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Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

k12.wa.us

April 1, 2025



Action Required

Due date: June 8, 2025



Informational

## BULLETIN NO. 017-25 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 Special Milk Program

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Summer Special Milk Program Application 2025

CONTACT: Rachel Floyd, Special Programs Specialist  
Phone: 360-742-4155, [rachel.floyd@k12.wa.us](mailto:rachel.floyd@k12.wa.us)

## PURPOSE/BACKGROUND

The purpose of this bulletin is to release the 2025 Summer Special Milk Program application. Any nonprofit organization providing organized childcare, or a residential camp may apply for participation in the Special Milk Program (SMP). Funds for this program are provided by the Special Milk Program for Children, Assistance Listing Number (ALN) #10.556.

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 \$0.27 per half-pint of milk. Reimbursement rates may change, effective July 1, 2025, but have not yet been released.

**Applications are due June 8, 2025.** Applications received late may not be approved in time to allow milk to be claimed at the start of the program.

## THE APPLICATION PROCESS

Specific information will be 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.

The SMP application process includes the following steps:

### 1. Submit Applications in the Washington Integrated Nutrition System (WINS)

#### a. Sponsor Application

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.

##### i. 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](mailto:noreply.WINS@k12.wa.us) will be sent to the system administrator with a username and link to the WINS sign on webpage.

##### ii. Returning Sponsors

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

#### b. Submitting Your Application

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

- Review and update all sponsor information in the 'Sponsor Profile–Sponsor Information' section in WINS.
- Staff Contact information must be entered or updated when completing the application.
  - Ensure contact information, including e-mail addresses, are current and entered correctly.

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

- Complete a site application, including review and update of staff information.
- Create site calendars.

- iii. 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. 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.

## 2. Child Nutrition Financial Report (CNFR) in WINS

Returning sponsors, who are not school districts, must complete the CNFR in WINS as part of the renewal agreement. The CNFR compiles financial data about SMP operations in the prior program year. For summer 2025, the CNFR will represent data from the summer 2024 SMP operations.

### Entering the CNFR

- a. From the sponsor profile page, select the 'CNFR' tab.
- b. Next, select 'Add'.
- c. Enter information as requested and pertinent to the SMP.  
The report requests information about meals. SMP operators should respond with information about milk sales and milk costs.

[Resources and training videos on how to navigate WINS](#) are available on the CNS WINS webpage.

## CLAIMS FOR REIMBURSEMENT

All claims for reimbursement are submitted electronically through WINS. Instructions for submitting claims 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](mailto:cnsfiscalservices@k12.wa.us).

## 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](mailto: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

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Attachment 1: Special Milk Program Application and Program Information

### **Assurance Statement**

*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*

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*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](mailto:equity@k12.wa.us).*