2026-27 SCHOOL NUTRITION PROGRAMS

Department of Public Instruction

Bureau of School Nutrition

Contract Manual

Bureau of School Nutrition

Wisconsin Department of Public Instruction

201 West Washington Avenue, Madison, WI 53703

608-267-9228

dpifns@dpi.wi.gov

May 2026

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or ability and provides equal access to the Boy Scouts of America and other designated youth groups.

Wisconsin Department of Public Instruction

Jill K. Underly, PhD, State Superintendent

Madison, Wisconsin

Contents

Overview 1

Accessing the Wisconsin School Directory 2

Public Schools 2

Private Schools 3

Accessing Wisconsin Child Nutrition Programs Online Services 5

Navigating Wisconsin Child Nutrition Programs Online Services 6

Entering the School Nutrition Contract Information 6

Contract Preparer 6

School Food Authority Information 7

Meal Charges, Purchase, and Officials Information 10

Policy Statement Information (SFA-wide) 14

List of Schools under School Food Authority (Schedule A) 14

School Schedule A Information 15

School Specific Policy Statement Information 22

Certification 24

Adding and Deleting Sites on Schedule A 25

Virtual Schools 25

Adding a School to Schedule A 25

Deleting a School on Schedule A 27

Troubleshooting 28

Site Count Mismatch Summary 28

Password 28

USDA Nondiscrimination Statement 29

Overview

The Bureau of School Nutrition (BSN) Contract is an annual agreement between a School Food Authority (SFA) and the Wisconsin (WI) Department of Public Instruction (DPI). SFAs that participate in the United States Department of Agriculture (USDA) Child Nutrition Programs and Wisconsin nutrition programs must complete this contract each year, agreeing to follow all program rules Outlined in the Permanent Agreement.

This contract manual provides step-by-step guidance to support you through the process of submitting the contract. Please follow the instructions to ensure everything is completed correctly. Use the Contents above to help navigate the manual. Upon submission, the contract will be reviewed and approved by the BSN. Once approved, the SFA can submit claims and receive reimbursement for the meals served.

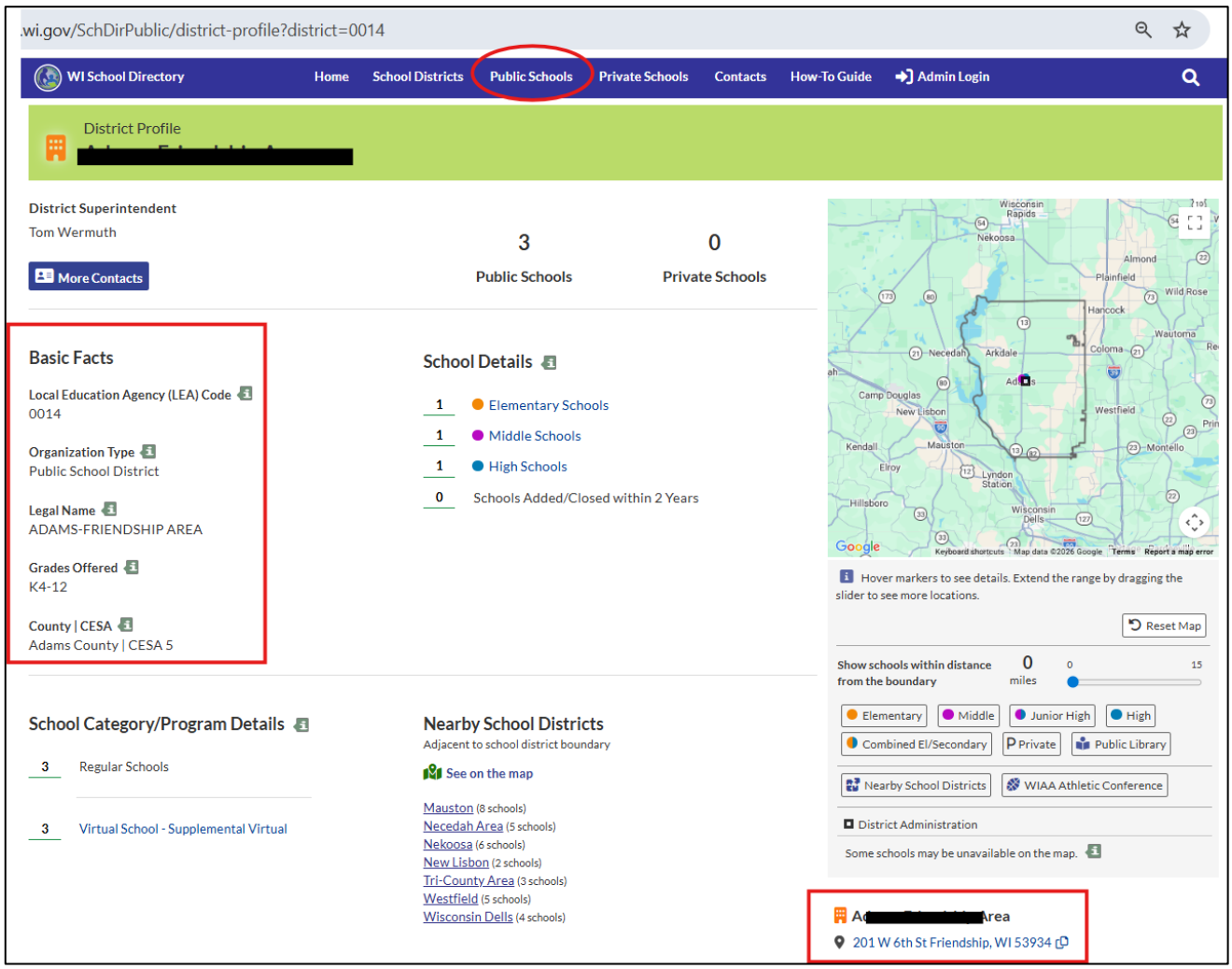
The School Nutrition Contract can only be submitted by a SFA employee and should be either the Authorized Representative or Food Service Director. The contract cannot be submitted by anyone who is not an SFA employee, including a Food Service Management Company (FSMC) employee or a contractor hired to provide consultation for the programs.

Accessing the Wisconsin School Directory

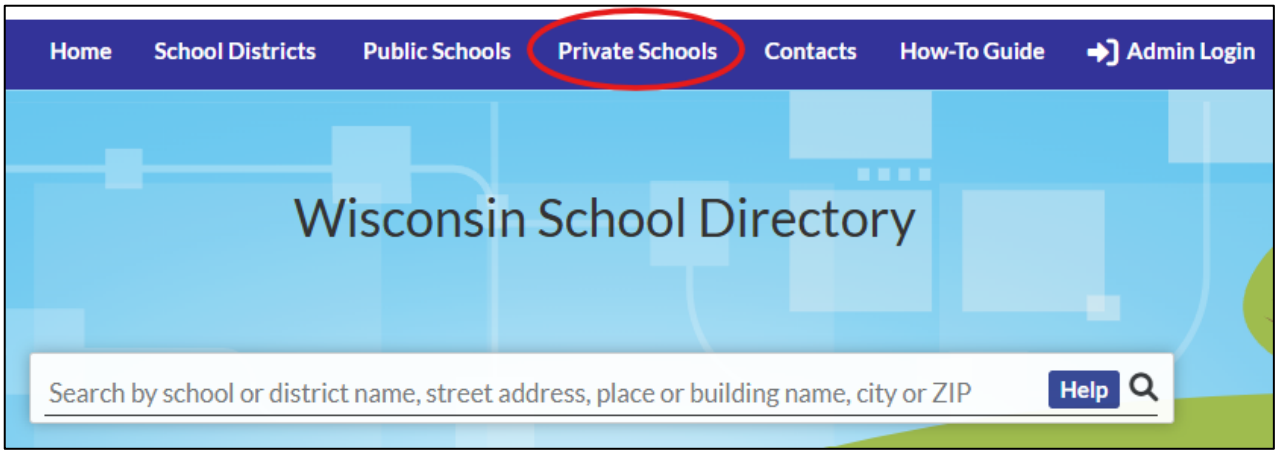
Before updating the School Nutrition Contract it is necessary to Access the WI School Directory to ensure the information in the directory matches the contract.

Public Schools

1) Search for the school or district name in the search bar or by clicking *School Districts*.
2) Ensure the information on the School District page matches the General Information in the school nutrition contract, as seen in the two red squares in the screenshot below.
3) The schools listed in the WI School Directory must match the schools listed on Schedule A of the school nutrition contract. To view the full list of schools, click on *Public Schools* as seen in the red circle in the screenshot below. **Note**: The *Public Schools* button is the only way to view the full list of schools.
4) To add or delete a school from the WI School Directory, Refer to the School Modification Application Webpage.

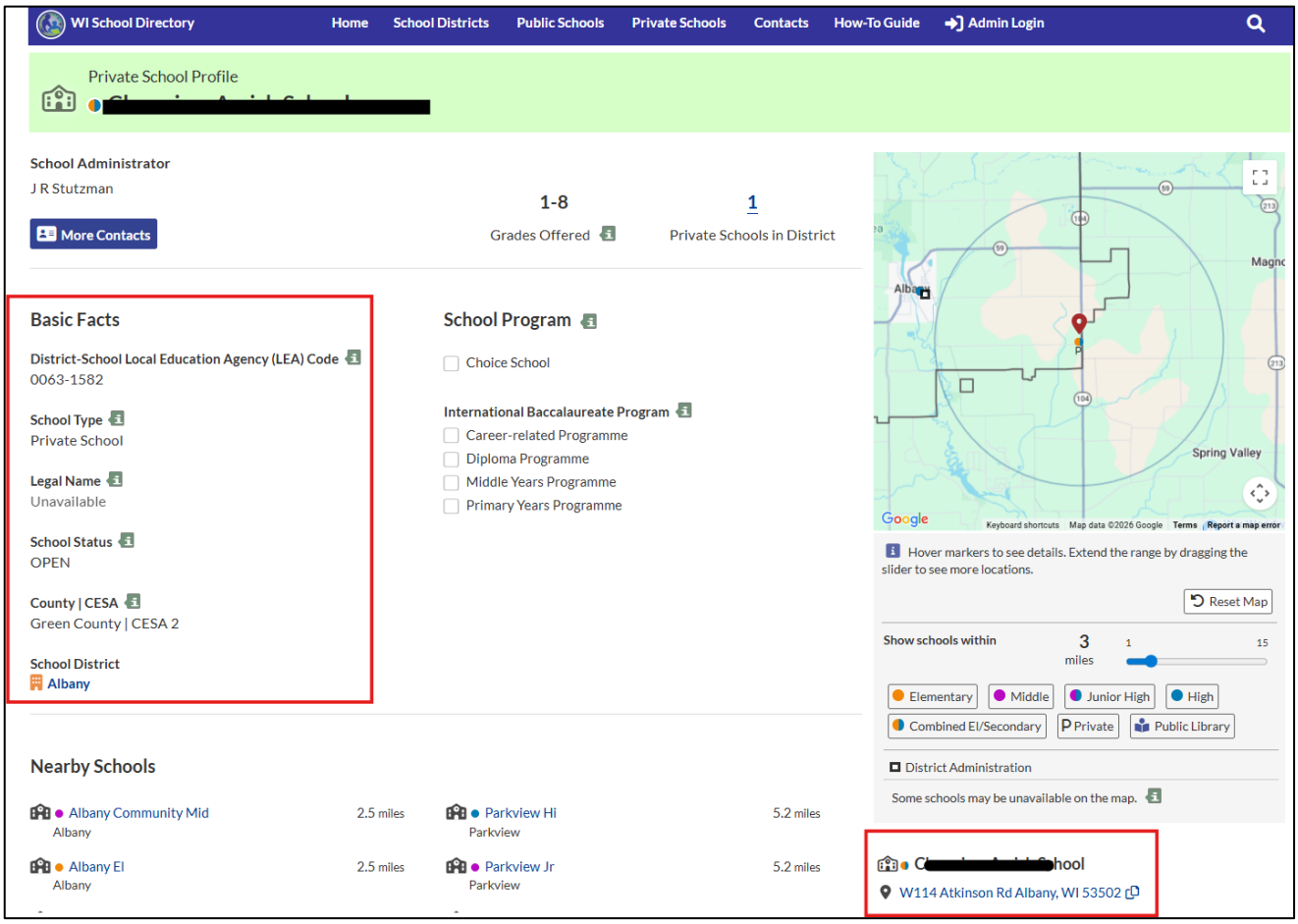


Private Schools



1) Search for the school's name by clicking *Private Schools*.
2) Ensure the information on the Private Schools page matches the General Information in the school nutrition contract, as seen in the two red squares in the screenshot below.

