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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

k12.wa.us

July 19, 2024

(X) Action Required
Due date: September 1, 2024
(X) Informational

BULLETIN NO. 047-24 CHILD NUTRITION SERVICES

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
Special Milk Program (Public Schools)
Special Milk Program (Select Private Schools)
Special Milk Program (Non-Residential Child Care Institutions)

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Special Milk Program Application Renewal for School Year 2024–25

CONTACT: Rachel Floyd, Special Programs Specialist
360-742-4155, rachel.floyd@k12.wa.us

PURPOSE/BACKGROUND

The Office of Superintendent of Public Instruction (OSPI), Child Nutrition Services (CNS), is pleased to release the Special Milk Program (SMP) application materials for School Year (SY) 2024–25.

The SMP provides milk to children in schools, childcare institutions, and eligible camps that do not participate in other federal child nutrition meal service programs. The program reimburses schools and institutions for the milk they serve. The current rate of reimbursement is \$0.30 per half-pint of milk, effective July 1, 2024. Reimbursement rates may change annually.

Who is Eligible for the Special Milk Program:

- Sponsors that only serve milk and do not participate in any other federal child nutrition meal service programs are eligible for the SMP.
- Local Education Agencies (LEAs) that serve milk to split-session kindergarten students that do not have access to either the breakfast or lunch program.

- LEAs that serve milk to children enrolled in childcare centers. No other age groups, classes, or programs within the LEA may participate.

Applications are due September 1, 2024. Sponsors may choose to submit their application for approval past the September 1st deadline but may not be approved in time to receive reimbursement for milk served during September 2024.

THE APPLICATION PROCESS

Specific information is collected in the application process. *Attachment 1–Special Milk Program Application and Program Information* provides descriptions about terms used in the SMP and some of the information to be collected.

Program sponsors must submit applications in the Washington Integrated Nutrition System (WINS). Please complete the following steps:

1. Update Contact Information

New and returning sponsors must complete an online application in WINS. WINS is an online system used to collect application information and to process claims for reimbursement.

a. **New Sponsors**

Designate a WINS Sponsor Administrator by signing and submitting *the Access Rights/User Authorization for Child Nutrition Programs* form.

Once the authorization is processed, an email from noreply.WINS@k12.wa.us will be sent to the system administrator with a username and link to the WINS sign on webpage.

b. **Returning Sponsors**

Staff contact information must be entered or updated when completing the SMP sponsor application. Use the [Updating Sponsor Contacts Information Sheet](#) for detailed information.

2. Submit Your Application

a. Select the '*Renew Application*' button on the '*Applications*' tab and complete the Sponsor Application Wizard.

i. Review and update all sponsor information in the '*Sponsor Profile–Sponsor Information*' section in WINS.

ii. Staff Contact information must be entered or updated when completing the application. **Ensure contact information, including e-mail addresses, are current and entered correctly.**

b. Go to the '*Sponsor Profile–Current Overview*' tab to view a list of sites. For each site that will serve milk:

- i. Complete a site application, including review and update of staff information.
 - ii. Create site calendars.
- c. Upload application documents into WINS.

The application includes completing specific forms and documents depending on the type of sponsor. These forms must be uploaded into WINS. Information on WINS and job aids can be found on the [WINS webpage](#) or in WINS under the information drop down. Use the [Adding Documents in WINS](#) guide for details on uploading documents into WINS. The WINS Sponsor Application will indicate what documents will need to be uploaded.

3. Sign the Child Nutrition Programs Permanent Agreement

Sponsors of the USDA Child Nutrition Programs enter into a permanent agreement at the time of their initial approval. This agreement stays in effect during subsequent years of approved program operation. To view the Child Nutrition Permanent Agreement terms and conditions, please reference your copy or the [Sample Permanent Agreement](#).

Local Education Agencies that change their legal name resulting in a new Federal Tax Identification Number (FEIN) must report this change to CNS before starting the application process.

ADDITIONAL PROGRAM REQUIREMENTS

Counting Milk and Claiming Reimbursement

Milk counts are to be taken at the point of service where the student receives a reimbursable milk. Milk counts must be based on number of ½ pints (8 fl. oz.) of milks served to students and cannot be based on student attendance. Sponsors must track and document number of ½ pints milk served and submit the counts in their claim for reimbursement electronically through WINS.

Instructions for submitting claims in WINS are available on the [CNS WINS webpage](#).

If you have a question relating to the claim, the reimbursement process, or how a payment is calculated, please contact Child Nutrition Fiscal and Claims, at cnsfiscalservices@k12.wa.us or call 360-725-6200.

Pricing and Non-Pricing Programs

Sponsors may choose to operate a pricing or non-pricing program.

Pricing programs charge students for milk. There are two options for pricing programs. Sponsors may claim all milk served at the paid milk rate or sponsors may claim milk served

based on student eligibility status. Sponsors that choose to claim milk served based on student eligibility must annually distribute the Household Application for Free Milk to all student households.

Non-pricing programs do not charge students for milk. Sponsors may choose to **not** collect Household Applications for Free Milk and then claim all milk served at the paid rate.

Household application materials are updated each year and reflect changes to income guidelines and program regulations.

