WINS

CACFP

Phase 1

Job Aids

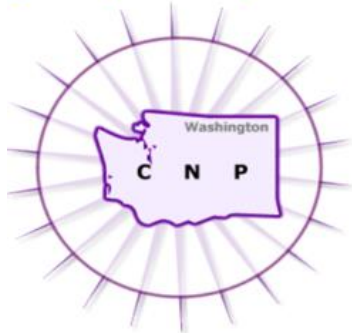# Contents

Introduction

Child Nutrition Program 2000 (CNP2000) vs. Washington Integrated Nutrition System (WINS)

- Up to 3 applications (1 application per program per year)
- Up to 3 logins and passwords
- Program Application and Site application for each program
- Data is re-entered for each program
- Up to 3 claims, 1 per program

- 1 application for all programs
- 1 login and password with the ability for users to reset their own passwords
- Single data entry (Unified Program Application and Unified Site Application)
- Shared Calendar and Site Calendar
- One claim for all programs

CNP 2000

Sign → SPONSOR → SFSP

Sign → SPONSOR → NSLP

Sign → SPONSOR → CACFP

WINS

Sign → SPONSOR → SFSP / NSLP / CACFP
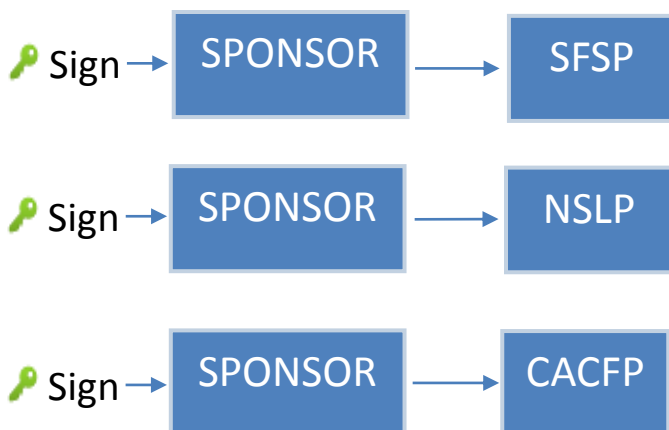
The Benefits of WINS

The new functionality in WINS provides many benefits to both Child Nutrition Services and the Sponsors.

For OSPI Child Nutrition Services

- **Integrated system** with access to all program records in one location
- **Improved system** and **data security**
- **Streamlined communication**
- **Automated notifications and alerts**
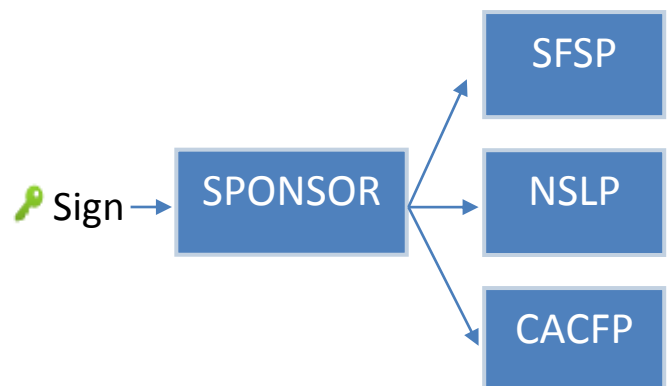- **Improved internal checks and balances**
- **Reduced calls to customer service**
- **Streamlined application processing**
- **Increased accuracy** of data entry/reduced error

For Sponsors

- **One user ID and password** for sponsors with multiple programs
- Able to **recover password with ease**
- **Single data entry** and **shared common data** within program and site application
- More **efficient communication** between sponsor and Child Nutrition Services
- **Easy to use Wizards** which will walk you step by step through data entry
- **Real time error messages** that provide immediate feedback
- **Comprehensive view of data** for sponsors with multiple programs

Getting Started in WINS

```
┌─────────────────────┐
│   Email Invitation  │
└─────────────────────┘
           │
           ▼
┌─────────────────────┐
│  WINS Account Set Up│
└─────────────────────┘
      │           │
      ▼           ▼                      ┌──────────────────┐
┌────────────┐  ┌──────────────────┐     │  Manage Sponsor  │
│Sponsor User│  │Sponsor Administrator│──▶│      Users       │
└────────────┘  └──────────────────┘     └──────────────────┘
      │           │
      └─────┬─────┘
            ▼
     ┌─────────────┐
     │ Work in WINS│
     └─────────────┘
```
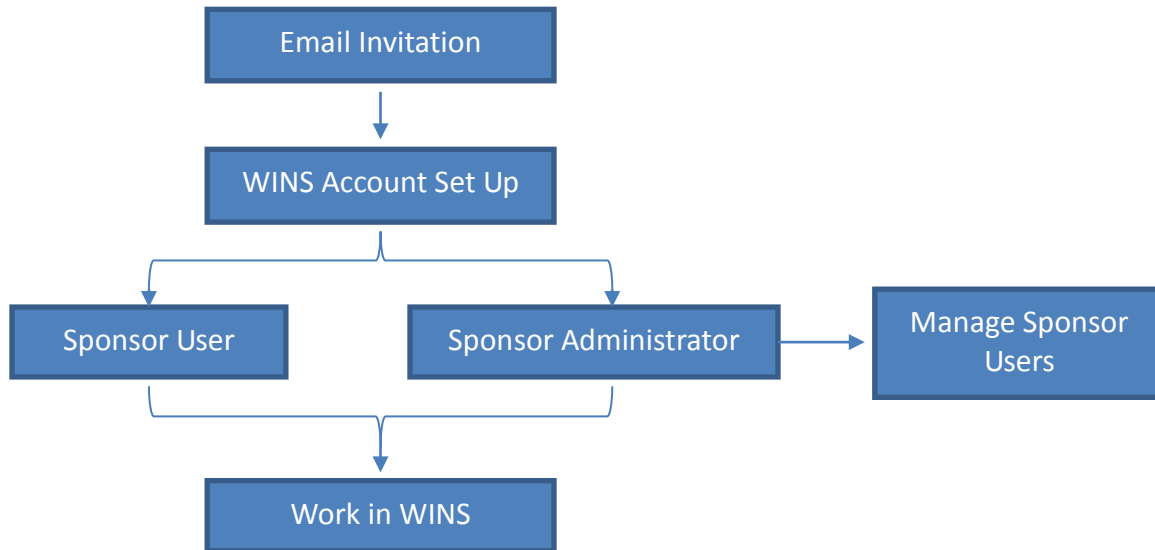
OSPI Email Invitation	A new user will receive an email from WINS with instructions to set up your new account.
WINS Account Set up	The first time you access WINS you will complete a step-by-step process to set up your account.
Sponsor User and Sponsor Administrator	Depending on the level of access you have been granted you will either be a Sponsor Administrator or a Sponsor User.
Manage Sponsor Users	A Sponsor Administrator will be able to add, change and modify access to WINS for all of the sponsor users in your organization.
Working In WINS	Once you have received the email from OSPI and completed the account set up, you are ready to begin working in WINS.

