take any measures necessary to effectuate this agreement.