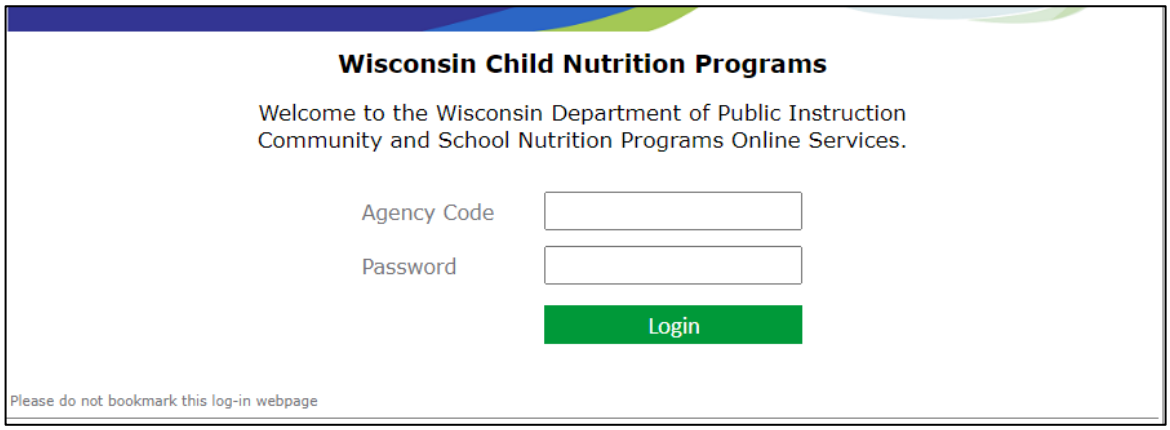
For private schools, the WI School Directory will not always match the individual school site information. For example, the directory may show only one school when there are several in the SFA.



Accessing Wisconsin Child Nutrition Programs Online Services

1) Go to the WI Child Nutrition Programs Online Services Webpage (dpi.wi.gov/school-nutrition) to begin entering the School Nutrition Contract.
2) We suggest bookmarking the Wisconsin Child Nutrition Programs Online Services Page. The Online Services portal is used to manage the school nutrition contract, submit claims, submit reports, and access other school nutrition information about the SFA.
3) Click on *Online Services Log-in*. If you do not see the blue button at the top of the page, scroll down as it might be located further down the page.

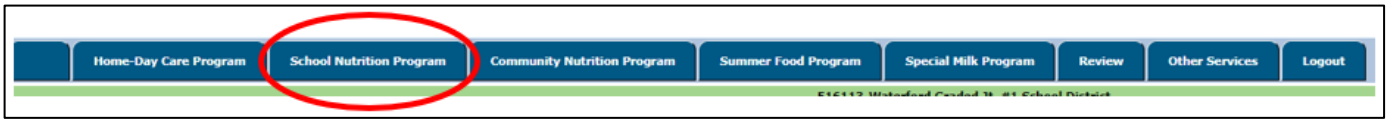
The Online Services log-in screen will open.



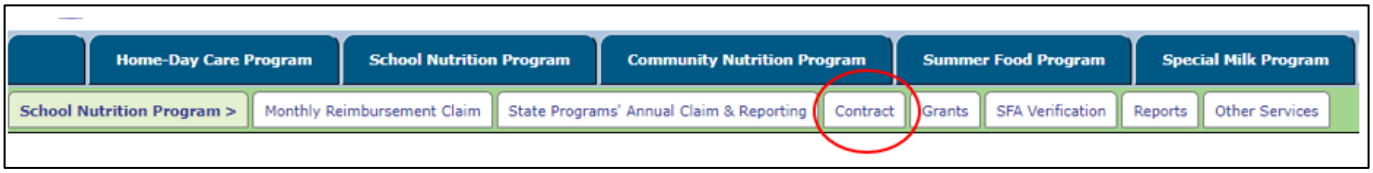
4) Enter the SFA's Agency Code – This is the five or six-digit code assigned to the SFA.
5) Do not use hyphens – use only the numerals in the agency code.
6) Do not enter leading zeroes: For example, if the agency code is "012345", only enter "12345".
7) Enter the agency-specific password. This is the password used for submitting claims for reimbursement and managing the school nutrition contract. If the password is forgotten, please see the troubleshooting section at the end of this document.
8) Click Login. Once logged in, a menu of options will appear at the top of the screen. Note: A 30-minute timer starts from the moment of log-in. If no activity occurs an error message will appear indicating the need to return to the main log-in screen.

Navigating Wisconsin Child Nutrition Programs Online Services

1) Click on *School Nutrition Program* in the blue menu bar.



2) Click *Contract*. Further menu options will appear in the white menu bar.



3) Click *Enter-Update Contract* to submit a new contract or to update an existing contract. **Note**: After clicking *Enter-Update Contract* the contract must be submitted even if no changes are made. Alternatively, you may click *on View Approved Contract* to view and print the contract.

Entering the School Nutrition Contract Information

Contract Preparer

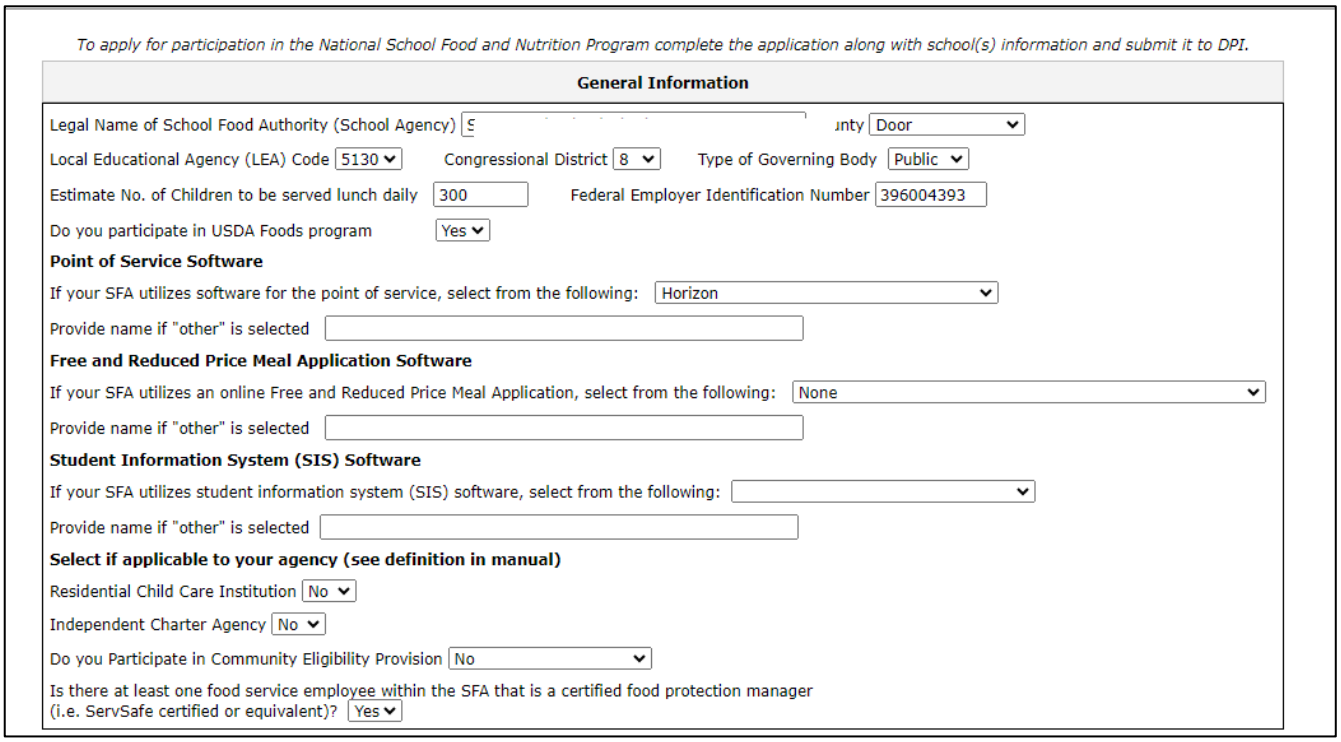
In SFAs that use a Food Service Management Company (FSMC), the Contract Preparer cannot be an FSMC employee.

1) Enter the Contract Preparer Information. **Note**: When entering phone number and extensions, do not enter spaces or symbols (such as -, or /) in the field. If there is no phone extension, leave the field blank.
2) Click *Continue*.

School Food Authority Information

General Information

> The information in the School Nutrition Contract Must Match the WI School Directory. Access the directory as shown in the previous steps to ensure the information in the directory matches the contract.



To apply for participation in the National School Food and Nutrition Program complete the application along with school(s) information and submit it to DPI.