Assigned Roles in WINS

Sponsor Administrator

- Is legally responsible for your organization's participation in Child Nutrition Programs.

- You will no longer need to submit a user authorization to OSPI for all system users.

- A single user authorization form will be required for the Sponsor Administrator. The Sponsor Administrator will then provide access to all other individuals within the organization.

Sponsor User

- Is someone that needs access to WINS, but is not legally responsible for your organization's participation in Child Nutrition Programs.

- If you have been granted access to WINS by your organization's Sponsor Administrator, you are a Sponsor User.

- You no longer need to submit a user authorization form to OSPI to obtain WINS access.

Account Set Up

Once you open the email, you will be directed to click on a link.

Click this link to set up your account. This action will launch a set of steps to complete your profile.

The first step is to set up and confirm your password. Type in your password and click Submit to go to the next step.

Next, enter the town you were born in and your date of birth. Click Submit. The birth date and town of birth are required to validate your identity if you need to reset your password.

For security, you must select three questions and then provide the answers. Click Submit. Security questions will be used so that you can reset your password without assistance.

Account Login: Sponsor User
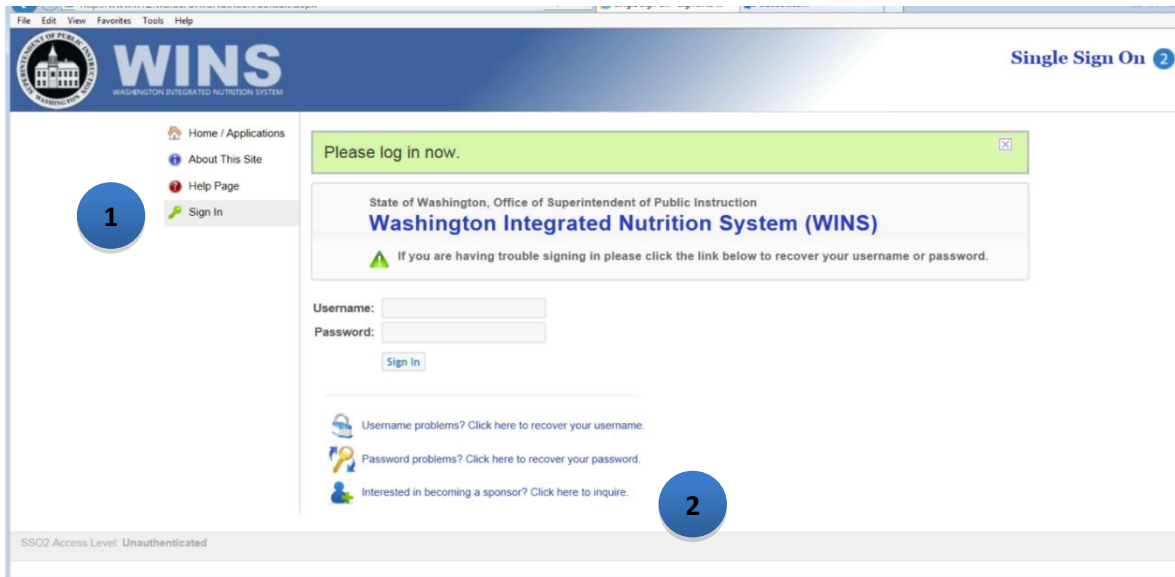
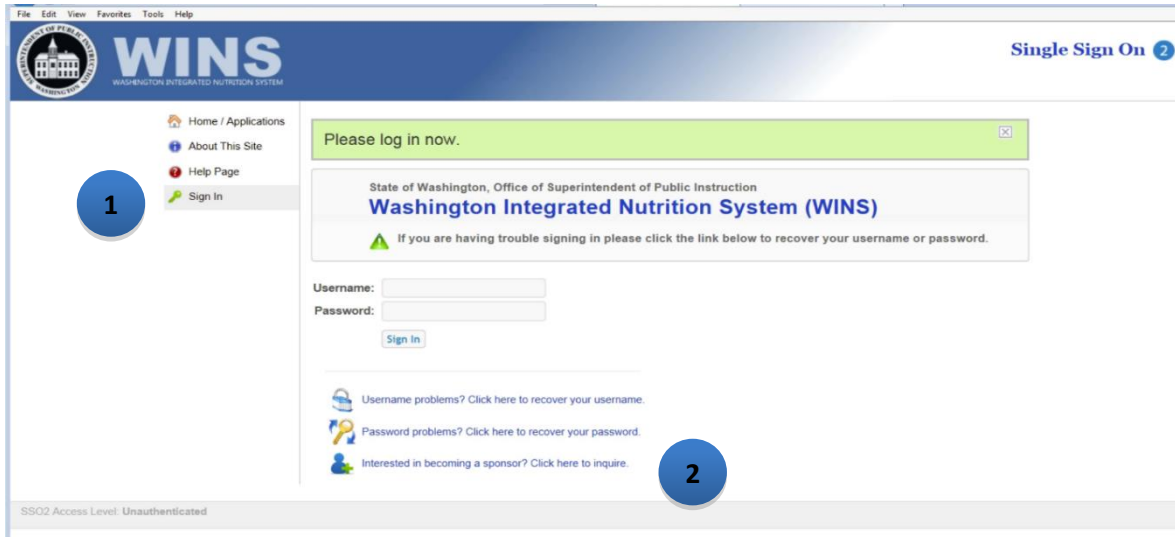| Sign On Screen (1)	Recover Username (2)	Recover your Password (2)	Applying to become A New Sponsor (2)
• Located on the left are four tabs: • **Home/Applications** The home application tab returns to the home page regardless of what screen you are on. • **About this Site** The About this site tab provides an overview of WINS to ensure visitors are attempting to sign into the correct system. • **Help Page** The help page tab provides a link to the Child Nutrition Services website. • **Sign In** The Sign In tab returns to the Sign On page.	• Click the link, "Username problems?" Click here to recover your username. • A new window will launch. • Enter your primary email address. • Click Submit. • You will receive an email with instructions on how to recover your username.	• Click the Link Password Problems? Click here to recover your password. • A new window will launch. • Enter your primary email address. • Click Submit. • You will receive an email with instructions on how to recover your password.	• Click the link Interested in becoming a new Sponsor? Click here to inquire. • A window will launch with instructions and a new sponsor form. • All of the fields must be completed. • Click the Submit to OSPI button. • This information will be reviewed and if approved an email will be sent with instructions to login to the WINS system.

