

OSPI School Meal Programs Reference Sheet

School Meal Programs New Sponsor Process

The National School Lunch Program (NSLP) and School Breakfast Program (SBP) are United States Department of Agriculture (USDA) programs that provide federal reimbursement for meals served to students in a school setting. School meal programs may be operated by Local Education Agencies, including public and nonprofit private schools, charter schools, tribal schools, and Residential Child Care Institutions (RCCI).

Part A: Planning

1. Sponsors of the School Meal Programs must follow USDA requirements. Watch the following recorded webinars to ensure your organization is eligible and able to meet requirements.
 - [So, You Want to Operate a Child Nutrition Program](#)
 - [So, You Want to Operate a School Meal Program](#)
2. Submit the [New Sponsor Questionnaire](#) to notify OSPI of your intent to operate a School Meal Program. Use the [New Sponsor Questionnaire Checklist](#) for a summary the information requested.
3. Map out key responsibilities and job duties for each part of the requirements and set goal dates for completing application process.
4. Complete School Meal Programs Training for New Sponsors, reviewing the [School Meal Requirements Chart](#) and [School Meal Programs Monthly Requirements](#). Train staff according to job duties using online training modules available on the [School Meals Training webpage](#).
5. Determine if your organization plans to use an outside contractor to provide meals, meal service, management, or consulting services.
 - If your organization plans to utilize any of these services, you must have a contract or agreement approved by OSPI before the contract or agreement is executed and before claims for reimbursement can be paid.
 - Details regarding contract and agreement requirements can be found on the [FSMC webpage](#).
6. Develop or adapt organization's Procurement Plan & Code of Conduct to meet federal procurement regulations – follow the [Procurement Checklist](#).
 - Procurement of all goods and services is conducted at the most restrictive threshold.



- Details on the Procurement process can be found on the [Procurement webpage](#).
7. Plan menus that meet the [meal pattern requirements](#).

Part B: Application Process

1. WINS

The Washington Integrated Nutrition System (WINS) is the online system used to collect application information and to process claims for reimbursement.

- a. Designate a WINS Sponsor Administrator by signing and submitting the [WINS Access Rights/User Authorization Form](#).
- b. Watch [WINS training videos](#) and review WINS resources
- c. Create a sponsor profile and complete program application pieces:
 - Sponsor Application
 - If applicable, IRS Tax Exempt Letter will need to be uploaded.
 - Site Application(s) & Site Calendar(s)
- d. Upon application approval, enter into Permanent Agreement with OSPI.

2. Application Forms:

Specific forms and documents are also required in the application process. Follow the instructions carefully.

- a. Complete all applicable forms and documents:
 - [Policy Statement for Free & Reduced-Price Meals](#)
 - [Statewide Payee Registration](#) (if applicable)
- b. Complete the [Menu Certification](#) process.
A Program Specialist will be assigned to your organization to provide technical assistance and support through the remainder of this process.

Next Steps

- A technical assistance visit by an OSPI Program Specialist will be scheduled within the first few months of operation.
- You may begin claiming reimbursement from the first of the month in which the application process has been completed and approved.

Reference

- [7 CFR 210](#)– National School Lunch Program
- [7 CFR 220](#)– School Breakfast Program

Resources

- [Eligibility Manual for School Meals](#)
- [Meal Patterns and Menu Planning Toolkit](#)
- [OSPI CNS website](#)
- [School Meals Requirements Chart](#)
- [School Meal Programs Monthly Requirements](#)
- [USDA Child Nutrition Programs website](#)

Acronym Reference

- LEA– Local Education Agency
- OSPI– Office of Superintendent of Public Instruction
- RCCI– Residential Child Care Institution
- USDA– United States Department of Agriculture