General Information

Legal Name of School Food Authority (School Agency) [redacted] unty Door

Local Educational Agency (LEA) Code 5130 Congressional District 8 Type of Governing Body Public

Estimate No. of Children to be served lunch daily 300 Federal Employer Identification Number 396004393

Do you participate in USDA Foods program Yes

Point of Service Software

If your SFA utilizes software for the point of service, select from the following: Horizon

Provide name if "other" is selected

Free and Reduced Price Meal Application Software

If your SFA utilizes an online Free and Reduced Price Meal Application, select from the following: None

Provide name if "other" is selected

Student Information System (SIS) Software

If your SFA utilizes student information system (SIS) software, select from the following:

Provide name if "other" is selected

Select if applicable to your agency (see definition in manual)

Residential Child Care Institution No

Independent Charter Agency No

Do you Participate in Community Eligibility Provision No

Is there at least one food service employee within the SFA that is a certified food protection manager (i.e. ServSafe certified or equivalent)? Yes

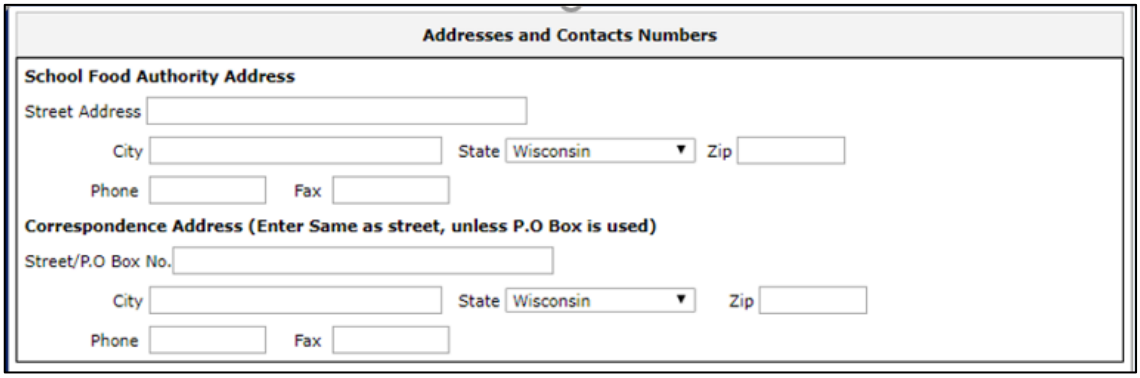
1) The *Legal Name of School Food Authority (School Agency)* is the name assigned to the Federal Employer Identification Number (FEIN). This name may only be changed by DPI. If an agency name change is necessary, please contact the BSN at 608-267-9228.
2) Enter the County the SFA is located in.
3) A Local Educational Agency's (LEA) number is assigned to each public school district and independent charter school. If the agency is a private SFA or RCCI, enter the LEA number of the public school district where the mailing address is located. You can Locate the LEA number in the WI School Directory.
4) Enter the Congressional district number. You can Locate this Number on the House of Representatives Website.
5) Enter the type of governing body (public or private).
6) Enter the estimated number of children to be served lunch daily.

7) The FEIN must match the documentation provided by the Internal Revenue Service. If a change to the FEIN is required, contact the BSN for assistance.
8) **Point of Service Software** – Select the software system used to take meal counts at the point of service from the drop-down list. Select *none* if your SFA does not use software for this purpose. If the software used is not listed, choose *Other* and provide the name of the software.
9) **Free and Reduced-price Meal Application Software** – Select the free and reduced-price meal application software used for online or paper applications, from the drop-down list. Select *none* if your SFA does not use software for this purpose. If the software used is not listed, choose *Other* and provide the name of the software.
10) Student Information System (SIS) Software - If an SIS software is used, select the SIS from the drop-down list. Select none if your SFA does not use software for this purpose. If the software used is not listed, choose other and provide the name of the software vendor on the next line.
11) Select if applicable to your agency – Select Yes or No from the drop-down list. Indicate the type of institution if one of the listed categories applies to the school agency.
12) Residential Child Care Institution (RCCI) is an institution which operates principally for the care of children in a residential setting.
13) Independent Charter Agency is a school chartered (under Wis. Stats. 118.40(2r) or (2x)) by the City of Milwaukee, the chancellor of any institution in the University of Wisconsin (UW)-System, any technical college district board, the Waukesha County Executive, the College of Menominee Nation, the Lac Courte Oreilles Ojibwa University, or the UW-System Office of Educational Opportunity.
14) Community Eligibility Provision (CEP) is a four-year reimbursement option for high-poverty LEAs and schools participating in the National School Lunch (NSL) and School Breakfast Program (SBP). Schools participating in the CEP must obtain approval from DPI.
15) For Do you Participate in Community Eligibility Provision, select either No, Yes-SFA wide, or Yes-Site/Group Based from the drop-down list.

Refer to the CEP approval documents and email for this information.

16) Is there at least one food service employee within the SFA that is a certified food protection manager? Select *Yes* or *No* from the drop-down list.

Addresses and Contacts Numbers



1) School Food Authority Address - Enter the street address (not a P.O. Box) for the district or school's main location as shown in the WI School Directory. If any address does not have a fax number, leave the field blank.
2) Correspondence Address – Enter this information even if it is the same as the SFA address.

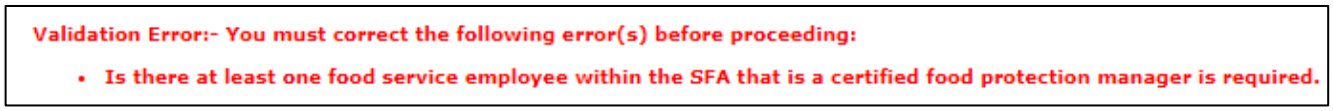
Authority Contacts Information

Authority Representative (AR) and Food Service Director (FSD)

> It is strongly recommended to assign two different people as the AR and FSD. In the event of a staffing change or other unforeseen circumstances, DPI must have valid contact information for the SFA.

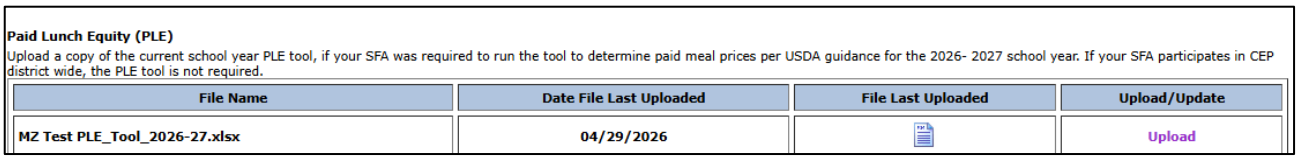
1) Choose the correct title from the drop-down list, then update the name, phone number, and email for both roles. **Note**: it is important that the email address is typed correctly.
2) If any staffing changes occur for these roles during the school year (SY), update and submit the contact with the new contact information.

3) When all the fields are complete, click *Continue*. If any required information is missing, a validation error message will appear at the top of the page and list what information is missing. Corrections are necessary before proceeding.



Meal Charges, Purchase, and Officials Information

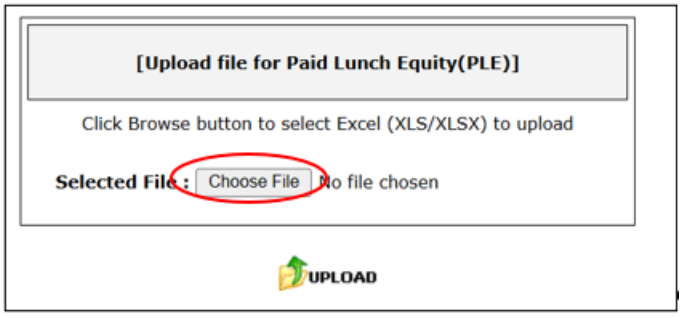
Paid Lunch Equity (PLE)



SFAs with a zero or positive balance in the nonprofit school food service account (NPFSA) as of June 30, 2025 are Exempt from the PLE requirements found at 7 CFR 210.14(e) for SY 2026-27. See USDA Policy Memorandum SP 06-2026 Paid Lunch Equity: Guidance for SY 2026-27 for details.

If NPFSA had a negative balance on June 30, 2025, The PLE Tool must be Completed and prices increased accordingly.

1) If NPFSA had a negative balance on June 30, 2025, Complete the PLE Tool Using the PLE Tool Instructions, to establish paid meal prices.
2) Click *Upload*, then *Choose File* for the PLE Tool saved to your computer.



3) Click *Open, then* click *Upload.*

Vended Meals Agreement or Joint Agreement

This section is for a vended meals or joint agreement only. Do not upload an FSMC agreement or prime vendor/food supplier agreement.

Vended Meals Agreement or Joint Agreement

a. Vendor Agreement - Upload the agreement and amendments as one PDF, then upload the Vendor Restaurant License
b. Joint Agreement - Upload the current school year agreement.

File Name	Date File Last Uploaded	File Last Uploaded	Upload/Update
			Upload Vended/Joint Agreement
			Upload the Vendor Restaurant License

1) *Vended/Joint Agreement* - If meals are provided through a vendor or joint agreement with another SFA, upload the agreement and attachments (if applicable) as one PDF.
2) *Vendor Restaurant License*- If meals are provided through a vendor, upload the vendor restaurant license.
3) Click *Upload*, then *Choose File* for the documents saved to your computer. **Note**: The documents must be in PDF form.

Indicate Charges

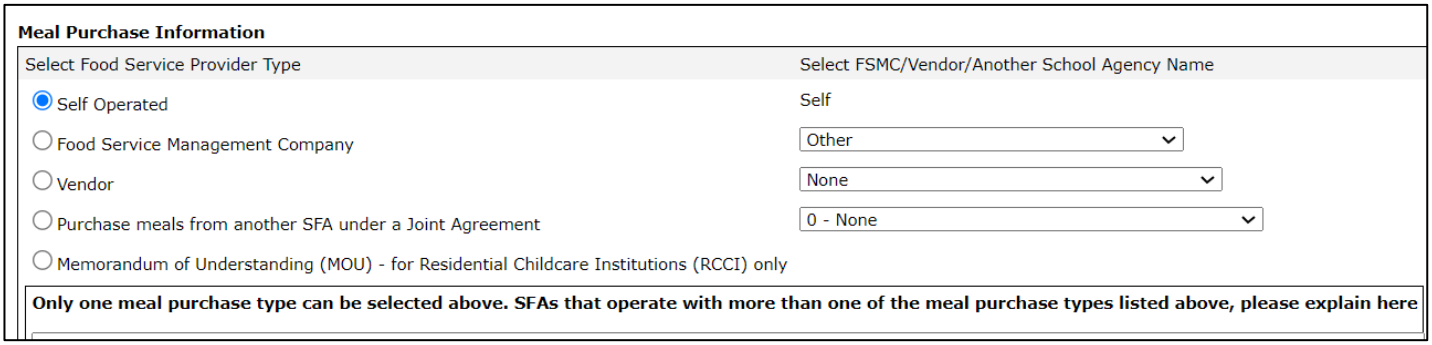
Indicate Charges

Enter the highest paid meal price charged in the school food authority (SFA) for each column. Enter zeros if your SFA is **district wide** CEP.