NOTE: You have 10 attempts to login to WINS. WINS will notify you of the number of attempts and after that the system will lock you out. If you're a Sponsor User and you're locked out after 10 failed login attempts, contact your Sponsor Administrator.

As a Sponsor User you will go directly into WINS when you login.

Account Login: Sponsor Administrator

| Sign On Screen (1)	Recover Username (2)	Recover your Password (2)	Applying to become A New Sponsor (2)
• Located on the left are four tabs: • **Home/Applications** The home application tab returns to the home page regardless of which screen you are on. • **About this Site** The About this Site tab provides an overview of WINS to ensure visitors are attempting to sign into the correct system. • **Help Page** The help page tab provides a link to the Child Nutrition Services website. • **Sign In** The Sign In tab returns to the Sign on page.	• Click on the link, "Username problems?" Click here to recover your username. • A new window will launch. • Enter your primary email address. • Click Submit. • You will receive an email with instructions on how to recover your username.	• Click the Link Password Problems? Click here to recover your password. • A new window will launch. • Enter your primary email address. • Click Submit. • You will receive an email with instructions on how to recover your password.	• Click the link Interested in becoming a new Sponsor? Click here to inquire. • A window will launch with instructions and a new sponsor form. • All of the fields must be completed. • Click the Submit to OSPI button. • This information will be reviewed and if approved an email will be sent with instructions to login to the WINS system.

NOTE: You have 10 attempts to login to WINS. WINS will notify you of the number of attempts and after that the system will lock you out. If you're a Sponsor Administrator and you're locked out after 10 failed login attempts, contact OSPI.

* If you are a Sponsor Administrator with only one role at one organization you will go directly into WINS. If you are a Sponsor Administrator with more than one role or more than one organization, you will go to the Home/Applications screen.

Account Login: Sponsor Administrator (cont.)
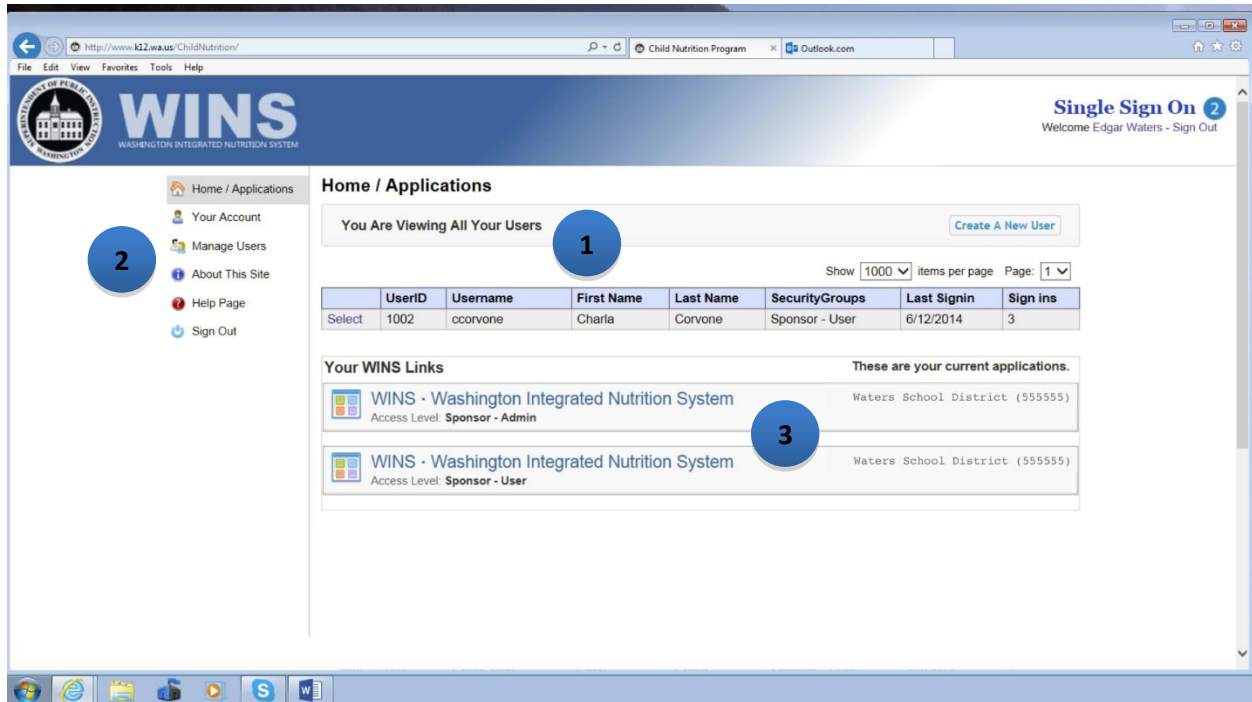
Home/Applications (1)

