

*Date:* April 1, 2016

*To:* Authorized Representatives of School Food Authorities (SFAs) Participating in the U.S. Department of Agriculture (USDA) Child Nutrition Programs

*From:* Jessica Sharkus, RDN, CD  
Director, School Nutrition Team

*Subject:* School Year (SY) 2016-17 Online Contract Renewal for the USDA School Meal Programs - **Action required by May 31, 2016**

Please forward this memo to the staff person responsible for updating the online contract for the USDA School Meal Programs.

Schools participating in the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program (ASSP), Special Milk Program, and Wisconsin School Day Milk Program must renew their contracts online each year.

This year, the website for the SY 2016-17 contract renewal process will open May 1, 2016. All contracts for the SY 2016-17 must be updated by May 31, 2016.

**Beginning April 29, you will no longer be able to make online changes to your SY 2015-16 (current) contracts.** To make changes after this date, contact the School Nutrition Team (SNT) at (608) 267-9228.

### Things to Consider

#### Feeding Children in Summer

As summer plans begin to take shape, many students face uncertain days. The healthy school meals your school has offered during the year may no longer be available to them. School districts providing summer school academic and/or summer enrichment activities for children are encouraged to consider the three distinct funding opportunities that would allow for the continuation of those healthy school meals into the summer months. These opportunities include:

1. Extension of your current programs - NSLP, SBP, and/or ASSP: This option allows you to feed your summer school students under the same program(s) you operate during the school year. All program requirements remain the same. Reimbursements for the meals served remain the same. If interested in extending your NSLP and/or SBP contract, please contact Laura Paella from the SNT at (608) 267-9228. **If you choose this option, the**

**online contract needs to be updated to reflect planned dates of operation by April 29, 2016.**

2. Seamless Summer Feeding Option (SSO): This option allows you to feed free meals to all children attending summer school as well as other children in the community during the summer months. Reimbursement is based on the free meal rate for the NSLP and SBP. For more information, please contact Karrie Isaacson at [karrie.isaacson@dpi.wi.gov](mailto:karrie.isaacson@dpi.wi.gov) or call (608) 266-2416. **If you choose this option, the online contract needs to be updated to reflect planned dates of operation by April 29, 2016.**
3. The Summer Food Service Program (SFSP) for Children: This option provides funding resources to schools who wish to feed free meals to all children, those who may be attending summer school as well as other children in the community. For more information regarding the SFSP, please contact Amy Kolano at [amy.kolano@dpi.wi.gov](mailto:amy.kolano@dpi.wi.gov) or call (608) 266-7124.

Prior to updating your SY 2016-17 contract, please review the following Department of Public Instruction SNT updated materials:

- Contract Manual: Changes will be highlighted in yellow. This manual provides instructions for entering and renewing your online contract and will walk you through each section. The manual will be on our website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/banking-contracts-claims-reports>. You will need to scroll down to “Contracts & Claims”. The updated manual will be under “School Nutrition Online Contract Manual”. The manual for the SY 2016-17 will be posted May 1.
- Permanent Agreement/Policy Statement: This document is posted below the Contract Manual on the same webpage. Very minor changes have been made to this document. Make sure you read it prior to agreeing to the terms and conditions of this document.

**Important Dates:**

Until April 29, 2016	You may make changes and revisions to your SY 2015-16 (current) online contract, including NSLP or SSO for the summer.
May 1, 2016	Contract renewal period opens for SY 2016-17.
May 1 – May 31, 2016	Enter and submit your SY 2016-17 contracts through the DPI website.
May 31, 2016	Contract renewals for SY 2016-17 are due.