

OSPI CNS School Meal Programs Reference Sheet

School Meal Program Webpage Requirements

USDA Child Nutrition Program sponsors have the responsibility to inform applicants, participants, grassroots organizations, and potentially eligible persons of the program availability, changes in programming, rights and responsibilities as a program operator, the policy of non-discrimination, and the procedure for filing a complaint. Public notification responsibilities include websites or webpages used for the promotion of the Child Nutrition Programs (i.e., nutrition services homepage).

What is required to be posted on websites?

✓ **USDA Non-Discrimination Statement**

- All information materials and sources, including websites, used by program operators that inform the public about the Child Nutrition Programs must contain the [USDA nondiscrimination statement](#).
- Main Nutrition Services landing pages must contain either the full non-discrimination statement or a short statement with a link to the full statement.
- The non-discrimination statement must be posted in a language that users understand and include links in target language as appropriate. The USDA non-discrimination statement has been translated into [22 languages](#).

✓ **Child Nutrition Programs Civil Rights Complaint Procedure & Log**

- Program operators must have separate procedures and logs for handling and documenting USDA Child Nutrition Program Civil Rights complaints. The Civil Rights Complaint Procedure must be publicly available on the program's webpage.
- All civil rights complaints related to the USDA Child Nutrition Programs must be forwarded to the USDA or to OSPI for forwarding to the USDA. OSPI has a sample [Civil Rights Complaint Procedure](#) and [Complaint Log](#).

✓ **Translated Materials for Participants with Limited English Proficiency (LEP)**

- Operators and sponsors are required to take reasonable steps to ensure meaningful access to programs and benefits for individuals with LEP. All materials vital to participation must be translated and provided at no cost to households.
- An already translated tagline must be provided at the bottom of your documents and on **webpages** for families that may need interpretation services. The [LEP – Important Information to Translate Notice Reference Sheet](#) includes two tagline options that are already translated into frequently encountered languages in Washington state.



✓ Information on Special Dietary Accommodations

- Sponsors must make reasonable accommodations to meal(s) on a case-by-case basis to accommodate disabilities which restrict a child's diet. The organization's Special Dietary Accommodations procedure and Request Form must be publicly available on a program webpage.
- Reference the [Special Dietary Needs Reference Sheet](#) for additional information on requirements. OSPI has developed a [Special Dietary Accommodations Request Form](#) that has been translated into [seven languages](#).

✓ Meal Charge Policy for Standard Counting and Claiming Schools

- LEAs participating in the NSLP and/or SBP (who are not district-wide CEP or Provision 2) are required to have a written and clearly communicated meal charge policy that is made available on a program webpage.
- The [Meal Charge Policy Reference Sheet](#) reviews the USDA requirements for Meal Charge Policies. Washington state's [Hunger-Free Students' Bill of Rights Act](#) outlines additional state requirements that must be met.

Local School Wellness Policy and Triennial Assessment

- Local Education Agencies (LEAs) must make the Local Wellness Policy available to the public on a program webpage, including an annual progress report with any updates to and about the policy and encourage public comment and input.
- LEAs must also assess progress made in attaining goals and wellness policy compliance and compare their policy to model wellness policies every three years. Results of the triennial assessment must be publicly available on a program webpage.
- The [Local Wellness Policy Reference Sheet](#) summarizes the requirements for policy and triennial assessment.

Best Practices

Below are best practices to improve website accessibility for households:

- Include information on where to access free and reduced-price meal applications or Family Income Surveys.
- Identify which income form (application and/or Family Income Survey) to complete for each school.
- Message that households may apply for benefits at any time during the school year.
- State that eligibility is not dependent on immigration or citizenship status.

Reference

- [FNS 113-1: Civil Rights Compliance and Enforcement](#)
- [7 CFR 210](#)

Acronym Reference

- CNP – Child Nutrition Program
- CNS – Child Nutrition Services
- LEA – Local Education Agency
- NSLP – National School Lunch Program
- OSPI – Office of Superintendent of Public Instruction
- SBP – School Breakfast Program
- SFA – School Food Authority
- USDA – United States Department of Agriculture