Item		Elementary	Middle/Jr.H.S	Sr.H.S	Reduced	Adult
Lunch		$ 3.20	$ 3.50	$ 3.50	$ 0.40	$ 4.65
Breakfast		$ 1.90	$ 1.90	$ 1.90	$ 0.30	$ 2.60
After School Snack		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Special Milk Program	$ 0.00					

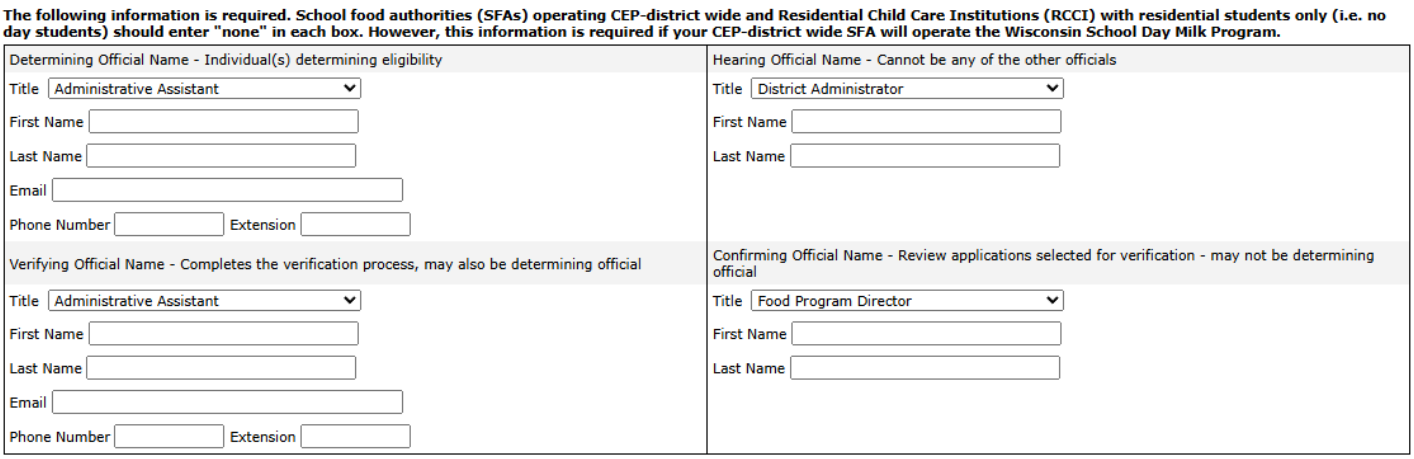
1) Enter the highest paid meal price for each school type. **Note:** Do not include the $ sign in the fields.
2) The reduced-price may not exceed $0.40 for lunch, $0.30 for breakfast, or $0.15 for after school snack.
3) The Special Milk Program price is the amount charged to students participating in this program, not the amount charged for a la carte milk or Wisconsin School Day Milk Program.
4) If the agency does not participate in the listed program or does not charge students for meals, enter a "0" (zero) in those fields.
5) SFAs must enter an adult price for Lunch, Breakfast, and After School Snack. Use the WI Adult Meal Pricing Worksheet to calculate a compliant adult price. **Note:** A compliant adult meal price must be entered even if the SFA does not charge for or sell adult meals.

Meal Purchase Information



1) Select the Food Service Provider Type.
    a. Food Service Management Company (FSMC) or Vendor - select the name of the company from the drop-down list. If the FSMC or vendor is not listed, contact the BSN.
    b. Purchase meals from another SFA under a Joint Agreement - select the Agency/Code from the drop-down list.
    c. Memorandum of Understanding (MOU) – select only if your SFA is an RCCI operating under an MOU.
2) If the SFA operates with more than one meal purchase type, enter the information in the box provided.

Officials Information



1) Enter the title, name, email address, phone number, and extension for the staff assigned to each official role.

> The Determining and Confirming Official roles must be held by different individuals, and the Hearing Official role must remain separate from all other official roles.

a. **Determining Official -** This person is responsible for processing meal applications and running Direct Certification.
b. **Verifying Official** - This person is responsible for completing the verification process.
c. **Confirming Official** - This person is responsible for confirming the original applications selected for verification.
d. **Hearing Official** - This is typically a person of high authority, outside of the school meal program that hears complaints relating to meal eligibility determinations.

Note: SFAs operating CEP district wide and RCCIs with only residential students should enter *none* for each official. Exceptions are SFAs that operate CEP district wide AND operate the Wisconsin School Day Milk Program or RCCIs with day students. In these cases, officials will need to be assigned to these roles.

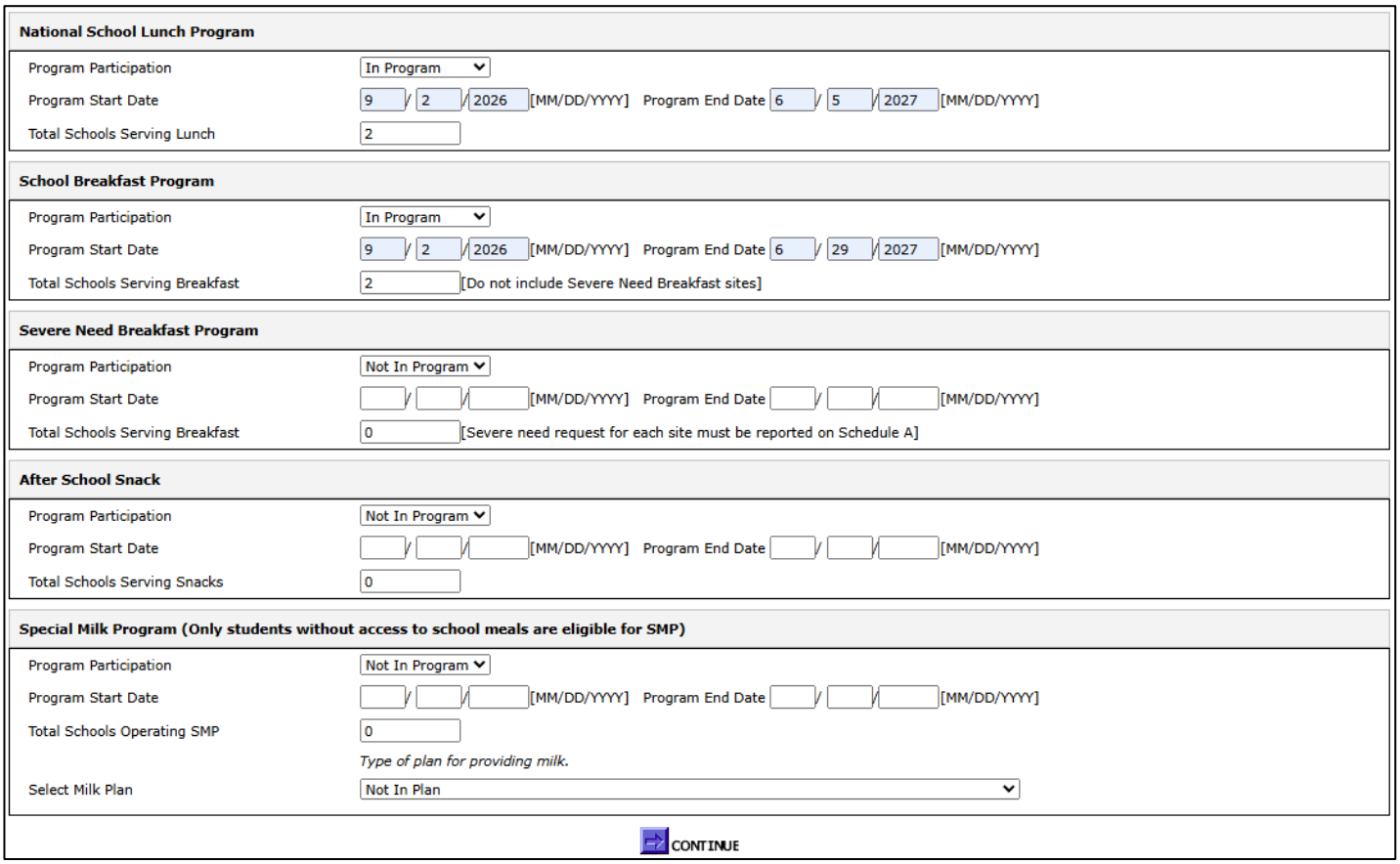
Claim Preparer Information

1) Enter the title, name, email, and phone number of the person responsible for submitting monthly claims for reimbursement. The name listed here must match the name used when submitting claims for reimbursement.

> In SFAs that use an FSMC, the Claim Preparer cannot be an FSMC employee.

2) Click *Continue.*

Policy Statement Information (SFA-wide)



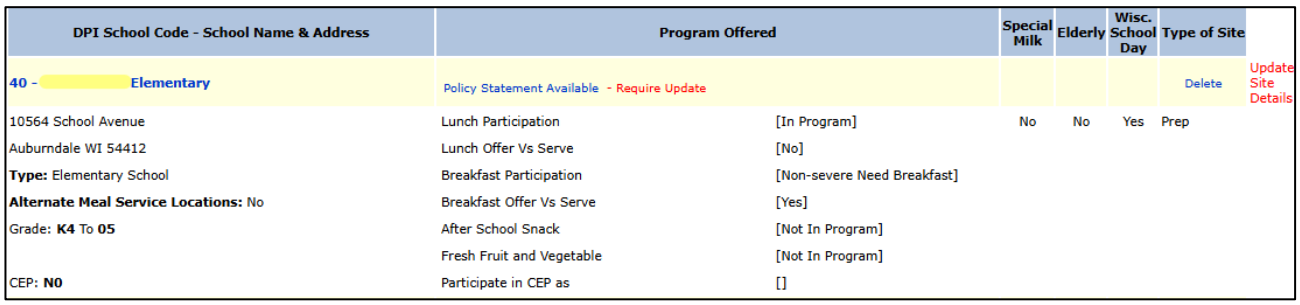
This Policy Statement information is for all school nutrition programs offered, SFA wide. Enter the information for each program.

1) **Program Participation** – Select *In Program* or *Not in Program*.
2) **Program Start and End Dates -** Enter the first and last days the program is offered to students between July 1 to June 30. **Note:** If this school will serve summer meals under NSLP/SBP or Seamless Summer Option (SSO), include those dates; do not include Summer Food Service Program (SFSP) dates.
3) Click *Continue*.

List of Schools under School Food Authority (Schedule A)

Schedule A Must Include All Schools listed in the WI School Directory, even if they do not participate in the child nutrition programs. See *Accessing the WI School Directory* in this manual for instructions to view all schools in the SFA.

1) Review each school's information by clicking the school's name. The School Schedule A Information window will open where you will review the information and update the site details.

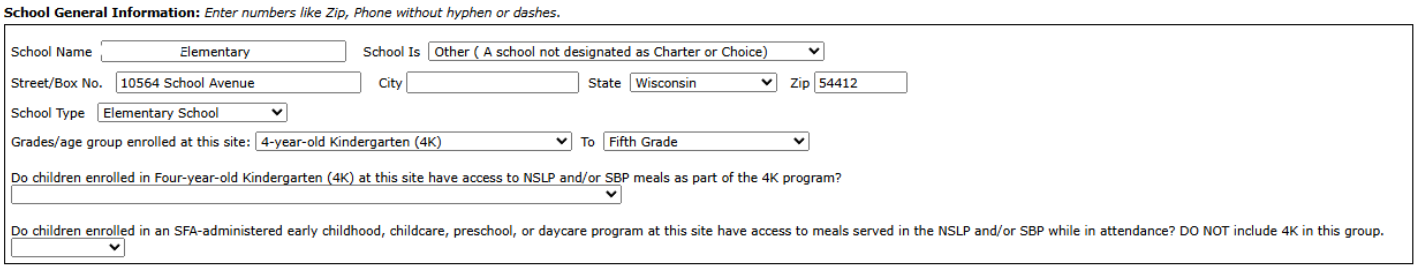


DPI School Code - School Name & Address	Program Offered		Special Milk	Elderly	Wisc. School Day	Type of Site	
40 - [redacted] Elementary	Policy Statement Available - Require Update					Delete	Update Site Details
10564 School Avenue	Lunch Participation	[In Program]	No	No	Yes	Prep	
Auburndale WI 54412	Lunch Offer Vs Serve	[No]					
Type: Elementary School	Breakfast Participation	[Non-severe Need Breakfast]					
Alternate Meal Service Locations: No	Breakfast Offer Vs Serve	[Yes]					
Grade: **K4** To **05**	After School Snack	[Not In Program]					
	Fresh Fruit and Vegetable	[Not In Program]					
CEP: **N0**	Participate in CEP as	[]					

To add or delete a school from the School Nutrition Contract Schedule A, it is important to follow the instructions for *Adding and Deleting Sites on Schedule A* in this manual.

