

OSPI CNS School Meal Programs Reference Sheet

School Meal Programs Requirements

Application Renewal

LEAs participating in the NSLP and/or SBP must complete and return an application packet.

Due: Annually by September 30 for Public and Private Schools
Annually by August 30 for Residential Child Care Institutions

Tools: [National School Lunch and Breakfast Program Bulletins](#)
[National School Lunch and Breakfast Program Communications and Updates](#)

Buy American Provision

LEAs participating in the NSLP and/or SBP must purchase domestic commodities and products to the maximum extent practicable. Periodic reviews of stock on hand must be conducted to ensure compliance with the Buy American Provision.

Due: Ongoing

Tools: [Buy American Provision Reference Sheet](#)

Civil Rights

LEAs must administer program services and benefits in accordance with all laws, regulations, instructions, policies, and guidance related to nondiscrimination in program delivery. A Civil Rights Complaint Procedure and Log specific to the USDA Child Nutrition Programs must be maintained. Any staff, including supervisory staff, interacting with program applicants or participants must receive training.

Due: Ongoing with training completed annually

Tools: [Civil Rights Reference Sheet](#)
[Civil Rights Training \(Create a Moodle account to access the training\)](#)

Claims for Reimbursement

LEAs must submit meal counts of students participating in School Meal Programs to claim applicable State and Federal reimbursements. Claim data is entered in WINS.

Due: Monthly

Tools: [Claims Reference Sheet](#)

Direct Certification

LEAs must conduct direct certification and certify categorically eligible children for free meals.

Due: RCW 28A.235 and RCW 28A.300 require direct certification to be conducted monthly.

Tools: [Direct Certification Reference Sheet](#)
[Direct Certification-Medicaid Reference Sheet](#)



Disclosure of Free & Reduced-Price Eligibility Status

LEAs must obtain parental consent to share information with local education programs, activities, and individuals that are not specifically authorized access under the National School Lunch Act. Consent must be obtained annually prior to disclosure for each individual program.

Due: Ongoing

Tools: [Free & Reduced-Price Disclosure Reference Sheet](#)
[Confidentiality Requirements of Common Programs](#)

Food Safety Inspections

LEAs must have two food safety inspections conducted at each site that prepares and/or serves meals. If two inspections do not take place, the LEA must document that a second inspection was requested. The most recent food safety inspection must be posted in a publicly visible location.

Due: Twice annually (conducted by state, county, or local health departments)

Tools: [Food Safety Inspection Reference Sheet](#)

Food Safety Program

LEAs must have a School Food Safety Program that addresses food safety in all aspects of meal preparation and service and is based on the HACCP principles.

Due: Ongoing

Tools: [School Food Safety Program Reference Sheet](#)

Free & Reduced-Price Meal Applications

LEAs participating in the NSLP and/or SBP must make free and reduced-price meals available to eligible students. Information letters and application materials must be distributed annually before the beginning of the school year in a language that can be understood by the household.

Due: Ongoing with information distributed at the beginning of each school year and when households transfer in throughout the school year

Tools: [Free & Reduced-Price Applications – Processing & Approving Reference Sheet](#)
[Free & Reduced-Price Applications – Parts Reference Sheet](#)
[Meal Applications & Verification Information](#)

Meal Charge Policy

LEAs must have a written and clearly communicated meal charge policy.

Due: Ongoing

Tools: [Meal Charge Policy Reference Sheet](#)

Menu Planning & Production Records

LEAs must plan, prepare, and document breakfast and/or lunch meals that meet meal pattern requirements.

Due: Ongoing

Tools: [Menu Planning & Meal Patterns Toolkit](#)

[Production Record Reference Sheet](#)

[School Meal Programs Training \(Create a Moodle account to access the trainings\)](#)

[School Meal Programs Resources](#)

Milk & Milk Substitutes

LEAs must inform OSPI Child Nutrition if they plan to provide a milk substitute other than for children with a documented medical need.

Due: As needed

Tools: [Milk & Milk Substitutes Reference Sheet](#)

[Approved Milk Substitutes Handout](#)

[Milk Substitute Notification Form](#)

Non-Program Food Revenue

LEAs must complete revenue calculations to determine if the revenue from non-program foods generates at least the same proportion of revenue as they contribute to the LEAs food cost. If the proportion of non-program food revenue is less than the proportion of non-program food costs, LEAs must increase the prices of non-program foods.

Due: Annually

Tools: [Non-Program Food Revenue Reference Sheet](#)

[Financial Management Program Requirements & Materials](#)

[USDA Non-Program Food Revenue Tool](#)

October Building Data

LEAs must report the number of children eligible for free, reduced-price, and paid meals with access to the School Meal Programs as of the last operating day in October. Data is reported by site in WINS on the October claim for reimbursement.

