



In an effort to streamline the annual application process for federal child nutrition programs, the Office of the State Superintendent of Education (OSSE), Division of Health & Wellness (DHW) is pleased to announce the development of Orchard. Orchard is a web-based solution that supports online submission of federal child nutrition program applications to the State Agency (SA). After initial submission of the application concluding in a ratified contract, users can update portions of the data that inherently change throughout the program year. Orchard will automatically notify the user if any change(s) require State Agency approval or supplemental documentation.

### What to Expect

Initial application data provided previously will be available to sponsors for updating. Upon entry to Orchard, sponsors will see a list of available programs on a dashboard and will have the ability to apply for new programs. Once a program is selected, the Orchard system will display the application.

Sponsors can view an application summary before submission to the SA for approval. This condensed data view will contain all data entered or edited by the sponsor. If changes are needed, sponsors will navigate to the appropriate section heading and edit the information.

Once submitted the application will be reviewed by the SA. After approval, sponsors can review their dashboard for approval notifications. Paper applications will not be accepted once they are available online through Orchard.

### User Support and Training

We are pleased to introduce Linda Callahan, IT Business Analyst and Technology Trainer, who will be the point of contact for the classroom training and webinars outlined below. Linda can be reached at [Linda.Callahan@dc.gov](mailto:Linda.Callahan@dc.gov). **Mandatory classroom training sessions** are scheduled to assist sponsors with transitioning to the new system for application submissions. *The webinars are scheduled to provide additional technical support beyond classroom training.*

## Classroom Training Sessions

The classroom training will detail the application submission process with hands-on exposure to the online Orchard Applications system. Please note all participating sponsors are required to attend a classroom training session in order to receive their Orchard credentials. **As seating is limited, please register no more than two representatives for the session of your choice.** Additional training will be scheduled at a later date.

**Registration:** Select one of the dates below to pre-register.

Classroom Training Sessions		
OSSE, 810 First Street, NE, Washington DC 20002, Room #3040		
Date	Morning	Afternoon
Monday, July 25	9-11:30 a.m.	12:30-3:00 p.m.
Tuesday, July 26		12:30-3:00 p.m.

Wednesday, July 27	9-11:30 a.m.	12:30-3:00 p.m.
Thursday, July 28	9-11:30 a.m.	12:30-3:00 p.m.
Friday, July 29	9-11:30 a.m.	12:30-3:00 p.m.

## Webinars

Orchard webinars will be available to provide additional technical assistance beyond classroom training sessions. They are designed to provide in-depth instructions on preparing the federal child nutrition program application(s) for the upcoming program year. The sessions will take users step-by-step through use of the program including navigation, data entry and editing, application summary review, and submission.

**Registration:** Select one of the dates below to pre-register.

Webinars	
Date	Time
<a href="#">Wednesday, August 3</a>	10 a.m. - 12 p.m.
<a href="#">Wednesday, August 3</a>	1-3 p.m.
<a href="#">Friday, August 5</a>	10 a.m. - 12 p.m.
<a href="#">Friday, August 5</a>	1-3 p.m.
<a href="#">Tuesday, August 9</a>	10 a.m. - 12 p.m.
<a href="#">Tuesday, August 9</a>	1-3 p.m.

If you have any questions regarding this announcement, please email [Orchard.OSSE@dc.gov](mailto:Orchard.OSSE@dc.gov).