

# OSPI School Meal Programs Reference Sheet

## October Building Data

Federal regulations require the Office of Superintendent of Public Instruction (OSPI) to gather enrollment data, representative of the last operating day in October, documenting the number of children eligible for free, reduced-price, and paid meals. Enrollment, for the purposes of the report, means children enrolled in the local education agency with access to meals in the National School Lunch Program (NSLP), School Breakfast Program (SBP), and Special Milk Program. Data is reported, by site, in the Washington Integrated Nutrition System (WINS) on the October claim for reimbursement no later than December 30 of each year.

## Requirements

- ✓ Standard Counting and Claiming
  - Data is entered for the number of enrolled students eligible in the free, reduced-price, and paid categories.
- ✓ Community Eligibility Provision (CEP)
  - Total enrollment as of the last operating day in October should be submitted. WINS will calculate the number of free eligible students using the approved site's free claiming percentage (Identified Student Percentage multiplied by the 1.6 factor). The remaining number (enrollment minus free) is the number of students eligible for paid meals.
- ✓ Provision 2 Schools
  - Base year: Use procedures for standard counting and claiming.
  - Non-base year: Total enrollment as of the last operating day in October should be submitted. WINS will calculate the number of free, reduced-price, and paid eligible students using the school's approved claiming percentages.
  - Schools that are Provision 2 for breakfast only will use procedures for standard counting and claiming.

## Other Details

Submitting correct October Building Data is very important. You will need to retain documentation for the data entered for the October Building Data on the October claim.

Data is used for:

- ✓ Area Eligibility Determinations
- ✓ Fresh Fruit and Vegetable Program (FFVP) application



- ✓ Federal and state equipment grants based on “need”
- ✓ Eligibility to offer meals at no cost under [House Bill \(HB\) 1238](#)
- ✓ Requirements to offer [Breakfast After the Bell](#) (BAB)

OSPI makes October Building Data report available to the public on the OSPI website.

OSPI uses CEDARS to report education data. Often, CEDARS data does not match October Building Data. This is because all students enrolled in the school are reported in CEDARS including students without access to school meals. For example, running start and homeschooled students.

## Reference

- [7 CFR 210.8 \(c\)\(2\)](#)
- [RCW 28A.235.135](#)
- [RCW 28A.235.210](#)

## Acronym Reference

- CEDARS – Comprehensive Education Data and Research System
- CFR – Code of Federal Regulations
- LEAs – Local Education Agencies
- RCW – Revised Code of Washington
- USDA – United States Department of Agriculture