OSPI CNS School Meal Programs Renewal Application Checklist

SY 2023–24 NSLP/ SBP Renewal Checklist

Local Education Agencies (LEAs) planning to operate the National School Lunch and School Breakfast Programs (NSLP/SBP) during School Year (SY) 2023–24 must complete a program application.

LEAs may use this checklist as a guide to complete the SY 2023–24 application. You do not need to return this form to OSPI. We recommend gathering all your required materials before starting your Washington Integrated Nutrition System (WINS) program application and SY 2023–24 Document Submission Form.

USDA Child Nutrition Program requirements are subject to change both as updated guidance is received from the USDA and at the discretion of the State Agency. Please review CNS Updates and OSPI's website for all important updates and/or changes.

Requirements

☐ Step 1: Apply to NSLP/SBP for SY 2023–24 in WINS

Log into WINS, you will then be on your sponsor home page.

☐ Enter UEI number on Sponsor Profile
Each sponsor receiving funds from the U.S. Government is required to have a unique identifier called a Unique Entity Identifier (UEI). Please enter your UEI on the Sponsor Profile page if it is not already included. For more information, please reference these written instructions on how to request a UEI at SAM.gov.

☐ Complete the Sponsor Application (check the NSLP & SBP)
a. Select the "*Sponsor Profile*" button in the upper right-hand corner.
b. Select the "*Renew Application*" button on the "*Applications*" tab and complete the Sponsor Application wizard.
- Review and update all sponsor information in the '*Sponsor Application'* section in WINS.
- The address section will require updating and confirmation that it is correct.
  o Staff Contact information must be entered or updated when completing the application. Inactive and past employees should be removed. Reference the Updating Sponsor Contacts Information Sheet for detailed information on updating WINS. **Ensure contact information, including e-mail addresses, are current and entered correctly.**

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          ◦ Contacts entered in this section will now show in the Sponsor Staff box in the *Sponsor Profile Page*.

    b. **Disclosure of Lobbying Activities**: If your organization participates in lobbying activities and receives more than $100,000 in federal funds, the Disclosure of Lobbying Activities form must be uploaded. The form is available to download within the Sponsor Application.

    c. **Charter Schools, Private Schools, & Private RCCI ONLY:** **501(c)3 Determination Letter** – Charter schools, Private schools and private RCCIs must upload the determination letter on annual attestation of 501(c)3 status from the Internal Revenue Service granting non-profit status.

☐ Site Application – For each site that will serve meals, complete a site application and site calendar.

    a. **Paid Meal Price:** The reduced-price copay will be covered for all grade levels at breakfast and lunch for **public school districts**.

        a. Schools operating CEP or Elementary Schools offering meals at no cost under HB 1238 should enter $0.00 for the paid and reduced-price meal prices.

    b. **Private RCCI ONLY:** **Operating License** – Private RCCIs must have a current license for each site to participate in the NSLP/SBP. Upload a copy of your license in the site application. If a license has not been issued, upload a copy of the Department of Social and Health Services letter.

☐ Site Calendar – For each site that will serve meals, complete a site application and site calendar.

    a. Add a NSLP Schedule for the school year.
    b. Include the meals to be served and the appropriate meal service times
        • **NOTE:** The meals' program type defaults to 'Seamless' and must be revised to 'Breakfast' or 'Lunch.'

☐ Submit WINS Application

    a. Go to the "*Current Overview*" tab to review your application, confirming that each section is submitted.
    b. Once the status of your application shows as '*submitted*,' your program specialist will be alerted that your application is ready to be reviewed.

☐ **Step 2: Submit Additional Required Documents**

Additional documents are submitted through the SY 2023-24 Renewal Document Submission Form.

    a. **Milk Substitute Notification Form:** Sponsors are required to notify OSPI Child Nutrition Services of their intent to provide a milk substitute other than for students with

disabilities. For more information, please reference the [Milk & Milk Substitute Reference Sheet](#).

b. **Paid Lunch Equity (PLE) Compliance:** Sponsors are required to notify OSPI Child Nutrition Services of how they intend to meet Paid Lunch Equity requirements. For more information on PLE requirements, please reference the [Paid Lunch Equity Reference Sheet](#).

c. **RCCI ONLY: [Income Policy Statement](#)** – RCCIs are required to document student eligibility for free and reduced-price meals. **Submit this form only if the policy has changed from the previous submission.** If changes are necessary, you must describe if students have income, how much, and how the money is accounted for.

☐ Step 3: Complete Monitoring Requirements for NSLP/SBP by February 1, 2024
- All sponsors must complete site reviews annually by February 1.
- Forms can be found on the [NSLP Requirements and Materials](#) webpage.
- Keep the form on file in the district office—You are not required to submit this form to OSPI Child Nutrition Services.

Resources
— [National School Lunch Program Webpage](#)
— [NSLP Requirements and Materials Webpage](#)
— [Menu Planning & Meal Pattern Webpage](#)

Acronym Reference

- CNS – Child Nutrition Services
- LEA – Local Education Agency
- NSLP – National School Lunch Program
- OSPI – Office of Superintendent of Public Instruction
- PLE – Paid Lunch Equity
- RCCI – Residential Child Care Institution
- SBP – School Breakfast Program
- UEI – Unique Entity Identifier
- USDA – United States Department of Agriculture
- WINS – Washington Integrated Nutrition System