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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

March 1, 2026

☒ Action Required
Due date: Varies
☐ Informational

BULLETIN NO. 004-26 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 Food Service Program

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Summer Food Service Program New Sponsor Application Materials

CONTACT: Petra Colindres, Director, Summer Food Service Program and Farm to Child Nutrition Programs 360-891-6020, petra.colindres@k12.wa.us

Angela Amico, Summer Food Service Program Supervisor
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Summer Food Program inbox
mailto:summermeals@k12.wa.us

PURPOSE/BACKGROUND

The purpose of this bulletin is to release the 2026 Summer Food Service Program (SFSP) new sponsor application. The SFSP is a United States Department of Agriculture (USDA) Child Nutrition Program that provides reimbursement to program sponsors for meals and snacks served to children during the summer months. For general information about the program, visit the SFSP webpages. The Assistance Listing Number (ALN) for the SFSP is 10.559.

RCW 28A.235.160(4) requires school districts offering academic, enrichment, or remedial programs during the summer months at qualifying sites to operate a meal program. Qualifying sites are defined as schools that have 50% or more of the children enrolled during the regular school year who qualify for free and reduced-price meals. School districts intending to operate the SFSP or the Seamless Summer Option (SSO) at a site where an academic summer school program is in session must ensure the meal service is open to children in the community as well

as summer school children. A school district that wishes to only provide meals to students enrolled in an academic summer school program cannot participate in the SFSP or SSO.

SPONSORING ORGANIZATIONS

The following types of organizations may be an SFSP sponsor:

- Public or private nonprofit schools
- Educational service districts
- Units of local, municipal, county, or state governments
- Tribal organizations
- Public or private nonprofit residential or nonresidential summer camps
- Public or private nonprofit colleges or universities sponsoring the Upward Bound Program
- Private nonprofit organizations

WHICH APPLICATION PROCESS TO FOLLOW

There are two (2) bulletins outlining the SFSP application process. This bulletin is intended for organizations that have never operated SFSP or did not operate SFSP in 2025. If your organization operated SFSP in Summer 2025 or is a school district interested in operating the SSO, please see *B004-26: Summer Meal Program Application Materials – Returning SFSP Sponsors and Potential SSO Sponsors bulletin.*

THE APPLICATION PROCESS — NEW SPONSORS

The application process for new sponsors of USDA Child Nutrition Programs has multiple required steps that must be completed for program approval. We recommend you start the process several months prior to when you wish to begin serving meals and claiming reimbursement. The application process for new sponsors includes the following steps:

1. Financial Viability, Capability, and Accountability (VCA)

Child Nutrition Program (CNP) operators are reimbursed with funds from the USDA. Federal regulations require SFSP operators to demonstrate financial viability, maintain adequate administrative capability and have internal controls for program accountability. The SFSP application process includes submitting documentation to support VCA prior to approval. Successful applications in the VCA process will initiate the Permanent Agreement process with OSPI. If VCA cannot be determined through the assessment, the institution will not be able to move forward in the application process.

Institutions currently in good standing and actively operating within the Child Nutrition Programs have already met the VCA requirements and will not be required to complete this step as part of the SFSP application process.

2. Training

New sponsors must complete SFSP New Sponsor Training. The information provided will assist in administering and operating the SFSP.

Training requirements and information is located on the SFSP Training webpage under the '*New Sponsor Training'* dropdown, in addition to the attached Application Checklist.

3. Program Application

The *Summer Food Service Program Application Information for New Sponsors* (*Attachment 1*) provides program information you will need to complete the application process.

a. Application Submission Survey

Use the '*Checklist for Sponsors Intending to Operate SFSP in Summer 2026*' (*Attachment 2*) to assist with gathering required information. Once all required steps are completed, submit the documentation listed in the SFSP checklist via the 2026 Application Submission Survey.

b. WINS Application

i. Complete the online application in the Washington Integrated Nutrition System (WINS). WINS is an online system used to collect sponsor and site information, and to process claims for reimbursement. Organizations not participating in another Child Nutrition Program must designate a "*WINS Sponsor Administrator*" by signing and submitting the WINS Access Rights/User Authorization form.

ii. Once the authorization is processed, the sponsor administrator will receive an email from noreply.WINS@k12.wa.us with a username and link to the WINS sign-on webpage.

iii. Organizations already participating in a Child Nutrition Program such as the National School Lunch Program (NSLP) or Child and Adult Care Food Program (CACFP), need to contact their WINS sponsor administrator to gain access to SFSP in WINS.

iv. Staff Contact information must be entered or updated when completing the sponsor application.
   - The Updating Sponsor Contacts Information Sheet is available in WINS.

v. Detailed resources and training videos on how to navigate in WINS are available on the Child Nutrition Services (CNS) WINS webpage.

c. Preapproval Visit

New sponsors must have a pre-approval visit conducted by OSPI prior to application approval.

4. Permanent Agreement and Grant Award

Once all required application steps are completed and approved, sponsors enter into a OSPI Child Nutrition Programs Permanent Agreement. This agreement serves as a binding, ongoing commitment between the sponsor and OSPI. It remains in effect for subsequent years in which the sponsor applies and is approved to operate a Child Nutrition program.

Following approval, sponsors will receive a subaward notification, which serves as the confirmation of final approval and authorizes the sponsor to begin claims for reimbursable meals.

APPLICATION DUE DATE

The state deadline for **new** sponsor application submissions is **April 15, 2026**. Regulations require State agencies to process complete and correct applications within 30 days of the submission date. Meals served prior to application approval cannot be claimed for reimbursement. Applications received after the federal deadline June 15, 2026, will not be accepted.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Petra Colindres, Director, Summer Food Service Program and Farm to Child Nutrition Programs at 360-891-6020 or email summermeals@k12.wa.us. The OSPI Telecommunication Relay Services number is 711 or 1-800-833-6384.

This bulletin is also available on the Bulletins page of the OSPI website.

If you would like a printed copy of this bulletin or required application materials, please email summermeals@k12.wa.us or call 360-725-6200.

Tennille Jeffries-Simmons
Chief of Staff

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

CR:ln

Attachment 1: Summer Food Service Program Application Information for New Sponsors
Attachment 2: Checklist for Sponsors Intending to Operate SFSP in Summer 2026

Assurance of Civil Rights Compliance

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 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.