- Home/Applications tab shows you the users authorized in your organization and gives you an opportunity to select from the list of roles you've been authorized to perform in WINS.
- Located in the main page of the Home/Applications Page is a table that displays other users within your organization and their security access to WINS. Here you can create a new user or select a current user.

Your Account (2)

- Once you are signed into the system, the Your Account tab enables you to update your WINS account information.

Manage Users (2)

- Once you are signed into the system, the Manage Users tab enables you to create new users or select existing users to update or delete.
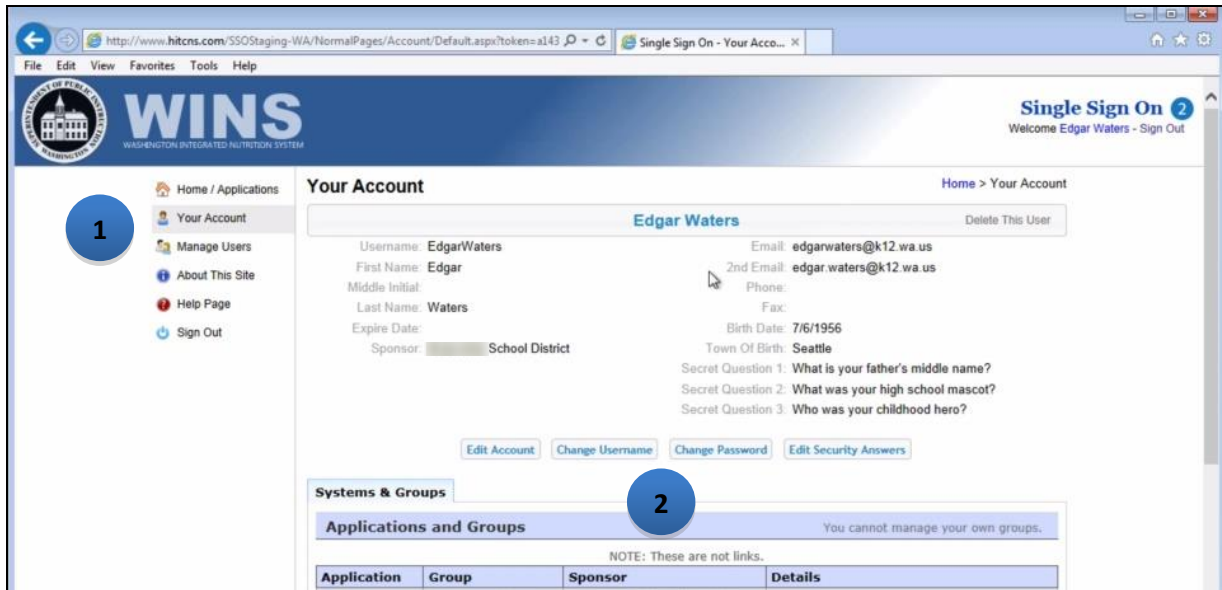
Sign Out (2)

- The Sign Out tab logs you out of WINS and returns to the Sign On page.

Your WINS Links (3)

- At the bottom of the Home/Applications page, you will see "Your WINS Links" that shows the roles and organizations available to you.
- Select the link for the role and organization you would like to enter WINS. You will be automatically routed to WINS.

Edit Your Account

How to Manage Your Account (1):

- Once you have logged into your account, you can change or update your account.
- Click the Edit your Account button located in the upper right of the WINS screen.
- This will open the Edit your Account page.

Edit Account (2)

- Click this link to launch the Editing your account form.
- The form is a template that takes you through the process step by step.
- The red asterisks located to the right of an open text box indicate information that is required and must be filled out in order to click Submit.
- Enter the information in all required fields, click Submit.

Change Username (2)

- Click the Change Username link and it will launch the form to change your username.
- Enter text in all required fields.
- Click Submit.

Edit Your Account (cont)
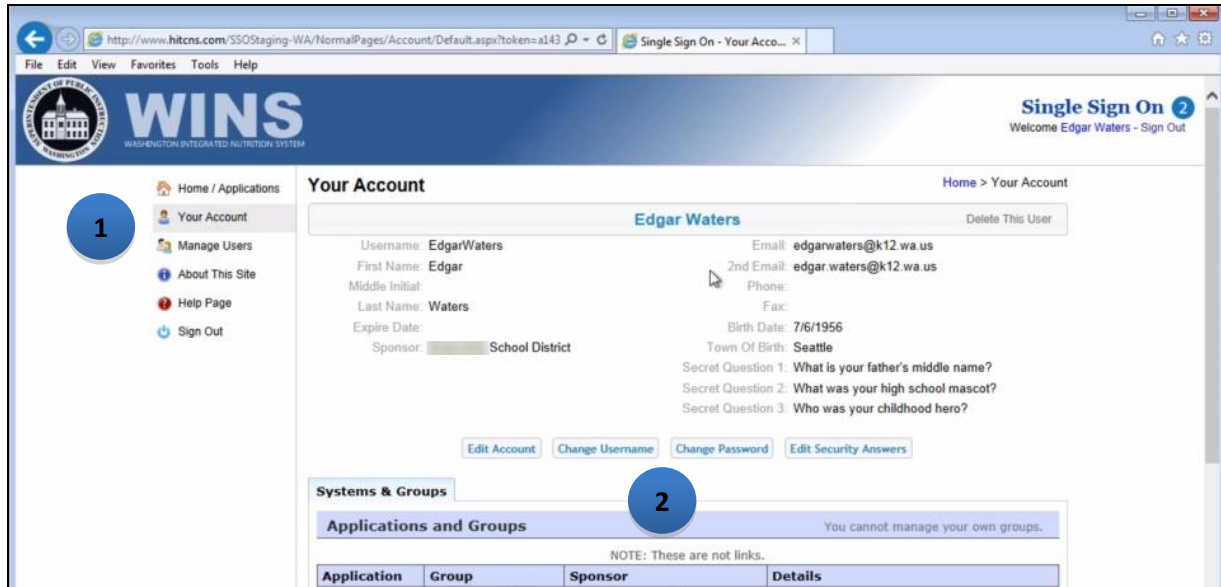
Change Password (2)

