

# *OSPI Special Milk Program Information Sheet*

## **Application and Program Information**

Federal regulations use specific terms when describing the Special Milk Program (SMP) and require specific information to be collected during the application process. The following provides details regarding those definitions and information.

All forms in this document are linked on the [Special Milk Program webpage](#), under the 'Application Materials' dropdown.

## **Application Information**

### **Sponsor Name**

The sponsor name is the legal entity under which the SMP operates. If your name changes, you must contact Child Nutrition Services (CNS) immediately.

### **Sponsor Contact Information**

Current contact information is important to receive program notices and regulation changes. The SMP contact should be someone actively involved in the administration of the SMP and able to respond to program questions. The claim contact listed should be the person who submits the monthly claim. Update information as changes occur.

### **Signatures**

All forms requiring signatures must be signed by a person who has legal authority to bind the sponsor to a contract. Sign, scan, and upload documents into the Washington Integrated Nutrition System (WINS).

Instructions on [how to upload documents into WINS](#) can be found on the [CNS WINS webpage](#).

### **Tax ID Number**

Sponsors must enter their tax identification number, churches are exempt. This is the number assigned by the Internal Revenue Service (IRS).

### **UEI Number**

All sponsors participating must have a Unique Entity Identifier (UEI) number. If the sponsor does not have a UEI number, one must be obtained on the [UEI website](#). A UEI is free to obtain. Please



note that you are **not** required to register, instead select the option to “get a Unique Entity ID Only”.

### Statewide Payee Registration Washington State

Sponsors must have a Statewide Payee Registration number to be paid. If you are not currently registered with the Washington State Office of Financial Management (OFM), follow the instructions on the [OFM website](#) to submit the document. If you have questions about this process, please contact DES at [PayeeRegistration@ofm.wa.gov](mailto:PayeeRegistration@ofm.wa.gov) or 360-407-8180. Once you receive your statewide vendor number by email, please forward the notice to [schoolmeals@k12.wa.us](mailto:schoolmeals@k12.wa.us).

### Washington Integrated Nutrition System (WINS) Sponsor Administrator

The WINS sponsor administrator is your organization’s authorized agent that will grant access to WINS for all other staff. The sponsor administrator is designated on the [WINS Access Rights/User Authorization](#) form.

### Certification Regarding Lobbying

Recipients of federal grants (such as USDA funds), contracts, loans, and cooperative agreements are prohibited from using any federal funds to pay any persons to influence federal decision making (lobbying) in connection with a specific award. The Certification Regarding Lobbying agreement must be completed annually in WINS.

### Disclosure of Lobbying Activities

Entities receiving federal funds **must** disclose lobbying activities, if applicable. You do not need to submit this form in WINS if your organization does not have any lobbying activities to disclose.

### Procurement Standards

Procurement is the purchasing of goods and services. Regulations require that sponsors participating in Nutrition Programs follow procurement standards in accordance with 2CFR 200 and 7CFR 215.14.

### Point of Service (POS) Meal Counting

Sponsors must obtain daily counts of half-pints of milk (or half-pint equivalents) served to children at the POS for each site. The POS is defined as the point in the operation where it can be accurately determined by an adult that a reimbursable milk has been served to an eligible child. Milk served to adults may not be claimed for reimbursement. All sponsors must implement procedures to disallow milk served to adults when submitting the monthly reimbursement claim.

LEAs operating a Non-Pricing Program, or a Pricing Program with No Free Milk Option may obtain a daily count at the POS for all milk served to students. Operators may use daily count sheets or count the number of half-pints distributed to students at the point of service and record this count on a calendar.

## Fluid Milk Requirements

Milk served in the SMP must be 1% milk or nonfat milk. Flavored milk may be served. A variety of 1% or nonfat milk may be made available for children to choose from but is not required in the SMP. Fluid milk substitutions that meet nutrient requirements may be made available to accommodate children with disabilities with a written request from a parent or guardian. Fluid milk substitutions that do not meet nutrient requirements may be made available to accommodate children with disabilities with a written request from a licensed health care professional authorized to write medical prescriptions in Washington.

## Definitions

### Non-pricing program

A non-pricing program is one that does not sell milk to children. This includes programs where children are normally provided milk, along with food and other services. These programs can be in a school or childcare institution financed by tuition, boarding, camping, or other fees, or by private donations or endowments.

### Pricing Programs

Pricing Programs charge students for milk. All milk served is claimed at the paid milk rate.

### Milk

For SMP, milk is defined as:

- Pasteurized fluid types of unflavored or flavored 1%, or nonfat milk.
- Cultured buttermilk.
- Lactose-reduced milk.
- Lactose-free milk.
- Acidified milk made from types of fluid milk that meets state and local standards.

All milk should contain vitamins A and D at levels specified by the Food and Drug Administration (FDA).

### Children

Children are defined as individuals less than 19 years of age. Camp counselors or volunteers under age 19 are also eligible to participate in the Summer SMP.

### Nonprofit milk service

All income from the milk service program is used solely for the operation or improvement of such milk service.