School Schedule A Information

School General Information



1) The School Name, address, school type, and grade grouping should Match the WI School Directory. **Note**: if the school has children younger than 4K enrolled in a school-run childcare or 3K program, the lowest age group needs to be included in the contract, even if this does not match the Wisconsin School Directory since grade levels below 4K are not allowed in the Directory.

Read the Instructions Below Carefully

It is important that the following two questions are answered accurately to distribute Summer EBT benefits. If you are unsure how to answer these questions, please reach out to a Nutrition Program Consultant or contact DPI FNS at dpifns@dpi.wi.gov or 608-267-9228.

2) *Do children enrolled in Four-year old Kindergarten (4K) at this site have access to NSLP and/or SBP meals as part of the 4K program?*
    a. ***Yes, all 4K students at this site have access to the NSLP and/or SBP during the 4K program*** - The site has children enrolled in a 4K program AND all of the 4K students have access to the NSLP or SBP.

b. ***No, 4K students do not have access to NSLP and/or SBP meals during the 4K program*** – Select if the site has children enrolled in a 4K program, but those children DO NOT have access to the NSLP or SBP.

c. ***Some, but not all, 4K students have access to NSLP and/or SBP meals during their school day*** – Select if the site has children enrolled in a 4K program but only some have access to the NSLP or SBP, for example, the AM 4K class has access to breakfast, but the PM class does not have access to lunch.

d. ***Not Applicable, no 4K program offered at this site*** – Select if the site DOES NOT have children enrolled in a 4K program. **Note**: In this instance, ***No*** is not a valid answer since there are not any 4K children present.

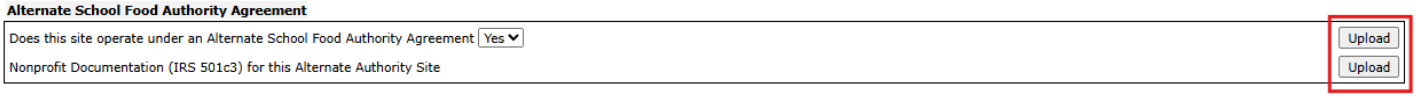
3) *Do children enrolled in an SFA-administered early childhood, childcare, preschool, or daycare program at this site have access to meals served in the NSLP and/or SBP while in attendance? DO NOT include 4K in this group.*

a. ***Yes, children enrolled in the early childhood program at this site DO have access to NSLP and/or SBP*** - Select if the site has children, who are not yet in 4K, who are enrolled in a school-run childcare or 3K program AND those children have access to the NSLP or SBP. If *Yes* is selected, ensure the school's low grade includes this age group.

b. ***No, children enrolled in the early childhood program at this site DO NOT have access to NSLP and/or SBP*** – Select if the site has children, who are not yet in 4K, who are enrolled in a school-run childcare or 3K program, but those children DO NOT have access to the NSLP or SBP. If *No* is selected, ensure the school's low grade includes this age group.

c. ***Not Applicable, no early childhood programs offered at this site*** – Select if the site does not have children younger than 4K enrolled in a school-run childcare or 3K program. If *Not Applicable* is selected, ensure the school's low grade is 4K or above.

Alternate School Food Authority Agreement



1) Select *Yes* if the SFA administers the program for another school under an Alternate Authority Agreement. This agreement is between an SFA (currently participating) and another Local Education Agency (LEA) desiring to participate but who has limited resources to do so on their own.

Under this agreement, the SFA agrees to operate the school nutrition programs for the other LEA as a site under the SFA's contract. This agreement must be renewed annually.

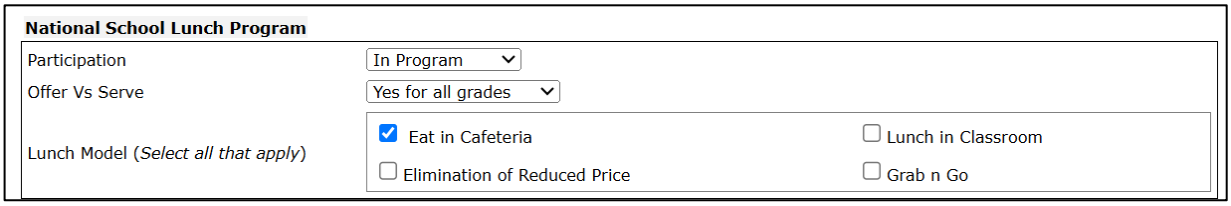
2) If *Yes* is selected:

   a. Upload the Alternate School Food Authority Agreement using the most current DPI template.

   b. Upload the Nonprofit Documentation for the school who is receiving meals.

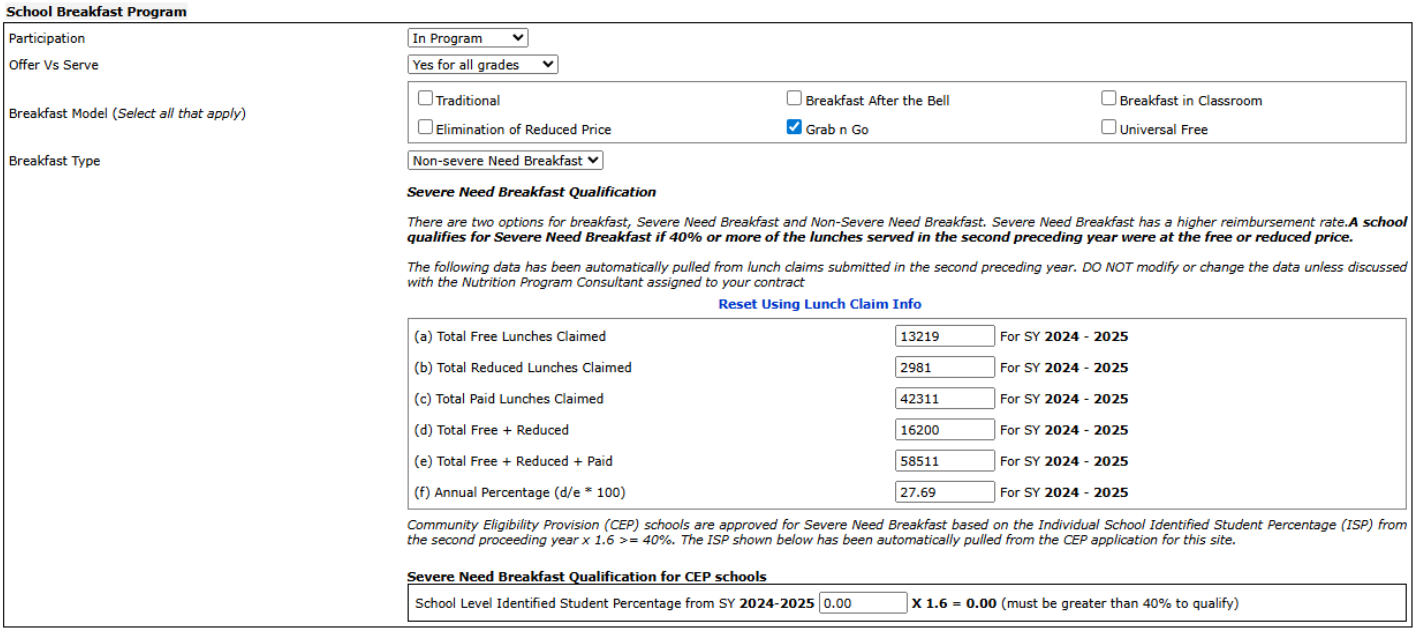
   c. Click *Upload*, choose the files from your computer, and click *open* to upload the documentation.

National School Lunch Program



1) **Participation** – Select *In Program* or *Not in Program* from the drop-down list as applicable.
2) **Offer vs Serve** – Select *Yes for all grades*, *Yes for some grades*, or *No* from the drop-down list for NSLP meal service.
3) **Lunch Model** - Select all lunch models used for NSLP meal service. **Note**: *Grab n Go* refers to meal options that are conveniently packaged for students to select more quickly. It does NOT allow students to take meals offsite.

School Breakfast Program

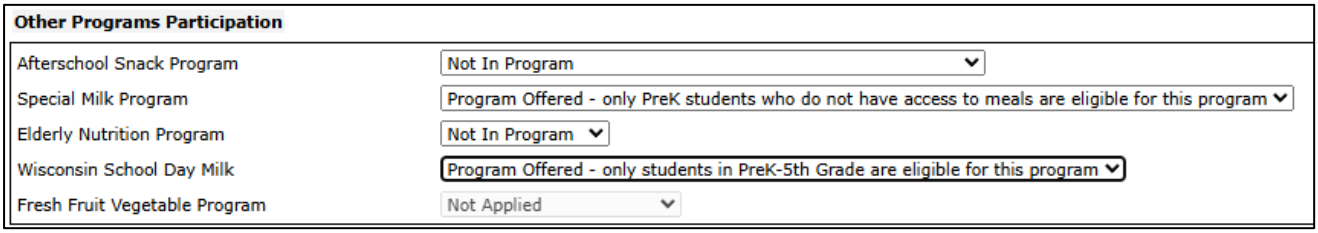


1) **Participation** – Select *In Program* or *Not in Program* from the drop-down list as applicable.
2) **Offer vs Serve** – Select *Yes for all grades*, *Yes for some grades*, or *No* from the drop-down list for SBP meal service.
3) **Breakfast Model** - Select all breakfast models used for SBP meal service. Refer to the SBP Resources Webpage for more information on breakfast model types.
4) **Breakfast Type** – Select *Severe Need Breakfast* or *Non-Severe Need Breakfast* from the drop-down list. A school may qualify for Severe Need Breakfast if 40% or more of the lunches served in the second preceding year were at a free or reduced-price meal eligibility.

> The severe need breakfast qualification data automatically pulls to this section. This data should not be changed. If no numbers appear in the lunches claimed section, click *Reset Using Lunch Claim Info* and the data will repopulate.

5) **Severe Need Breakfast Qualification for CEP schools** - Community Eligibility Provision (CEP) schools qualify for Severe Need Breakfast if their **Individual School** Identified Student Percentage (ISP) from the second preceding year multiplied by 1.6 is greater than or equal to 40%. **Note**: If the site was in CEP in the second preceding year, the Individual School ISP from that year automatically pulls into the severe need qualification section of the contract and should not be changed.

