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Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

k12.wa.us

April 1, 2021



Action Required

Due date: Varies



Informational

BULLETIN NO. 016-21 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  
360-725-6218, [mary.nagel@k12.wa.us](mailto:mary.nagel@k12.wa.us)

Arianne McConchie, Community Nutrition Programs Lead  
360-725-6201, [arianne.mcconchie@k12.wa.us](mailto:arianne.mcconchie@k12.wa.us)

Hannah Powell, Summer Food Service Program Specialist  
360-764-9329, [hannah.powell@k12.wa.us](mailto:hannah.powell@k12.wa.us)

## PURPOSE/BACKGROUND

The purpose of this bulletin is to release the 2021 Summer Food Service Program (SFSP) application for returning sponsors during traditional summer operation. The SFSP provides reimbursement for meals and snacks served to children during the summer months. For general information about the program, visit the SFSP webpages. The Catalog of Federal Domestic Assistance (CFDA) number for the SFSP is 10.559.

The U.S. Department of Agriculture (USDA) granted nationwide extensions of several waivers allowing all children to continue to receive nutritious meals this summer when schools are out of session. These flexibilities allow for safe meal distribution sites that serve all children for free, regardless of income and are available through September 30, 2021. In addition, the waivers:

- Allow meals served through the [Summer Food Service Program](#) (SFSP) to be made available in all areas at no cost;

- Allow meals to be served outside of the normally required group settings and meal times; and
- Allow parents and guardians to pick-up meals for their children, including bulk pick-up to cover multiple days of feeding children.

For a list of USDA granted waiver extensions and guidance on SFSP operation during COVID-19, please visit the [OSPI COVID-19 Nutrition & Meals Guidance](#) webpage.

## WHICH APPLICATION PROCESS TO FOLLOW

There are two (2) separate bulletins outlining the SFSP application process. Please ensure to follow the instructions of the correct bulletin.

- B018-21: SFSP Application for New Sponsors – Follow the process outlined in bulletin B018-21 if your organization did not operate SFSP in Summer 2020 **AND** did not operate SFSP during SY 20–21.
- B016-21: SFSP Application for Returning Sponsors – Follow the process outlined in this bulletin if your organization operated SFSP in Summer 2020 **AND** did not operate SFSP during SY 20–21.

## THE APPLICATION PROCESS – RETURNING SPONSORS

The SFSP application process for returning sponsors includes the following steps:

### 1. Training

Returning sponsors are required to complete SFSP sponsor training requirements to participate in the program. The information provided will assist in administering and operating the SFSP.

Training information is located on the [SFSP training webpage](#) under the 'Returning Sponsor Training' dropdown.

### 2. Program Application

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.

**a. WINS Application**

- i. 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.
- ii. Staff Contact information must be entered or updated when completing the sponsor application.

The *Updating Sponsor Contacts Information Sheet* will be available in WINS after April 1. Once logged into WINS, the information sheet is located under the *Info* tab > *WINS Documentation and Job Aids*.

- iii. Detailed resources and training videos on how to navigate in WINS are available on the [Child Nutrition Services \(CNS\) WINS webpage](#).

**b. Application Checklist**

Use the '*Checklist for Sponsors Intending to Operate SFSP or SSO in Summer 2021*' (attachment 2) to assist with gathering required information for application approval. Email required documentation listed in the SFSP checklist to [summermeals@k12.wa.us](mailto:summermeals@k12.wa.us)

**c. Meal Distribution Plan**

Submit [Summer 20-21 SFSP & SSO Meal Distribution Plan](#) to answer questions about your program operation and use of Nationwide waivers granted from USDA.

## 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 operations is:</b> | <b>The application due date is:</b> |
|---|-------------------------------------|
| before June 1, 2021                                 | May 1, 2021                         |
| between June 1–15, 2021                             | May 7, 2021                         |
| between June 16–30, 2021                            | May 21, 2021                        |
| after June 30, 2021                                 | June 4, 2021                        |

Applications received after June 15, 2021, will not be accepted.

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## INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Mary Nagel, Community Nutrition Programs Supervisor at 360-725-6218 or email [summermeals@k12.wa.us](mailto:summermeals@k12.wa.us). The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

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.

Tennille Jeffries-Simmons  
Chief of Staff

T.J. Kelly  
Chief Financial Officer

Leanne Eko, RD, SNS  
Director, Child Nutrition Services

CR:sd

Attachment 1: Summer Food Service Program Application Information  
Attachment 2: Checklist for Sponsors Intending to Operate SFSP or SSO in Summer 2021

**Assurance of Civil Rights Compliance**

*The Sponsor hereby agrees that it will comply with: i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189); vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000); vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.); viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3); ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement. x. The USDA non-discrimination statement that 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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).*

*This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.*

*By accepting this assurance, the Sponsor agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Sponsor, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA.*

*OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or [equity@k12.wa.us](mailto:equity@k12.wa.us).*