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## SUPERINTENDENT OF PUBLIC INSTRUCTION

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

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April 1, 2019

- Action Required
- Due Date: 6/8/2019
- Informational

BULLETIN NO. 021-19 CHILD NUTRITION SERVICES

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
Potential Sponsors of the Summer Special Milk Program

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Summer Special Milk Program Application 2019

CONTACT: Wendy Barkley, School Nutrition Programs Supervisor  
Phone: 360-725-6220, [wendy.barkley@k12.wa.us](mailto:wendy.barkley@k12.wa.us)

Agency TTY: 360-664-3631  
Toll Free Number: 866-328-6325

The Office of Superintendent of Public Instruction (OSPI), Child Nutrition Services (CNS), is pleased to release the 2019 Summer Special Milk Program application.

Any nonprofit organization providing organized child care or a residential camp may apply for participation in the Special Milk Program (SMP).

The SMP provides milk to children in schools, child care institutions, and eligible camps that do not participate in other federal child nutrition meal service programs. The program reimburses schools and institutions for the milk they serve. The current rate of reimbursement is \$0.2050 per half-pint of milk. Reimbursement rates may change, effective July 1, 2019, but have not yet been released.

Funds for this program are provided by the Special Milk Program for Children, Catalog of Federal Domestic Assistance (CDFA) #10.556.

### **The Application Process**

Sponsors wishing to participate in the SMP for summer 2019 must upload application documents into WINS. [Instructions on how to upload document into WINS](#) can be found on the CNS WINS webpage. **Applications are due June 8, 2019.** Applications received late may not be approved in time to allow milk to be claimed at the start of the program.

Specific information will be collected in the application process. *Attachment 1 – [Special Milk Program Application and Program Information](#)* provides descriptions about terms used in the SMP and some of the information to be collected.

The SMP application process includes the following steps:

1. Online Application in WINS

New and returning sponsors must complete an 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.

New sponsors must designate a WINS Sponsor Administrator by signing and submitting the [Access Rights/User Authorization for Child Nutrition Programs](#) form. Once the authorization is processed, an email from [no\\_reply.WINS@k12.wa.us](mailto:no_reply.WINS@k12.wa.us) will be sent to the system administrator with a user name and link to the WINS sign-on webpage.

Returning sponsors should review and update all sponsor information in the 'Sponsor Profile – Sponsor Information' tab in WINS. **Ensure contact information, including e-mail addresses, is current and entered correctly.** Sponsor applications for 2019 can be added by selecting the Renew Application button on the 'Applications' tab and completing the Sponsor Application Wizard. Next, go to the 'Sponsor Profile - Current Overview' tab to view a list of sites. For each site that will serve milk, complete a site application, create site calendars, and review/update staff information.

2. Child Nutrition Financial Report (CNFR) in WINS

Returning sponsors must complete the CNFR in WINS as part of the renewal agreement. [The CNFR](#) compiles financial data about SMP operations in the prior program year. For summer 2019, the CNFR will represent summer operations 2018.

From the sponsor profile page, select the CNFRs tab. Choose 'Add' from the CNFR tab. Enter information as requested and pertinent to the SMP. The report requests information about meals. SMP operators should respond with information about milk sales and milk costs.

[Resources and training videos on how to navigate WINS](#) are available on the CNS WINS webpage.

3. Application Forms and Documents

The application includes completing specific forms and documents depending on the type of sponsor. The [Special Milk Program - Summer Application Checklist](#) provides a list of these forms and documents. Documents must be uploaded into WINS. [Instructions on how to upload documents into WINS](#) can be found on the CNS WINS webpage.

#### Claims for Reimbursement

All claims for reimbursement are submitted electronically through WINS. [Instructions for submitting claims](#) are available on the CNS WINS webpage.

If you have a question relating to the claim for reimbursement process or how a payment is calculated, contact Hydie Kidd, Fiscal Supervisor, at 360-725-6287 or at [hydie.kidd@k12.wa.us](mailto:hydie.kidd@k12.wa.us).

#### INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Wendy Barkley, School Nutrition Programs Supervisor.

This bulletin is also available on OSPI's website at

<http://www.k12.wa.us/BulletinsMemos/bulletins2019.aspx>

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.

Jamila B. Thomas  
Chief of Staff

T.J Kelly  
Interim Chief Financial Officer

Leanne Eko, RD, SNS  
Director, Child Nutrition Services

CR: jw

Attachment(s):

Attachment 1            Special Milk Program Application and Program 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.