Other Programs Participation



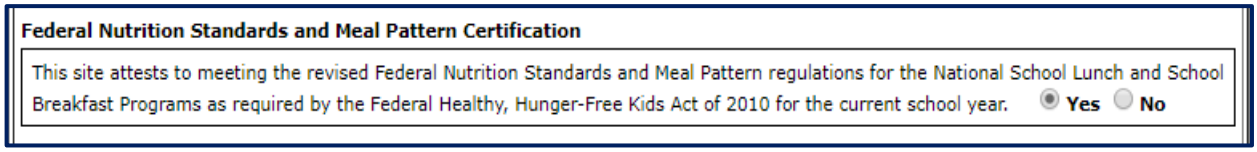
1) Afterschool Snack Program (ASP) - Select Not in Program, Area Eligible, or Not Area Eligible from the drop-down list.
    a. Area Eligible - An ASP is area eligible if it is located at a school or in the attendance area of a school where at least 50 percent of the enrolled students are eligible for free or reduced-price meals as of the previous October. Once a site qualifies for area eligible snack, it qualifies for five years. Site eligibility is part of the contract approval process.
    b. Not Area Eligible – An ASP that does not qualify as area eligible must count and claim snacks based on the individual student's free, reduced-price, or paid eligibility.
2) Special Milk Program (SMP) – Only students in grade levels that do not have access to NSLP or SBP meals are eligible for this program.
3) Wisconsin School Day Milk Program (WSDMP) – Only students in PreK-5th grade are eligible for this program.
4) Fresh Fruit and Vegetable Program (FFVP): This section fills in automatically when a school applies and receives grant funding for the FFVP.

Meal Preparation and Food Safety Inspection

1) Site Type –
    a. Select *Preparation* if meals are prepared at this site.
    b. Select *Satellite* if meals are prepared off site and delivered to this site.
    c. If this site does not participate in any programs, select *Satellite*.

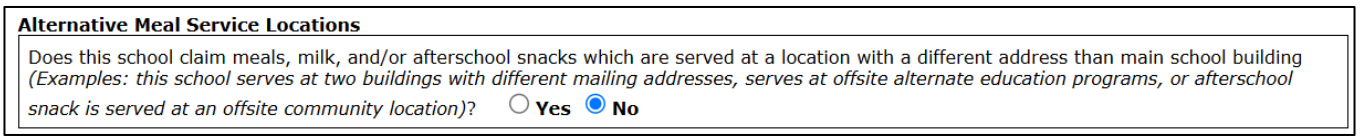
2) **Food Safety Program Reviews -** Select the appropriate response from the drop-down list to report the number of inspections that occurred in the previous SY for each school listed in Schedule A.
   a. **One Inspection** - Select if the school received one inspection in the previous SY.
   b. **Two Inspections** - Select if the school received two inspections (as required) in the previous SY.
   c. **N/A not in program in prior year -** Select if the school did not participate in the school nutrition programs in the prior SY.
   d. **N/A, kitchen shared with another site that reports inspections** - Select if there are multiple schools in the same building, using the same kitchen, and receiving only one inspection.
   e. **No Inspections Received –** Select if the school should have received inspections but did not.

Federal Nutrition Standards and Meal Pattern Certification



1) Select *Yes* to attest to meeting the current meal pattern requirements for the NSLP and SBP for the current SY.

Alternative Meal Service Locations



1) Does this school claim meals, milk, and/or afterschool snacks at a location with a different address than this site? Note that if a site has its own listing in the Wisconsin School Directory it may not be listed as an alternate serving site. It must be listed as its own school on Schedule A. Select *Yes* or *No* from the drop-down list.

   Examples include:

   a. **Separate School Building:** This site is made up of multiple buildings, located at different addresses, with separate meal serving locations. List the other school building location(s) that serve meals, milk, and/or snack when prompted to do so.
   b. **Community Afterschool Snack Location:** Afterschool snacks are served in a community location, such as the Boys and Girls Club. The afterschool snack site is located within the attendance area of this school, so these snacks are claimed at this school.

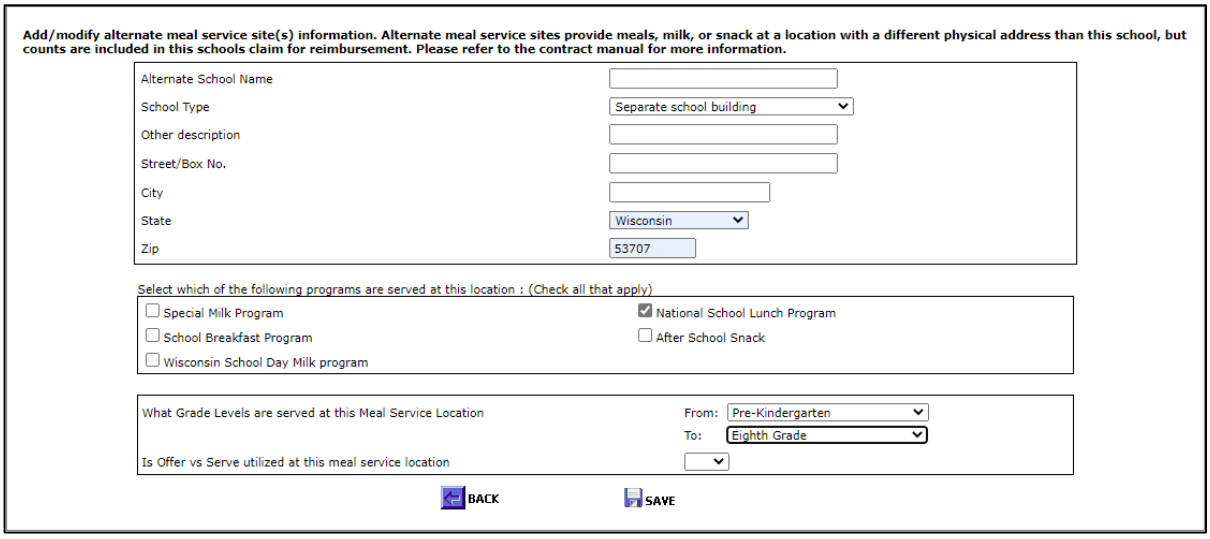
c. **Alternate Education Program Site:** Students eat meals at an alternate education program with a different address.

d. **Other:** If there is another scenario in which an alternate meal service location is used, select it from the drop-down and explain it in the description box provided.

2) If *No*, click *Save* and go to School Specific Policy Statement page.

3) If *Yes*, click *Save* and a pop up for *New Record* will appear. Each alternative meal service location associated with this site must be entered.

a. Click *New Record* to add an alternative site. Complete the information, then click *Save*. Continue to add a new record for all alternative sites associated with this school.

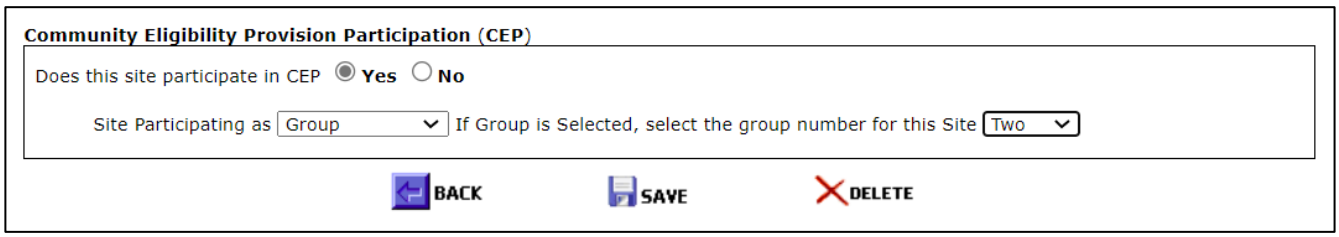


4) Click *Continue* to return to Schedule A.

Community Eligibility Provision (CEP) Participation

If Site/Group Based participation in CEP is selected on page 1 of the contract, a CEP section will appear here. **Note:** If CEP SFA wide participation is selected on page 1 of the contract it will auto-fill.

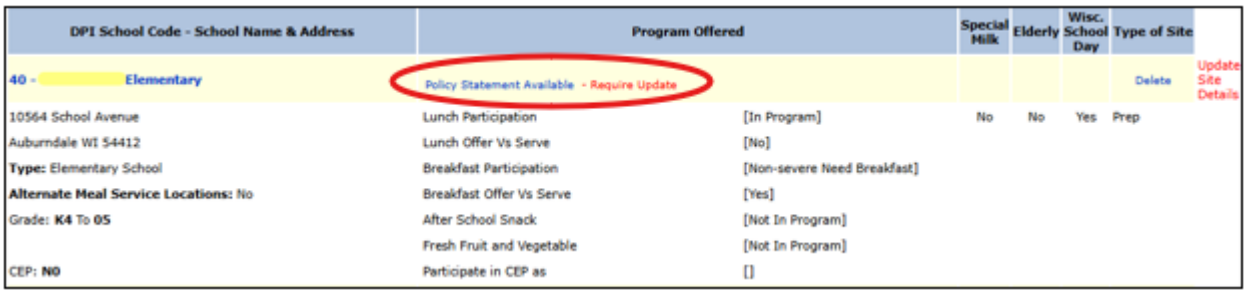
> Refer to the CEP approval email for details on how to correctly indicate the school's CEP participation.



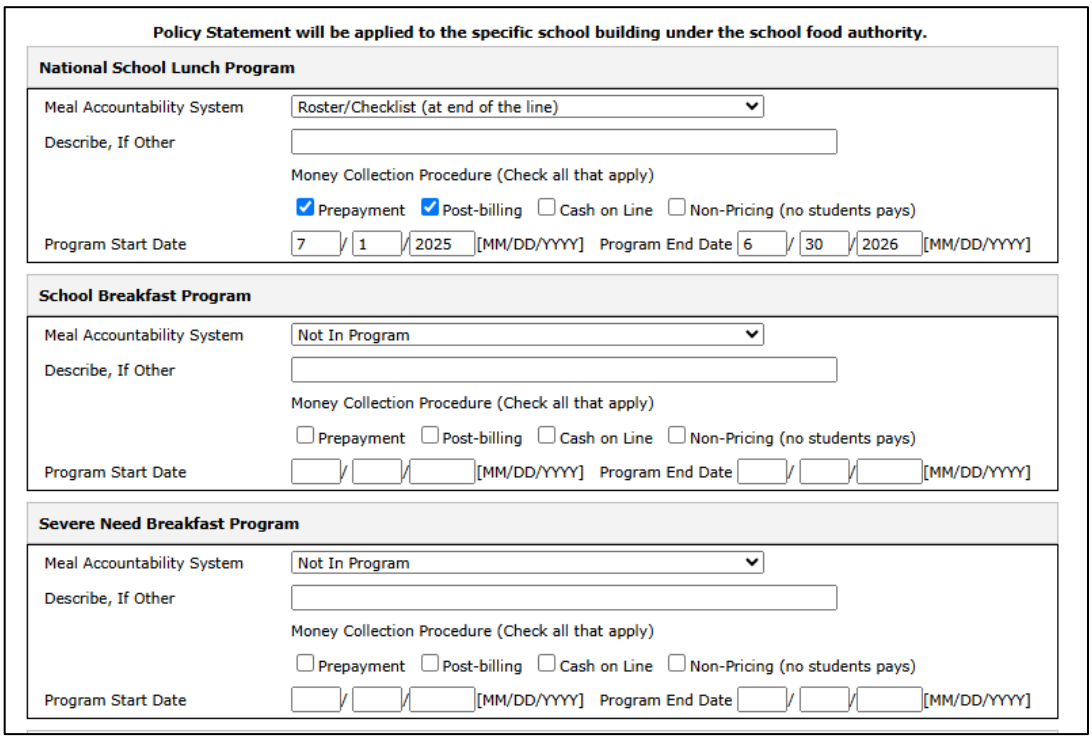
1) If the SFA is participating in Site/Group Based CEP, indicate the following for this site:
   a. Select Yes or No for if the site participates in CEP.
   b. Select Group or Individual Site from the drop-down list.
   c. If Group is selected, indicate the group number the site belongs to.
2) Click *Save* to return to the Schedule A site list.