- Click the Change Password link to launch the form to change your password.
- Enter a password.
- Confirm the password.
- Click Submit.

Edit Security Answers (2)

- Click the Edit Security Answers link to launch the form to edit your security answers
- Click on the drop down arrows to select a secret question.
- Enter the answer.
- Click Submit.

Systems and Groups (2)

- Located below the account information is the summary of system access granted by the Sponsor Administrator.
- The Systems and Groups tab will display the application, group, sponsor and details.
- These are the modules and programs in WINS that you have been authorized by the Sponsor Administrator to work in.

Manage WINS Access for Sponsor Users
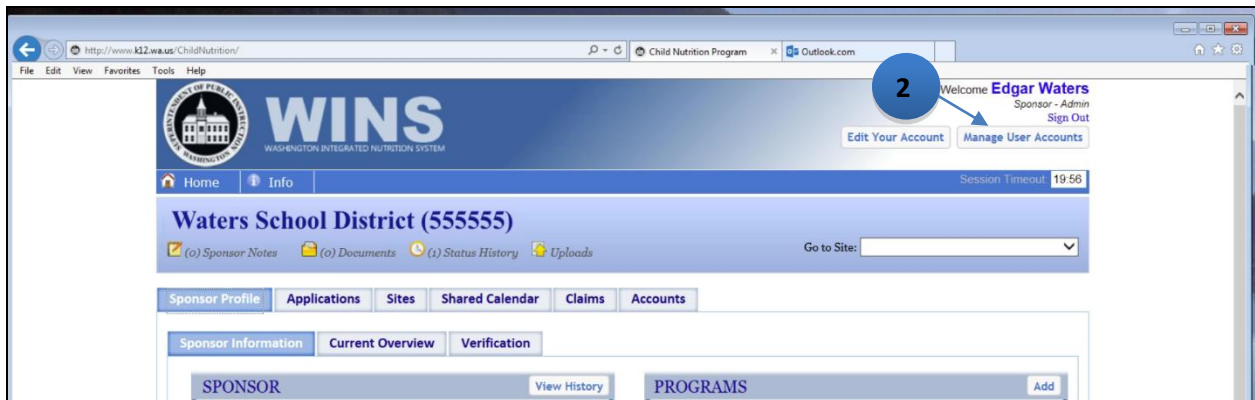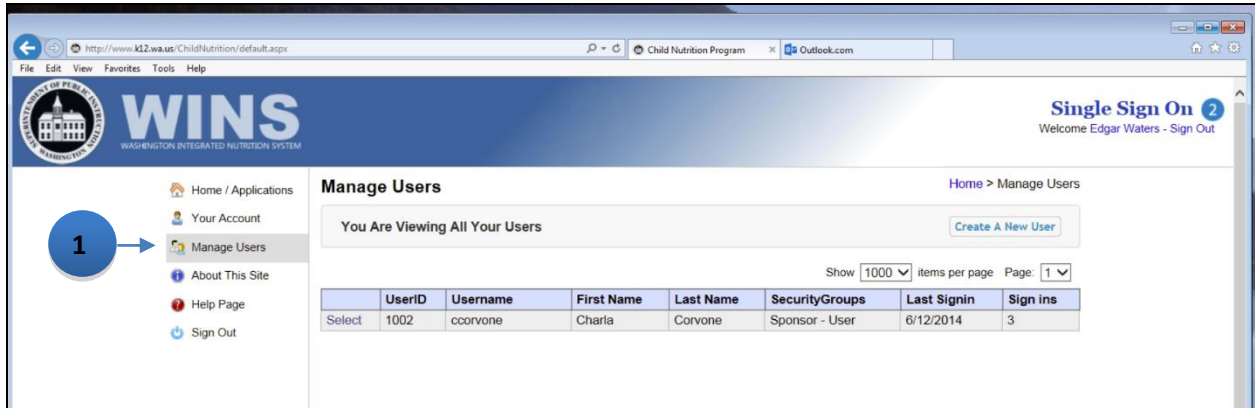
Accessing Manage Users

- When you login to WINS as a Sponsor Administrator, there are two ways in which you can access the functions to Manage Users.
- On the Home/Application screen, you can click the Manage User link (1) – OR – in the upper right heading of any page within WINS you can click the Manage User Accounts button (2).

