

Welcome to Orchard!

Orchard is now available online to access the Summer Food Service Program application. Please use the URL: <https://orchard.osse.dc.gov> to access the system.

Quick Start

- Once the State Agency enters each applicant's [user credentials](#), each user will receive an email with a link to set up their password. (*User credentials will be issued to all organizations that have completed the mandatory Orchard training. Please allow at least a full business week to receive an email confirming access.*) **Organizations who have completed applications through Orchard for fiscal year 2017 will utilize the same user credentials previously established.**
- Select the **Library** tab to retrieve site-specific ID numbers. Each user must match the site specific ID numbers to their site details on the Site Information Form ([SIF](#)) provided. **The SIF has been updated this year all applicants are required to use the updated version provided online.** ([Templates / Downloads](#) for all application documents are located under the **Library** tab.)
- Select Application under the **Nutrition Management** tab to access your user dashboard and click **Create New Application**. (Select the appropriate application.) All applicants should log in to initiate drafts as soon as possible
- Information from last year's application will populate many of the fields and common uploads for renewing applicants will prepopulate. Applicants are responsible for updating any information that is outdated. Download the [User Guide](#) under the **Help** tab for information on what fields are editable or not editable.

Technical Assistance

Please direct all program related questions to your [assigned program specialist](#). Orchard related inquiries including Site Information Form (SIF) functionality questions should be directed to osse.orchard@dc.gov.

About Orchard

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 deployment 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 is required.

What to Expect

Initial application data provided previously will be available to Organizations for updating. Upon entry to Orchard, Organizations 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.

Once complete applications are reviewed and submitted by the participating organization the application will be reviewed by the SA. Applicants can review their dashboard for approval notifications.