Available Materials

The United States Department of Agriculture (USDA) income guidelines, effective July 1, 2024–June 30, 2025, and free milk applications/materials can be found on the [Special Milk Program webpage](#).

- [2024–25 Household Application for Free Milk](#)

This application allows households to apply for free milk. There is also a prototype, including translated versions in multiple languages, available through the [USDA's Food and Nutrition Service website](#). Although these materials are specifically for school meals, they can be used to gather household information to determine eligibility for free milk.

LEAs must process applications within 10 working days. The determining official is the individual(s) responsible for reviewing and approving free milk applications. A hearing official is the individual responsible for reviewing and making a determination regarding an appeal to a benefit determination. The hearing official cannot be the same individual as the determining official. The Letter to Household should include the name of the Hearing Official.

- [Letter to Households](#)

This letter provides instructions for completing the application for free milk benefits.

- [Notice of Eligibility for Free Milk](#)

This letter may be used to notify households of student(s) who have been approved for free milk benefits.

- [Notice of Denied Eligibility for Free Milk](#)

This letter may be used to notify households of student(s) who have been denied free milk benefits. Households with students who are denied must be given written notification of the denial.

- **[Public Release for Free Milk](#)**

Regulations require sponsors to notify the public when the SMP is available. The Office of Superintendent of Public Instruction provides a public release to the media that meets this regulation. However, LEAs are encouraged to provide a public release and a supply of Household Application for Free Milk forms to local organizations that provide assistance to low-income families such as: food banks; Women, Infants, and Children (WIC) clinics; post offices; and employment security offices.

Civil Rights Requirements

LEAs participating in USDA school meal programs are required to inform potentially eligible persons of their rights to receive program benefits. The USDA Civil Rights Non-Discrimination Statement ([updated May 2022](#)) must be placed on program materials **widely disseminated** to students and families. This includes, but is not limited to:

- Student handbooks containing program information
- School nutrition services webpages
- Letters to families
- Menus and brochures
- Online meal application

Washington State has additional protected classes that are not outlined in the USDA Civil Rights Non-Discrimination Statement. **Public School Districts and Public Charter Schools must put both the USDA, and the schools' non-discrimination statement on widely disseminated program materials.**

Please review the [Civil Rights Reference Sheet](#) for more information on requirements in Child Nutrition Programs.

Translations and Limited English Proficiency (LEP)

Program materials and other communications with households must be in a language parents or guardians can understand. LEAs have the responsibility to be aware of language needs of LEP households that they serve.

LEP Resources

- USDA provides application [translations in 49 languages](#).
- The OSPI CNS [Limited English Proficiency Reference Sheet](#) provides details on requirements.

Child Nutrition Financial Report (CNFR) in WINS

The CNFR compiles financial data about School Meal Program operations in the prior program year. For SY 2024–25, the CNFR will represent data from the SY 2023–24 Special Milk Program operations. The CNFR is due in WINS by December 31.

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For more information on the CNFR, please review the [Child Nutrition Financial Report Reference Sheet](#).

Audits

Sponsors are required to maintain records that identify all federal funds expended and recorded on the Schedule of Expenditures of Federal Awards (SEFA) as identified by their unique Assistance Listing Number (ALN). Funds for this program are provided by the Special Milk Program for Children, Assistance Listing Number (ALN) 10.556. Federal Award Identification Numbers (FAINs) for Child Nutrition Programs can be found on the [Accounting Reporting Codes Reference Sheet](#). Sponsors must make grant records available for review and/or audit by officials of federal agencies, State Auditor's Office, Government Accountability Office, and OSPI or designee.

Sponsors expending more federal funds than the single audit threshold from all federal sources combined in any fiscal year must receive an audit in accordance with 2 CFR Part 200, Subpart F. Audits must be completed within nine (9) months of fiscal yearend and submitted to the Federal Audit Clearinghouse (FAC) by the earlier of 30 days following receipt of the audit report or nine (9) months following the end of the fiscal year.

Indian Tribes or Tribal Organizations can opt out of making their reporting packages publicly available on the FAC website (2 CFR 200.512 (b)(2)). However, if they choose this option, they must submit a copy of the audit report to OSPI CNS, Attention: CNS Fiscal Services.

If you have any questions regarding audits, please contact Child Nutrition Fiscal and Claims, at cnsfiscalservices@k12.wa.us or call 360-725-6200.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Rachel Floyd, Special Programs Specialist, at 360-742-4155 or email rachel.floyd@k12.wa.us. The OSPI TTY number is 360-664-3631.

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

Tennille Jeffries-Simmons
Chief of Staff

Leanne Eko, RD, SNS
Chief Nutrition Officer
Child Nutrition Services

CR:ln

Attachment 1: Special Milk Program Application and Program Information

Assurance of Civil Rights Compliance

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at 202-720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at 800-877-8339.

To file a program discrimination complaint, a Complainant should complete [Form AD-3027, USDA Program Discrimination Complaint Form](#), from any USDA office, by calling 866-632-9992 or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **Mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **Fax:** 833-256-1665 or 202-690-7442; or
3. **Email:** program.intake@usda.gov

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