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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. 005-26 CHILD NUTRITION SERVICES

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
School District Food Service Directors
Returning Sponsors of the Summer Food Service Program
Potential Sponsors of the Seamless Summer Option

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Summer Meal Program Application Materials – Returning SFSP Sponsors and Potential SSO Sponsors

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

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509-795-4514, angela.amico@k12.wa.us

Summer Food Program email
mailto:summermeals@k12.wa.us

PURPOSE/BACKGROUND

The purpose of this bulletin is to release the 2026 Summer Meal Program application materials for returning Summer Food Service Program (SFSP) sponsors and interested Seamless Summer Option (SSO) local education agencies (LEAs). For guidance on selecting which program to operate, please refer to OSPI's Summer Meals Comparison chart, which outlines the key differences between SFSP and SSO to help sponsors determine which option best aligns with their organization's operations.

- The SFSP is a United States Department of Agriculture (USDA) Child Nutrition Program that provides reimbursement 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 for the SFSP is 10.559.

- The SSO is a USDA Child Nutrition Program that provides reimbursement to program sponsors for meals and snacks served to children during the summer months. Compared to SFSP, the SSO combines features of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and SFSP, offering a streamlined approach to LEAs already participating in NSLP. Only public and private LEAs already participating in NSLP are eligible to operate SSO. For general information about the program, visit the SSO webpage. The Assistance Listing number for SSO Breakfast is 10.553 and for SSO Lunch is 10.555.

RCW 28A.235.160(4) requires school districts offering any sort of academic, enrichment, or remedial program during the summer months at qualifying sites to offer a food program. Qualifying sites are defined as schools that have 50 percent 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 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.

Sponsors must maintain separate financial records, documentation, and claims by program. Costs must be allocable, allowable, and reasonable to the specific program under which reimbursement is claimed. Costs may not be co-mingled across programs.

WHICH APPLICATION PROCESS TO FOLLOW

There are two (2) bulletins outlining the Summer Meal Program application process. This bulletin is intended for organizations that operated SFSP in Summer 2025 or LEAs interested in operating SSO.

If your organization is interested in applying for SFSP but did not operate in Summer 2025, please see *B004-26:* SFSP *Application for New Sponsors* for application instructions.

THE APPLICATION PROCESS – RETURNING SPONSORS

The application process for returning SFSP sponsors and LEAs interested in SSO includes the following steps:

1. Training

- **SFSP:** Returning sponsors applying to SFSP are required to complete returning sponsor training. The information provided will assist in administering and operating the SFSP. Training information is located on the SFSP training webpage under the '*Returning Sponsor Training'* dropdown, in addition to the attached Application Checklist.

- **SSO:** LEAs applying to the SSO must complete Seamless Summer Option (SSO) online canvas course to participate in the program. The information provided will assist in administering and operating the SSO. Training requirements and information are located on the SSO webpages in addition to the Seamless Summer Option Application Checklist.

2. Program Application

The *Summer Food Service Program Application Information for Returning Sponsors* (*Attachment 1)* and the *Seamless Summer Option Application Checklist* (*Attachment 3)* provide descriptions about program information you will need to complete the application process.

a. Application Checklist
   - **SFSP:** Use the '*Checklist for Sponsors Intending to Operate SFSP in Summer 2026*' *(Attachment 2)*
     Once all required steps are completed, submit the documentation listed in the SFSP checklist via the 2026 Application Submission Survey. Note that this 2026 Submission Survey is part of the formal application process, and your application will not be considered complete without this portion.
   - **SSO:** Use the *Seamless Summer Option (SSO) Application Checklist for Summer 2026*' (*Attachment 3*) to assist with gathering required information for application approval.

b. WINS Application
   - 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. Staff Contact information must be entered or updated when completing the sponsor application. The Updating Sponsor Contacts Information Sheet is available in WINS. Detailed resources and training videos on how to navigate in WINS are available on the Child Nutrition Services (CNS) WINS webpage.

c. Permanent Agreement
   - Sponsors of 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 Programs Permanent Agreement terms and conditions please reference your copy or the Sample Permanent Agreement.

APPLICATION DUE DATE

The state deadline for application submissions depends on the program you are applying to operate. 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 of June 15, 2026, will not be accepted.

- **SFSP:** The application deadline is based on the results of your last Administrative Review and/or your first day of program operations.

Sponsor Category	The application due date by:
Sponsors that had Significant Operational Problems in their 2025 Review	April 15
Returning Sponsors that are new to Rural Non-Congregate Operation	May 1
All Other Sponsors should apply based on the first day of program operations:	
Between June 1-15	May 15
Between June 16-30	May 31
After June 30	June 1

- **SSO:** All LEAs should submit their completed SSO application by **June 1, 2026**.

Sponsors are responsible for ensuring timely submission of all required documentation. Incomplete applications may delay approval and impact claim allowability.

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
Attachment 2: Checklist for Sponsors Intending to Operate SFSP in Summer 2026
Attachment 3: Seamless Summer Option (SSO) Application Checklist for 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.