



**Date:** May 3, 2022

**To:** Authorized Representatives and Food Service Directors 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) 2022-23 Online Contract Renewal  
**Action required by June 10, 2022.**

**Please make sure to read the entire memo for important updates and forward it to the staff member responsible for updating the online contract for the USDA School Meal Programs.**

### **Online Contract Renewal**

All SFAs participating in any combination of the following School Nutrition Programs, the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program (ASP), Seamless Summer Option (SSO), Special Milk Program (SMP), and Wisconsin School Day Milk Program (WSDMP) must renew their contracts online each year.

**The SY 2022-23 contract includes program operations between July 1, 2022 – June 30, 2023.**

### **Program Operations for SY 2022-23**

The current guidance from USDA is that child nutrition programs are transitioning back to the traditional NSLP, SBP, ASP program operations and requirements beginning July 1, 2022. There is legislation proposed to extend the USDA waiver authority through September 30, 2023. Further guidance will be provided if this legislation passes.

### **Summer Program Options**

See [School Meals News Bulletin 2122-37](https://dpi.wi.gov/school-nutrition/school-nutrition-bulletin-2122-37) for more information on summer program options.

<https://dpi.wi.gov/school-nutrition/school-nutrition-bulletin-2122-37>

### **Important Dates**

Dates	Contract Activity
May 3, 2022	Contract renewal opens for SY 2022-23.
May 3 – June 10, 2022	Enter and submit your SY 2022-23 contract through the <a href="https://dpi.wi.gov/nutrition/online-services">SNT Online Services Portal</a> . <a href="https://dpi.wi.gov/nutrition/online-services">https://dpi.wi.gov/nutrition/online-services</a>
June 10, 2022	Contract renewals for SY 2022-23 due

## Before Updating the Online Contract, please review the following materials:

1. **Contract Manual:** This manual provides instructions for entering and renewing your online contract. <https://dpi.wi.gov/sites/default/files/imce/schoolnutrition/pdf/contract-manual.pdf>
2. **Permanent Agreement/Policy Statement:** This document outlines requirements for participation in the USDA School Meal Programs. Make sure you read it prior to agreeing to the terms and conditions of this document. <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/permanentagreement.pdf>

## Documents and Information Required for the SY 2022-23 Online Contract

### 1. Meal Purchase Contracts

Upload a SY 2022-23 meal purchase contract, if applicable:

- Vended Meals Agreement
- Joint Agreement with another SFA

Be sure to use the most current [Vended and Joint Meal Agreements](#).

\*This is **not** for the prime vendor agreement or FSMC agreement.

<https://dpi.wi.gov/school-nutrition/program-requirements/procurement/required-template-agreements>

### 2. Unique Entity Identification (UEI)

All entities that receive funding from the Federal government must have a Unique Entity Identifier (UEI). The SFA must enter the UEI in Online Services and be verified by the WI DPI before the SY 2022-23 contract can be approved. Please reference the [Reporting the Unique Entity ID Instructions](#) and the [UEI Webpage](#) for additional information.

<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/instructions-for-reporting-uei.pdf>

### 3. Paid Lunch Equity (PLE)

All SFAs must complete the [PLE Survey](#) to document the fund balance in the nonprofit school food service account as of December 31, 2021. If the nonprofit school food service account had a negative balance as of December 31, 2021, the SFA is required to complete the PLE tool to set meal prices and upload into the contract. Since USDA has not released the SY 2022-23 PLE tool yet, guidance is forthcoming. <https://forms.gle/t2hzJFjL46cWzUc38>

Please contact the SNT at [dpifns@dpi.wi.gov](mailto:dpifns@dpi.wi.gov) or 608-267-9228 for questions or technical assistance.