Manage WINS Access for Sponsor Users (cont.)
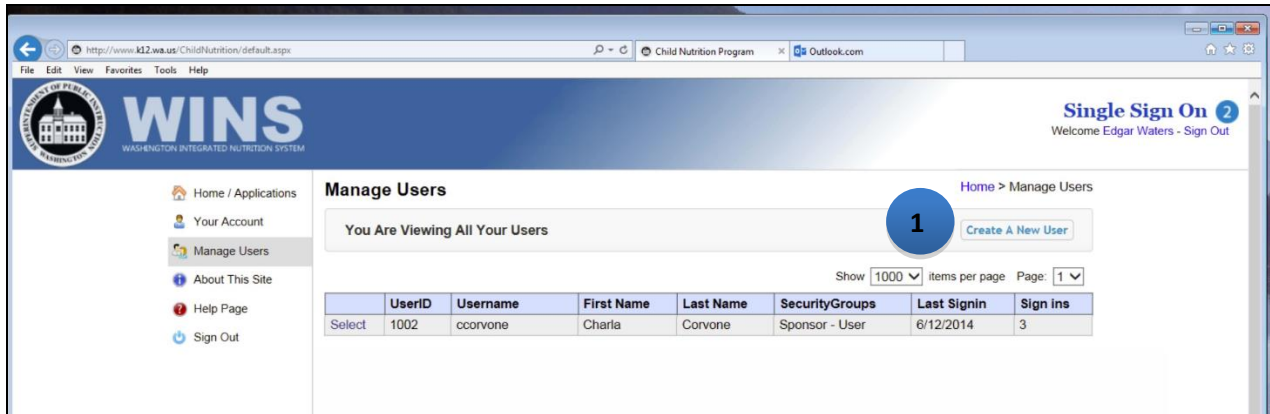
Create A New User

- Click the Create A New User button which will launch the form. (1)
- Fill in all the required information (name, username, password, email, etc.). Click Next.
- Verify the information, Click Create Account.
- Once the account is created, you must select the security access for the newly created user. They will either be a Sponsor Administrator or Sponsor User. A Sponsor Adminstrator is someone who will be able to add or update other users. A Sponsor User will not have this ability. Most often, you will be creating Sponsor Users.
- If you have selected Sponsor Administrator, click Submit and you are done. If you have selected Sponsor User, you will need to check which modules and which programs the user has responsibility for. Click Submit when you are done.
- WINS will then send an email notification to the new user. You will see the new user added to the list of users at your organization.

Manage WINS Access for Sponsor Users (cont.)

Updating Existing Users

- To update an existing user, find the user in the list. Click the 'Select' link. The User Profile screen will display. From here you can do the following:

Delete User (1)

- If the User is assigned a role, then go to Manage Groups.
- Click on the "Manage groups for this User" link in the Application and Group header. You will have the ability to edit, delete, or add a group.
- Delete the group and return to the user's profile.
- In the upper right of the user header, click the "Delete this User Link" and this user is no longer associated with any group.

Edit Account (2)

- Click the Edit Account button to launch the form to view or update the user account information. The red asterisks located to the right of a open text box indicates information that is required and must be filled out in order to click Submit.
- Enter the information in all required fields.
- Click Submit to save or Cancel to return.

Edit Sponsors (2)

- Click the Edit Sponsors button to review sponsors associated with this user.
- To delete the Sponsor, click the Delete link.
- Click the Return to Profile link.

Change Username (2)

- Click the Change Username button to launch the form to change the username.
- Enter the information in all required fields.
- Click Submit to save or Cancel to return.

Manage WINS Access for Sponsor Users (cont.)

Change Password (1)

- Click the Change Password button to launch the form to change the user's password.
- Enter and confirm the new password.
- Click Submit to save or Cancel to return.

Edit Security Answers (1)

- Click the Edit Security Answers button to launch the form to change the user's security answers.
- Enter the information in all required fields.
- Click Submit to save or Cancel to return.

Systems and Groups (2)

- Located below the account information is the summary of system access granted by the Sponsor Administrator.
- The Systems and Groups tab will display the application, group, sponsor and details. These are the modules and programs in WINS that you have been authorized by the Sponsor Administrator to work in.

Manage WINS Access for Sponsor Users (cont.)

Manage Groups for this User (1)

- Groups are the security roles for each user. They determine what Modules and Programs of WINS are accessible by users.
- Click the "Manage groups for this user" link in the Applications and Group header. You will have the ability to edit, delete, or add a group.

Edit a Group (2)

- Click the Edit link.
- Check the applicable modules and programs for this user.
- Click Submit to save or Cancel to return.

Delete a Group (3)

- Click the Delete link.
- A confirmation window opens.
- Click Yes to delete or No to return without deleting.

Add a Group (4)

- Click the Add a Group link.
- Select a group for the user (either Sponsor User or Sponsor Administrator).
- Click Submit to save or Cancel to return.

Navigation in WINS

How to Navigate in WINS

- There are four ways that you are able to access information, take action and move forward in WINS. They are Links, Buttons, Icons, and Tabs.

Links (1)

- Links will open a window with additional information or actions to be taken.

Buttons (2)

- Buttons will open a new window or take you to a new screen to perform an action.

Icons (3)

- Icons will open a new window or take you to a new screen where you can review information or perform an action.

Tabs /Sub Tabs (4)

- Navigation tabs allow you to move from screen to screen. Sub Tabs- are located within Navigation Tabs as needed to display additional information.

Forms

- Forms allow you to enter in all required data on a single screen. Not all programs are required to complete forms.

Navigation in WINS (cont.)

Wizards

- In WINS, Wizards will provide you with a step-by-step guide to walk you through an action to completion. When you are working in a Wizard you will see specific navigation tools.
- You are able to navigate within the Wizard by clicking on the links in the bar on the left or you can navigate using the icons located at the bottom of the Wizard.

Preview Errors (1)

- Clicking this icon will allow you to preview any errors.

Show all Sections (1)

- Clicking this icon will show you all sections of the document you are working in.

Back (2)

- Clicking this icon will take you back to the previous screen.

Cancel (2)

- Clicking this icon will open a dialog box asking if you want to close the wizard or continue.

Next (2)

- Clicking this icon advances you to the next screen.

Help (3)

- Clicking this icon will take you to the page of the user guide that has relevant information.

