

OSPI Child Nutrition Services School Meal Programs Checklist

New Sponsor Application Checklist

This checklist is a guide to completing the required steps to become a sponsor for the School Meal Programs. You do not need to return this form to the Office of Superintendent of Public Instruction (OSPI)– use it to track your progress in the process.

- Watch the required New Sponsor Trainings found on the [Operating Child Nutrition Moodle](#) to ensure your organization is eligible and able to meet requirements.**
 - [Operating a Federal Program](#)
 - [Intro to School Meal Programs](#)
 - *Note: You must [create a Moodle Account](#) to access the trainings. If your organization name is not listed in the dropdown, select 'none.'*

- Complete and submit the [New Sponsor Questionnaire](#).**
 - Reference the [New Sponsor Questionnaire Checklist](#) prior to beginning the survey.

- Begin process of executing Food Service Management Company (FSMC) contract or Vended Meal Agreement. (if applicable)**
 - Notify OSPI of intent to contract.
 - Follow [Procurement Methods](#) based off contract value.
 - Details regarding contract and agreement requirements can be found on the [CNS Food Service Management Companies webpage](#).

- Sponsor Name/Contact Information**
 - The sponsor name is the legal entity under which the National School Lunch Program (NSLP) and School Breakfast Program (SBP) operates.
 - Current and accurate contact information is important to receive program notices and regulation changes.
 - The NSLP contact should be someone actively involved in the administration of your program and able to respond to program questions. Child Nutrition Services (CNS) uses email to send communications and announcements.
 - Update information as changes occur in the Washington Integrated Nutrition System (WINS), the online application and claims system.



WINS (Washington Integrated Nutrition System) Sponsor Administrator

The WINS sponsor administrator is your organization's authorized agent that will grant access to WINS for all other staff. The sponsor administrator is designated on the WINS Access Rights/User Authorization form, which is located on the [Child Nutrition WINS webpage](#). Only one form per sponsoring organization is needed for all child nutrition programs.

Sponsor Application: Complete and submit in the [Washington Integrated Nutrition System \(WINS\)](#)

Private Schools, Private RCCIs, Charter Schools – 501(c)3 Determination Letter:

Upload the most current 501(c)3 letter from the IRS designating your school or sponsoring organization as non-profit.

Disclosure of Lobbying Activities: If your organization participates in lobbying activities and receives more than \$100,000 in federal funds, the Disclosure of Lobbying Activities form must be uploaded. The form is available to download within the Sponsor Application

Site Application(s): Complete and submit in WINS. A site application must be completed in WINS for each meal site/school.

Private RCCI – Operating License: Private RCCIs must have a current license for each site to participate in the NSLP/SBP. Upload a copy of your license in the site application. If a license has not been issued, upload a copy of the Department of Social and Health Services letter.

Site Calendar(s): Complete and submit in WINS. A site calendar must be completed in WINS for each site.

- A site calendar identifies the operating days, meal types, times of service, and estimated daily meal count by category.
 - Each program site must have a calendar that reflects all **instructional** days and **non-operating days** for the school year.
 - Weekend meals and meals served on non-operating days cannot be claimed for reimbursement.
- **REMINDER:** If you operate fewer than 10 days in August, the August and September claims may be combined.

Email Required Forms to your Program Specialist.

- [Free & Reduced-Price Meal Policy Statement](#): Complete and submit (via email) to your CNS Program Specialist.
- [Food Service Management Company \(FSMC\) / Vended Meal Contract](#) (if applicable): Complete and submit (via email) to your CNS Program Specialist.
- **RCCI - [Income Policy Statement](#)** – RCCIs are required to document student eligibility for free and reduced-price meals. Submit this form only if the policy has changed from the

previous submission. If changes are necessary, you must describe if students have income, how much, and how the money is accounted for.

Payment Forms: Complete & submit to the appropriate agency to receive program reimbursement.

- **Private Schools & RCCIs - [Statewide Payee #](#):** Registers you with Washington State and allows you to receive payments from OSPI Child Nutrition – Submitted to Office of Financial Management (OFM).
- [Unique Entity Identifier \(UEI\)](#): Registration with the US Government required to be maintained.

Sign & Submit Child Nutrition Program Permanent Agreement via DocuSign. Signature is required prior to operation.

Menu Certification

USDA regulations provide for an additional 8-cent per lunch reimbursement for LEAs certified as in compliance with meal pattern requirements.

- Menu certification is part of the application process for the National School Lunch Program.
- Menu certification demonstrates that menus meet USDA meal pattern components and dietary specifications.
- A CNS Program Specialist will contact you to begin this process

Prepare for OSPI CNS Technical Assistance Visit conducted by your CNS Program Specialist

- A technical assistance visit by a CNS 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.

Resources

- **Procurement**
 - [OSPI CNS Procurement Webpage](#)
 - [Sponsor Procurement Checklist](#)

- **Training**
 - [School Program Requirements Chart](#)
 - [School Meal Programs Monthly Requirements](#)
 - [School Meals Training webpage](#)

Acronym Reference

- CNS- Child Nutrition Services
- NSLP- National School Lunch Program
- OSPI- Office of Superintendent of Public Instruction
- RCCI – Residential Child Care Institution
- SBP- School Breakfast Program
- USDA- United States Department of Agriculture
- WINS- Washington Integrated Nutrition System