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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

October 6, 2020

- Action Required
- Due date: Varies
- Informational

BULLETIN NO. 084-20 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: Child Nutrition Program Options for Fall 2020

CONTACT: Mary Nagel, Community Nutrition Programs Supervisor
360-725-6218, mary.nagel@k12.wa.us
Elizabeth Beechler, School Meal Programs Supervisor
360-725-6220, elizabeth.beechler@k12.wa.us

PURPOSE/BACKGROUND

The purpose of this bulletin is to inform sponsors of the renewal process for federal fiscal year 2021 for U.S. Department of Agriculture (USDA) Child Nutrition Programs including the Summer Food Service Program (SFSP), Seamless Summer Option (SSO), National School Lunch Program (NSLP), School Breakfast Program (SBP) and the Child and Adult Care Program (CACFP). The USDA issued waivers on August 31, 2020, to allow operation of the SFSP and SSO through December 31, 2020. Local Education Agencies may choose to operate the program that works best for their educational model. LEAs may also change what program they are operating as the school year progresses. Please follow the renewal instructions in this bulletin for the program you plan to operate in program year 2021.

Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) Application Process – New Sponsors

If your organization did not operate the SFSP or SSO in summer 2020 or during the spring of 2020 as part of an emergency food program, please follow these instructions.

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 noreply.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 or SSO in WINS.

Refer to the [New SFSP and SSO Sponsor Checklist](#). Application is due October 31, 2020.

The SFSP application process for new sponsors includes the following:

1. Add these items in WINS for FY 2020-21
 - a. Sponsor Application
 - b. Site Application(s)
 - c. Site Calendar(s)
 - d. Budget- NSLP Sponsors are exempt from this requirement
 - e. Responsible Principal - USDA requires sponsors to report names and birthdates for Responsible Principals. This information must be submitted in WINS and is used to check the National Disqualified List.
 - i. Responsible principal is the responsible individual(s) for the program.
 - ii. The responsible principal's birthdate will only be seen by CNS staff and district personnel that have edit access to the WINS application.
2. Complete Training:
 - a. Civil Rights
 - b. Intro to SFSP
 - c. New Sponsor webinar-email your program specialist for a copy
 - d. What's This Procurement Thing?
3. Submit:
 - a. SFSP/SSO Meal Distribution Plan (by October 1, 2020)
 - b. Health Department Notification Letter
 - c. Free Meal Policy Statement for Open Sites
 - d. Free meal Policy Statement for Closed-Enrolled Sites & Camps
4. Submit your Preapproval Survey & upload menu into survey.

Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) Application Process – Returning Sponsors

If your organization operated SFSP or SSO during summer 2020 or during spring 2020, please follow these instructions.

Refer to the [Returning SFSP and SSO Sponsor Checklist](#). Application is due October 31, 2020.

The SFSP renewal process for returning sponsors includes the following:

1. Add these items in WINS for FY 2021
 - a. Sponsor Application
 - b. Site Application(s)
 - c. Site Calendar(s)
 - d. Budget- NSLP Sponsors are exempt from this requirement
 - e. Responsible Principal - USDA requires sponsors to report names and birthdates for Responsible Principals. This information must be submitted in WINS and is used to check the National Disqualified List.
 - i. Responsible principal is the responsible individual(s) for the program.
 - ii. The responsible principal's birthdate will only be seen by CNS staff and district personnel that have edit access to the WINS application.
2. Complete Training
 - a. Civil Rights
 - b. What's This Procurement Thing?
 - c. Returning Sponsor Webinar
3. Submit
 - a. SFSP/SSO Meal Distribution Plan (by October 1, 2020)
 - b. Health Department Notification Letter
 - c. Free Meal Policy Statement for Open Sites
 - d. Free meal Policy Statement for Closed-Enrolled Sites & Camps

Sponsors Planning to Change Operations Between SSO/SFSP

Refer to the [Transitional Sponsor Checklist](#) if you plan to change operation between SSO and SFSP.

Child and Adult Care Food Program (CACFP) Application Process

Refer to the [CACFP Renewal and Meal Distribution Plan Checklist](#). Application was due October 1, 2020.

The CACFP renewal process includes the following:

1. Add these items in WINS for FY2021
 - a. Sponsor Application
 - b. Site Application(s)
 - c. Site Calendar(s)
 - a. Budget - NSLP Sponsors are exempt from this requirement
 - b. Management Plan- for sponsors of multiple sites only
 - a. Contracts/Vendor Fact Sheet- for Vended Meals or FSMCs only
 - New for FY21 - You must complete the Contract Fact Sheet Module in WINS. The purpose of the fact sheet is to gather information about food service contracts.
 - Instructions are available in WINS.
 - [Log into WINS](#)
 - Go to the 'Info' tab
 - Select '*WINS Documentation and Job Aides*'
 - Select the '*Completing Contract Fact Sheets in WINS*' guide for step-by-step instructions.
2. Submit the [CACFP Sponsor Meal Distribution Plan](#)- Only required if utilizing waivers or meal distribution is different than normal operation
3. Complete Annual Training. Please visit the [CACFP Training Webpage](#) for details on how to complete training requirements.

National School Lunch Program (NSLP) and School Breakfast Program (SBP) Application Process

Refer to the [NSLP Renewal and Meal Distribution Plan Checklist](#). Application deadline is extended until October 31, 2020. Note: Sponsors choosing to implement Summer feeding programs this fall and NSLP later in the 20-21 school year must also complete NSLP applications in WINS.

The renewal process for NSLP includes the following:

1. **All Sponsors operating NSLP in SY 20-21:** Add these items in WINS for SY2020-21
 - b. Sponsor Application
 - c. Site Application(s)
 - d. Site Calendar(s)
 - a. **Sponsors delaying NSLP until January 2021:** Create **two** NSLP schedules:
 - i. Create one schedule to include one (1) operating day: Saturday, October 31, 2020, this is for October Building Data.

- ii. Create one additional schedule to include operating days from January 2021 through the end of the 20-21 school year.
 - b. **Sponsors starting NSLP in Fall 2020:** Create NSLP site schedules from the first day of school to the last.
 - e. Contracts/Vendor Fact Sheet- for Vended Meals or FSMCs only
 - New for FY21 - You must complete the Contract Fact Sheet Module in WINS. The purpose of the fact sheet is to gather information about food service contracts.
 - Instructions are available in WINS.
 - [Log into WINS](#)
 - Go to the 'Info' tab
 - Select 'WINS Documentation and Job Aides'
 - Select the 'Completing Contract Fact Sheets in WINS' guide for step-by-step instructions.
- 2. **Sponsors starting NSLP in Fall 2020:** Submit the NSLP Sponsor Meal Distribution Plan- Only required if utilizing waivers or meal distribution is different than normal operations.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Mary Nagel, Community Nutrition Programs Supervisor at 360-725-6218 or email mary.nagel@k12.wa.us or Elizabeth Beechler, National School Lunch Programs Supervisor at 360-725-6220 or email elizabeth.beechler@k12.wa.us. The OSPI TTY number is 360-664-3631.

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

If you would like a printed copy of this bulletin or required application materials, please email cnsupportstaff@k12.wa.us or call 360-725-6200.

Jamila B. Thomas
Chief of Staff

T.J. Kelly
Chief Financial Officer

Leanne Eko, RD, SNS
Director, Child Nutrition Services

CR:sb

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.