



SUPERINTENDENT OF PUBLIC INSTRUCTION

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

April 1, 2019

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

BULLETIN NO. 018-19 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 Returning 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) 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. 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. View the [SFSP Returning Sponsor Checklist](#) to help you get started.

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

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:

The first day of your program operations is:	The application due date is:
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 or call 360-725-6200.

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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

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.