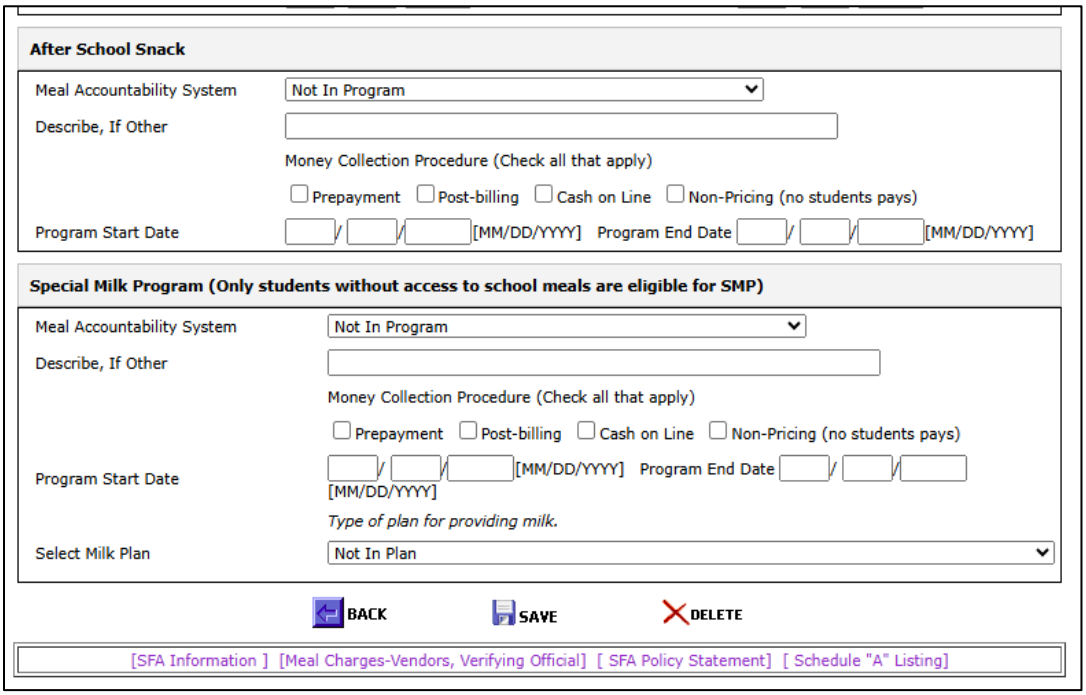
School Specific Policy Statement Information

> The total number of participating programs reported on the School Food Authority Policy Statement must match the total number of participating programs for schools reported on Schedule A and this School Specific Policy Statement.



1) The Policy Statement for each site must be updated every year, even for SFAs with only one site. Click on *Policy Statement Available* to the right of the site name.





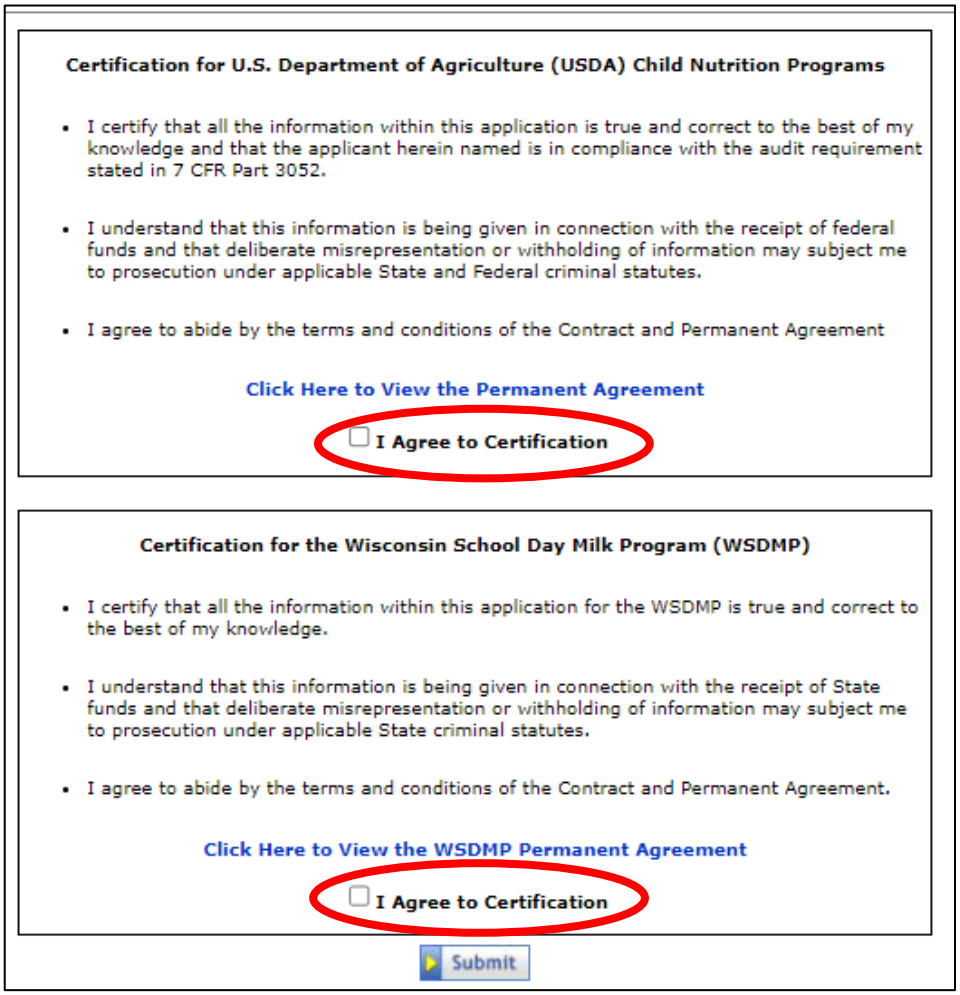
2) Enter the applicable information for each site.
   a. **Meal Accountability System** - Select the meal accountability system for each participating program, at each site, from the drop-down list. If *Other* is selected, provide a description of the system used. Select *Not in Program* if the site does not participate.
   b. **Money Collection Procedure** - Enter all money collection procedures that apply.

c. **Program Start Date and End Dates** - Enter the first and last days the program is offered to students between July 1 to June 30. **Note:** If this school will serve summer meals under NSLP/SBP or Seamless Summer Option (SSO), include those dates; do not include Summer Food Service Program (SFSP) dates.

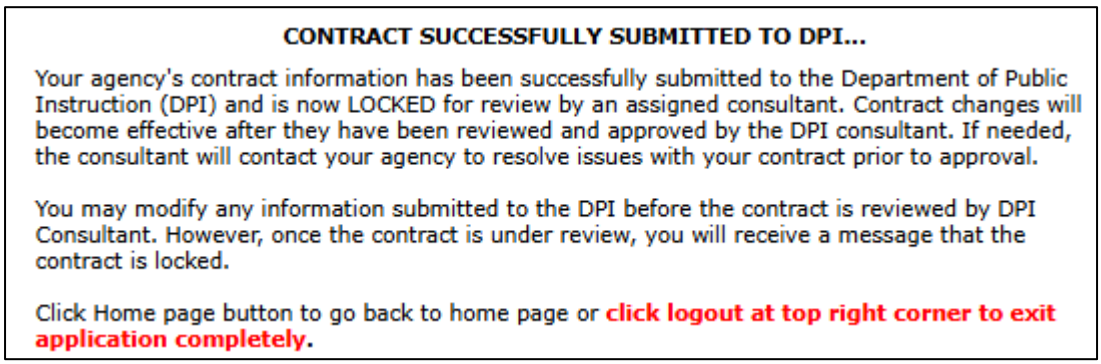
3) Click *Save* to return to the *Schedule A*.

Certification

1) After all Schedule A information is complete, click *Continue* at the bottom of Schedule A to go to the certification page.
   a. The certification page includes the NSLP Permanent Agreement and the WSDMP Permanent Agreement, if applicable. Annually review the permanent agreement(s) prior to submitting the contract by clicking on *Click Here to View the Permanent Agreement*.
2) Click *I Agree to Certification* to accept the terms and conditions of the Permanent Agreement(s).



3) Click *Submit* and the message *Contract successfully submitted to DPI will appear*. The DPI BSN will review and approve the contract.



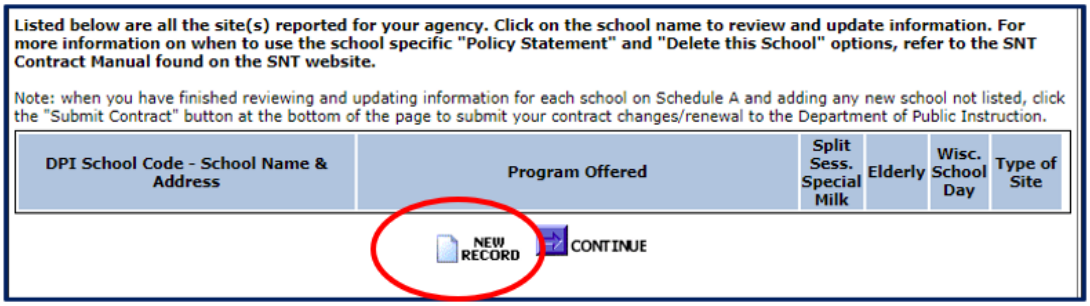
Adding and Deleting Sites on Schedule A

Schedule A must include all schools listed in the Wisconsin School Directory, even if they do not participate in the child nutrition programs. See *Accessing the WI School Directory* in this manual for instructions to view all schools in the SFA.