Locate and Access Key Information in WINS

Layout of the WINS Home Screen

WINS Message Center:

- If there are any specific messages from Child Nutrition Services, you will see them in a pop up window when you log on to WINS. After reading the message you can click the Close button and continue with your work.

Home Tab (1)

- Clicking on the Home tab while in WINS will take you back to this WINS Home screen.

Reports Tab (1)

- Clicking on the Reports Tab provides access to a Sponsor User Report.

Info Tab (1)

- About WINS – Click on this link to view summary information about WINS.
- Contact Us – Click on this link to view contact information for Child Nutrition Services.

In the upper right you will find the following (2):

- The Name of the user logged into the system
- The type of user – either Sponsor-User or Sponsor Administrator.
- The sign out link – Clicking this link will log you out of WINS.
- Session Time out – This shows you how long you have before timing out. Each WINS session will time out in 20 minutes and return you to the Sign On page.
- Edit Account Button – Clicking this link will take you to the Edit Account Page. If you are a Sponsor user you will not see this button, If you are a Sponsor Administrator you will have this button.
- Manage User Account Button – Clicking this link takes Sponsor Administrators to the Home/Applications page.

Locate and Access Key Information in WINS (cont.)

Layout of the WINS Home Screen – Sponsor Header

Sponsor Notes (1)

- Click this link to display a table with any notes created by the sponsor. Here you will be able to add, view, edit or delete notes.

Documents (1)

- Click this link to manage documents. Here you can upload, view or delete documents for this Sponsor.

Status History (1)

- Click on this link to display the Sponsor Status History screen which provides the history for this sponsor.

Uploads (1)

- Click this link to open the File Upload screen. Here you can upload files to OSPI. This feature will only need to be used by some sponsors.

Go To Site (2)

- Click the drop down menu to display all the active sites for this sponsor. You may click on a site name to go directly to that information. When you select a site you go directly that site profile screen.

Locate and Access Key Information in WINS (cont.)

Layout of the WINS Home Screen – Site Header

Site Header (1)
• When you are at the site level the Site Header will change color and include the Site Name and ID.

Site Notes (2)
• Click this link to display a table with any notes created for this site. Here you will be able to add, view, edit or delete notes.

Documents (2)
• Click this link to manage documents, Here you can upload, view or delete documents to this site.

Status History (2)
• Click this link to display the Site Status History screen, which provides the history for this site.

Locate and Access Key Information in WINS (cont.)

Layout of the WINS Home Screen

Home (1)

- Clicking this link will return you to the WINS Home screen.

OSPI (1)

- Clicking this link will take you to the OSPI website. This opens a new window so you may work in WINS while reviewing or looking up information in the OSPI website.

About (1)

- Clicking this link will display summary information about WINS.

Contact (1)

- Clicking this link will display contact information for Child Nutrition Services.

Sign Out (1)

- Clicking this link will log you out of WINS and return you to the Sign On page.

Locate and Access Key Sponsor and Program Information

Sponsor Profile Tab (1)

- This is your Home screen in WINS. This tab provides general information about the sponsor.

Sponsor Information (2)

- This sub tab displays information such as the sponsor ID, the FEIN, sponsor address, sponsor staff, programs and DUNS number.

Current Overview (2)

- This sub tab allows you to view at a glance the current status of all the parts of your annual program application.

Verification (2)

- For NSLP Sponsors, this sub tab will enable you to complete the annual Federal reporting requirements. Otherwise, it will show "no records found".

Locate and Access Key Sponsor and Program Information (cont.)

Applications (1)

- This tab takes you to the Sponsor Application page. Here you will find both your current (unified) and any historical (legacy) applications. You can view, edit, delete, revise, or submit the current application, as well as view the prior year's applications.

Locate and Access Key Sponsor and Program Information (cont.)

America School District (159957)

(0) Sponsor Notes   (0) OSPI Notes   (0) Documents   (2) Status History   Uploads

Go to Site:

| Sponsor Profile | Applications | **Sites** | Shared Calendar | Claims | Accounts |

(1)

SITES   ☐ Show Inactive   Add

Select Site	Name	Site Status	Calendar Status	Active Programs (Year 2014-15) Program	Application Status
✓	Flag Elementary	Active	Not Started		Not Started
✓	Stars Elementary	Active	Not Started		Not Started
✓	Stripes Elementary	Active	Not Started		Not Started

Flag Elementary (661499)   America School District

(0) Site Notes   (0) OSPI Notes   (0) Documents   (4) Status History

(2)

Go to Site:

| Site Profile | **Site Applications** | Site Calendars | Claiming |

SITE APPLICATIONS   Create Revision   Renew Application

View	History	Program Year	Type	Revision Count	Program	Application Status
👓	💬	2013-14	Legacy NSLP Application (History)	0	Breakfast	Approved (8/7/2013)
					Lunch	Approved (8/7/2013)
👓	💬	2012-13	Legacy NSLP Application (History)	0	Breakfast	Approved (8/24/2012)
					Lunch	Approved (8/24/2012)

Sites Tab (1)

- This tab takes you to the Sites page which lists all your active sites. If you click on the Check Mark icon to select a site, you will go to that Site and will see the following sub tabs.

Site Profile (2)

- This sub tab displays Site Profile information. Here you can edit the profile for each site. Additionally, you can view the programs approved for this site and submit a request for approval for a new program at this site.

Site Application (2)

- This sub tab displays the Site Applications, both the new Unified Applications and Legacy Applications. You can add, view, edit, delete, revise or submit the current application as well as view prior year's applications.

Site Calendar (2)

- This sub tab displays the Site Calendars. You can add, view, edit, delete, revise or submit the current Site Calendar.

Claiming (2)

- This sub tab displays the claiming options for the site. If you participate in CACFP, this tab also displays the study months information.

Locate and Access Key Sponsor and Program Information (cont.)

Shared Calendars Tab (1)

- This tab takes you to the Shared Calendars page. Here you can create a shared schedule and enter the holidays and non-operating days that are the same for multiple sites.