Due: Annually by December 30

Tools: [October Building Data Reference Sheet](#)

On-Site School Reviews

LEAs that operate NSLP/SBP and serve meals at more than one site are required to conduct an on-site review of each school or site. All sites operating NSLP must be reviewed and half of sites operating SBP must be reviewed annually. The purpose of the review is to evaluate counting and claiming procedures

Due: Annually by February 1

Tools: [On-Site Reviews Reference Sheet](#)

[On-Site Review Form](#)

Paid Lunch Equity

LEAs that operate the NSLP must ensure sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced-price meals. There are two ways to meet this requirement: either through the prices charged for "paid" meals or through other non-Federal sources provided to the nonprofit school food service account.

Due: Annual calculation

Tools: [Paid Lunch Equity Reference Sheet](#)
[Financial Management Program Requirements & Materials](#)

Procurement

LEAS using Federal funds must follow federal, state, and local procurement guidelines. Procurement is the process of purchasing of goods and services, which involves planning, drafting specifications, bid advertisement, and awarding and managing the contract.

Due: Ongoing

Tools: [Procurement Reference Sheet](#)
[Child Nutrition Services Procurement](#)

Professional Standards for School Nutrition Employees

LEA's operating the NSLP must ensure the minimum education standards are met when hiring a School Food Service Director and that annual training requirements are met for all school nutrition employees.

Due: Ongoing

Tools: [Professional Standards Reference Sheet](#)
[Professional Standards Learning Objectives](#)
[USDA Professional Standards](#)

Record Retention

Child Nutrition Program records must be retained for a minimum of three years plus the current year or until the resolution of an audit. Public school districts must also maintain records according to the records retention schedule provided by the Office of Secretary of State.

Due: Ongoing

Tools: [Record Retention Schedule – Public School Districts](#)

School Breakfast Program Promotion

Schools participating in the SBP must inform families of the availability of breakfast.

Due: Prior to the beginning of the school year & multiple times through the school year

Tools: [School Breakfast Program Reference Sheet](#)

Smart Snacks

All foods sold on the school campus during the school day must meet standards for fat, saturated fat, trans fat, sugar, and sodium, and have whole grains, low fat dairy, fruits, vegetables or protein foods as their main ingredient.

Due: Ongoing

Tools: [Smart Snacks Reference Sheet](#)
[Smart Snacks Reference Chart](#)
[Alliance for a Healthier Generation Smart Snacks Calculator](#)

Special Dietary Needs

LEAs must make reasonable modifications to meal(s) on a case-by-case basis to accommodate disabilities which restrict a child's diet. Requests for meal modification must be signed by a State-recognized medical authority.

Due: Ongoing

Tools: [Special Dietary Needs Reference Sheet](#)
[Request for Special Dietary Accommodations](#)

Summer Outreach

Schools must conduct outreach and advertise the availability of summer meals. This applies to all school districts, even if there isn't a summer feeding program in the community.

Due: Annually before the end of the school year

Tools: [Summer Outreach Reference Sheet](#)

Verification

LEAs must verify eligibility of children from a sample of household applications approved for free and reduced-price meals.

Due: Annually beginning on October 1 with completion by November 15 and the Verification Summary Report due by February 1

Tools: [Verification Reference Sheet](#)
[Meal Applications & Verification Information](#)

Wellness Policy

LEAs participating in NSLP must establish and implement a local school wellness policy for all schools under its jurisdiction that meets minimum standards designed to create a healthy school environment and promote wellness among students, staff, and families. Stakeholders must be invited to participate in the review and updating of the wellness policy and an assessment of schools' compliance with the wellness policy must be conducted once every three years.

Due: Ongoing with an assessment conducted every three years

Tools: [Wellness Policy Reference Sheet](#)
[USDA Wellness Policy Tools & Resources](#)

If Applicable:

Afterschool Snack Program Reviews

LEAs that operate the Afterschool Snack Program through the NSLP must review each snack site twice annually.

Due: Twice annually with the first review occurring in the first four weeks of operation

Tools: [Afterschool Snack Program Review Form](#)
[Afterschool Snack Program](#)

CACFP At-Risk Afterschool Meal Program Reviews

LEAs that operate the At-Risk Afterschool Meal Program must review each meal site twice annually.

Due: Twice annually with the first review occurring in the first four weeks of operation

Tools: [On-Site Review Form of At-Risk Afterschool Meal Program](#)
[CACFP At-Risk Afterschool Meal Program](#)

Storage Facility Self-Evaluation

LEAs must review all facilities in which USDA foods are stored, including commercial storage facilities that store USDA foods for the LEA.

Due: Annually by February 1

Tools: [Storage Facility Review Reference Sheet](#)
[Storage Facility Self-Evaluation Form](#)

Acronym Reference

- CNS - Child Nutrition Services
- CACFP – Child and Adult Care Food Program
- HACCP – Hazard Analysis Critical Control Point
- LEA – Local Education Agency
- NSLP – National School Lunch Program
- OSPI - Office of Superintendent of Public Instruction
- RCW – Revised Code of Washington
- SBP – School Breakfast Program
- SMP – Special Milk Program
- USDA - United States Department of Agriculture
- WINS – Washington Integrated Nutrition System