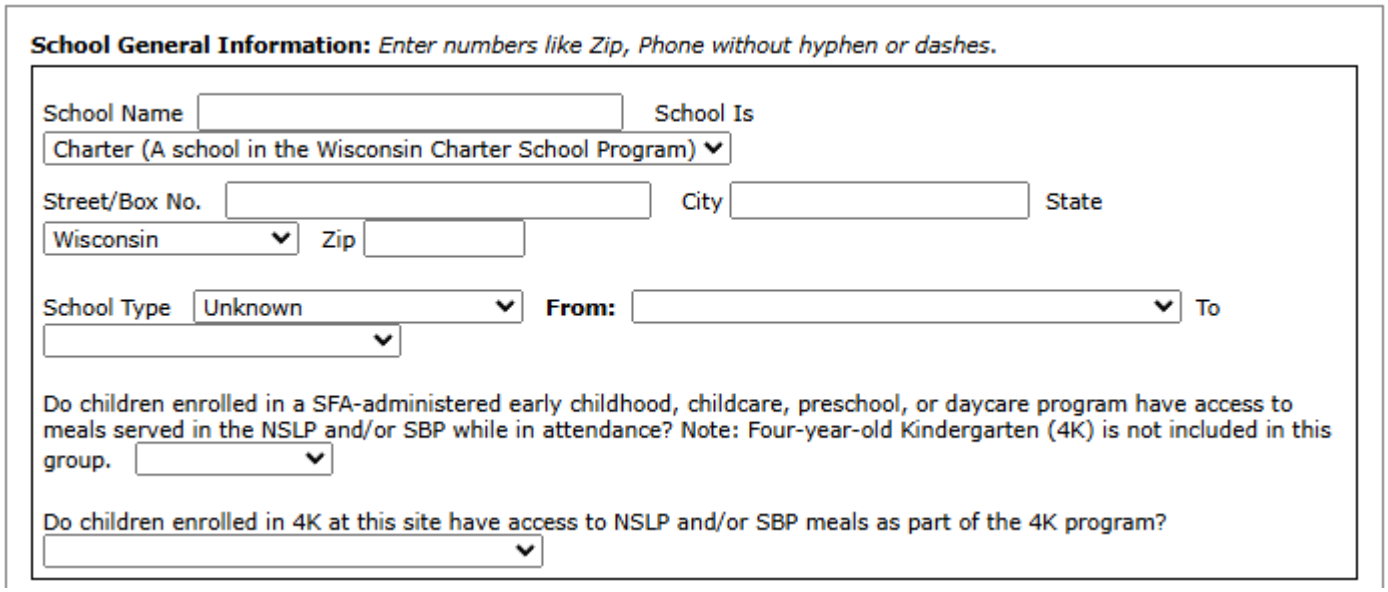
Virtual Schools

If a virtual school is listed in the WI School Directory it must be included in Schedule A and indicated as *Not in Program*. **Virtual only schools are not eligible for participation in the USDA Child Nutrition Programs** because they do not meet the definition of a school in 7 CFR 210.2. **Note**: A student who attends a virtual school could participate in the school meal programs if they attend a class in a school building at the time of meal service. Please email dpifns@dpi.wi.gov with details about virtual students who access meals at your SFA for specific guidance for counting and claiming their meals.

Adding a School to Schedule A

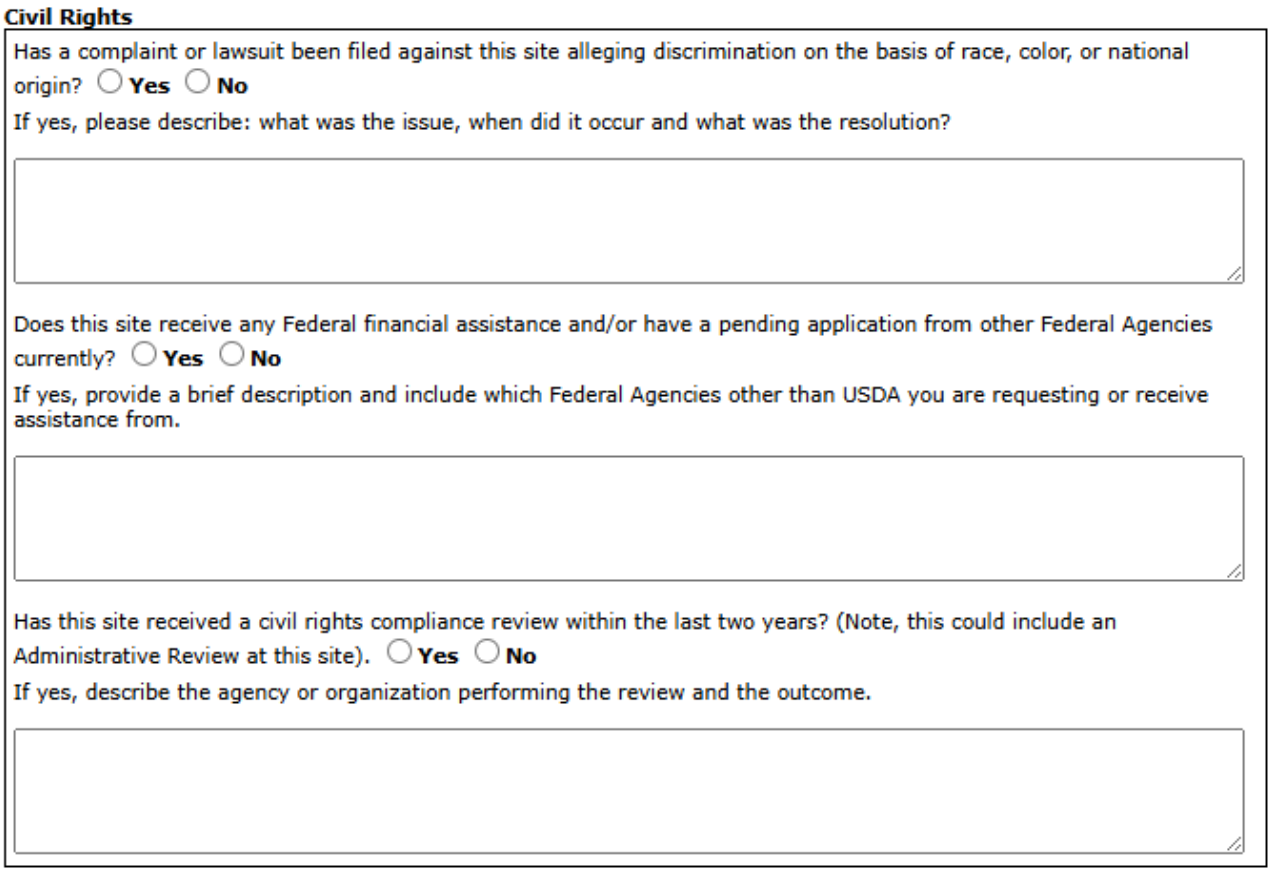


1) At the bottom of Schedule A, click *New Record*. This should only be used to add a school not already listed in Schedule A, not to edit an existing school's information.
2) Enter the information for each new school. **Note**: Schools not participating in a program must still be entered, and *Not in Program* can be selected from the drop-down.



Civil Rights

1) When a new school is added, there are several Civil Rights questions that need to be answered about the site. Indicate *Yes* or *No* for each question. If necessary, provide additional information in the boxes provided.



2) Click *Save* to return to Schedule A.

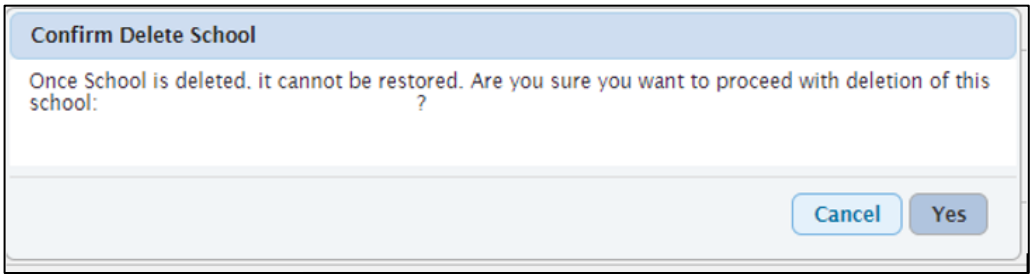
3) Click on the *Policy Statement* to the right of the new school's name and complete the information. The school code will default to "0" (zero) until it is entered by a BSN Nutrition Program Consultant.
4) Click *Continue* when finished updating, adding, or deleting schools on Schedule A.

Deleting a School on Schedule A

> If you are unsure if a site should be deleted from Schedule A, please contact the BSN at dpifns@dpi.wi.gov or call 608-267-9228 before deleting. Once a site is deleted, it cannot be recovered.

1) Once you are certain that a site needs to be deleted, open the school-specific Schedule A information by clicking on the name of the school.
2) Click *Delete* at the bottom of the page.

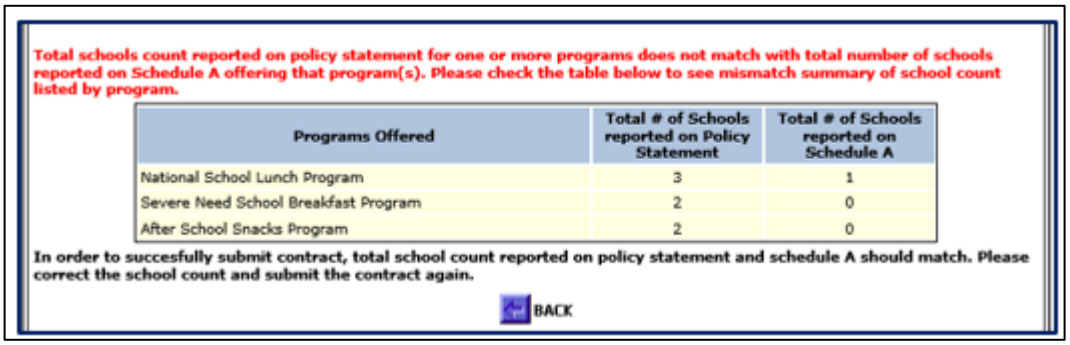
3) Confirm you wish to delete the school by clicking *Yes*. If delete was accidentally selected, click *Cancel*.



Troubleshooting

Site Count Mismatch Summary

The total number of participating programs reported on the School Food Authority Policy Statement must match the total number of participating programs for schools reported on Schedule A. If the error message in the screenshot below appears, verify the programs on the SFA Policy Statement, School Policy Statement, and/or School Schedule A pages. Correct the mismatched information then submit the contract.



Total schools count reported on policy statement for one or more programs does not match with total number of schools reported on Schedule A offering that program(s). Please check the table below to see mismatch summary of school count listed by program.

Programs Offered	Total # of Schools reported on Policy Statement	Total # of Schools reported on Schedule A
National School Lunch Program	3	1
Severe Need School Breakfast Program	2	0
After School Snacks Program	2	0

In order to succesfully submit contract, total school count reported on policy statement and schedule A should match. Please correct the school count and submit the contract again.

BACK

Password

1. **Log In Not Working -** When an incorrect agency code or password is entered, the log in screen goes blank. One agency code and password are assigned per SFA. If the password is not working, contact the others in your agency that use Online Services for the most current password.
2. **Password lost or forgotten –**Contact Jacqueline Darrow at 608-267-9134 or jacqueline.darrow@dpi.wi.gov for assistance. As a reminder, there is only one username and password to Online Services per SFA.
3. **Password change -** Contact Jacqueline Darrow at 608-267-9134 or jacqueline.darrow@dpi.wi.gov for assistance. Changing this password will change the password for all access to Online Services. Ensure all staff that need access to Online Services are notified of the new password.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. **fax:**
   (833) 256-1665 or (202) 690-7442; or
3. **email:**
   Program.Intake@usda.gov

This institution is an equal opportunity provider.