Schedules (2)

- This sub tab displays the shared schedule. You can add, view, edit, and delete the schedule to be applied to the sites you have selected.

Holidays (2)

- This sub tab displays the shared holidays. You can add, view, edit, and delete the holidays to be applied to the sites you have selected.

Non-Operating Days (2)

- This sub tab displays the shared non-operating days. You can add, view, edit, and delete the non-operating days to be applied to the sites you have selected.

Locate and Access Key Sponsor and Program Information (cont.)

Home	Reports	Info						Session Timeout: 16:53

WA State Enterprises (159426)

(0) Sponsor Notes   (0) Documents   (2) Status History   Up...   **1**   Go to Site: [▼]

Sponsor Profile	Applications	Sites	Shared Calendar	**Budgets**	Management Plans	Claims	Accounts

CHILD AND ADULT CARE CENTER'S BUDGET

View	Edit	Delete	History	Program Year	Revision Count	Status	Revenue Amount	Revenue Approved	Costs Amount	Costs Approved
👁	✎	✖	📄	2014-15	0	Created (7/14/2014)	$100.00	$0.00	$100.00	$0.00
👁			📄	2013-14	1	Created (5/28/2014)	$1,655,706.00	$0.00	$1,655,706.00	$0.00
👁			📄	2012-13	0	Approved (9/27/2012)	$1,648,880.00	$0.00	$1,648,880.00	$0.00

Home	Reports	Info						Session Timeout: 19:29

WA State Enterprises (159426)

(0) Sponsor Notes   (0) Documents   (2) Status History   Uploads   **2**   Go to Site: [▼]

Sponsor Profile	Applications	Sites	Shared Calendar	Budgets	**Management Plans**	Claims	Accounts

MANAGEMENT PLAN FOR SPONSORS WITH MULTIPLE CENTERS

View	Edit	Delete	History	Program Year	Revision Count	Status	Is Complete?
👁	✎	✖	📄	2014-15	0	Created (7/13/2014)	Yes
👁			📄	2013-14	0	Returned (6/25/2014)	Yes

MANAGEMENT PLAN FOR CENTERS (LEGACY)

View	History	Program Year	Revision Count	Status	Is Complete?
👁	📄	2013-14	0	Approved (10/9/2013)	Yes
👁	📄	2012-13	0	Approved (9/27/2012)	Yes
👁	📄	2011-12	0	Approved (10/4/2011)	Yes

Budgets (1)

- This tab take you to the Budgets page. You can view your historical (legacy) budgets and add, view, edit, delete, revise or submit your current year's budget.

Management Plans (2)

- This tab takes you to the Management Plans page. You can view your historical (legacy) management plans and add, view, edit, delete, revise or submit your current year's management plan.

Locate and Access Key Sponsor and Program Information (cont.)

USA Services (159272)

(0) Sponsor Notes   (0) Documents   (2) Status History   U

Go to Site:

| | Sponsor Profile | Applications | Sites | Shared Calendar | **CNFRs** | Claims | Accounts |

CHILD NUTRITION SPONSOR'S FINANCIAL REPORT   Add

View	History	Program Year	Revision Count	Status	Total Amount
👁	📝	2013-14	0	Approved (1/6/2014)	$112,897.38
👁	📝	2012-13	0	Approved (1/8/2013)	$93,889.27
👁	📝	2011-12	0	Approved (1/10/2012)	$89,443.24

Welcome **Edgar Waters**
Sponsor - User
Sign Out
Edit Your Account

WINS
WASHINGTON INTEGRATED NUTRITION SYSTEM

🏠 Home   📄 Reports   ⓘ Info   Session Timeout: 19:35

America School District (159957)

(0) Sponsor Notes   (0) Documents   (2) Status History   Uploads   Go to Site:

| Sponsor Profile | Applications | Sites | Shared Calendar | CNFRs | **Claims** | Accounts |

| **Claims** | **Claiming Options** |

Display Year: 2014

CLAIMS   ADD CLAIM:

View	Revise	Period	Type	Claims	Revisions	Paid Amount	New Amount	+/-	Progress
👁	🔄	March 2014	Legacy NSLP Sponsor	1	0				1
👁	🔄	February 2014	Legacy NSLP Sponsor	1	0				1
👁	🔄	January 2014	Legacy NSLP Sponsor	1	0				1

CNFRs (1)

- This tab takes you to the Child Nutrition Financial Reports page. You can view your historical (legacy) CNFR and add, view, edit, delete, revise or submit your current year's CNFR.

Claims (2)

- This tab takes you to the Claims page where you can review claims information. The sub tabs located on this page are:
- Claims
  This sub tab displays a list of your claims and the amounts paid each month. You can enter a new monthly claim, or you can view or revise a monthly claim for any prior month as needed.
- Claiming Options
  This sub tab is only available to sponsors who participate in the School Meal programs. Here you can review the claiming options applicable for each site.
- Study Months
  This sub tab is only available to sponsors who participate in CACFP. Here you can review and revise the study month data, which is used to determine percentages and payments for future claim months.

Locate and Access Key Sponsor and Program Information (cont.)

Accounts Tab (1)

- This tab takes you to the Accounts page where you can review accounting information. The sub tabs located on this page are:

Summary Sub Tab (2)

- For most sponsors the only information they will see here is the summary page. This sub tab provides details about the next payment to be made as well as details about payments made in prior months.

Additional Sub Tabs (2)

- If you have any of the following items, you will see information on these sub tabs. If you do not, then you will see "no records found".
- Payables and Receivables (2)
  - This sub tab displays any open payables or receivables on your current WINS account.
- Advances (2)
  - This sub tab displays any authorized advances to your WINS account.
- Checks Received (2)
  - This sub tab displays any checks received and applied to your WINS account.
- Invoices (2)
  - This sub tab displays any outstanding invoices on your WINS account.

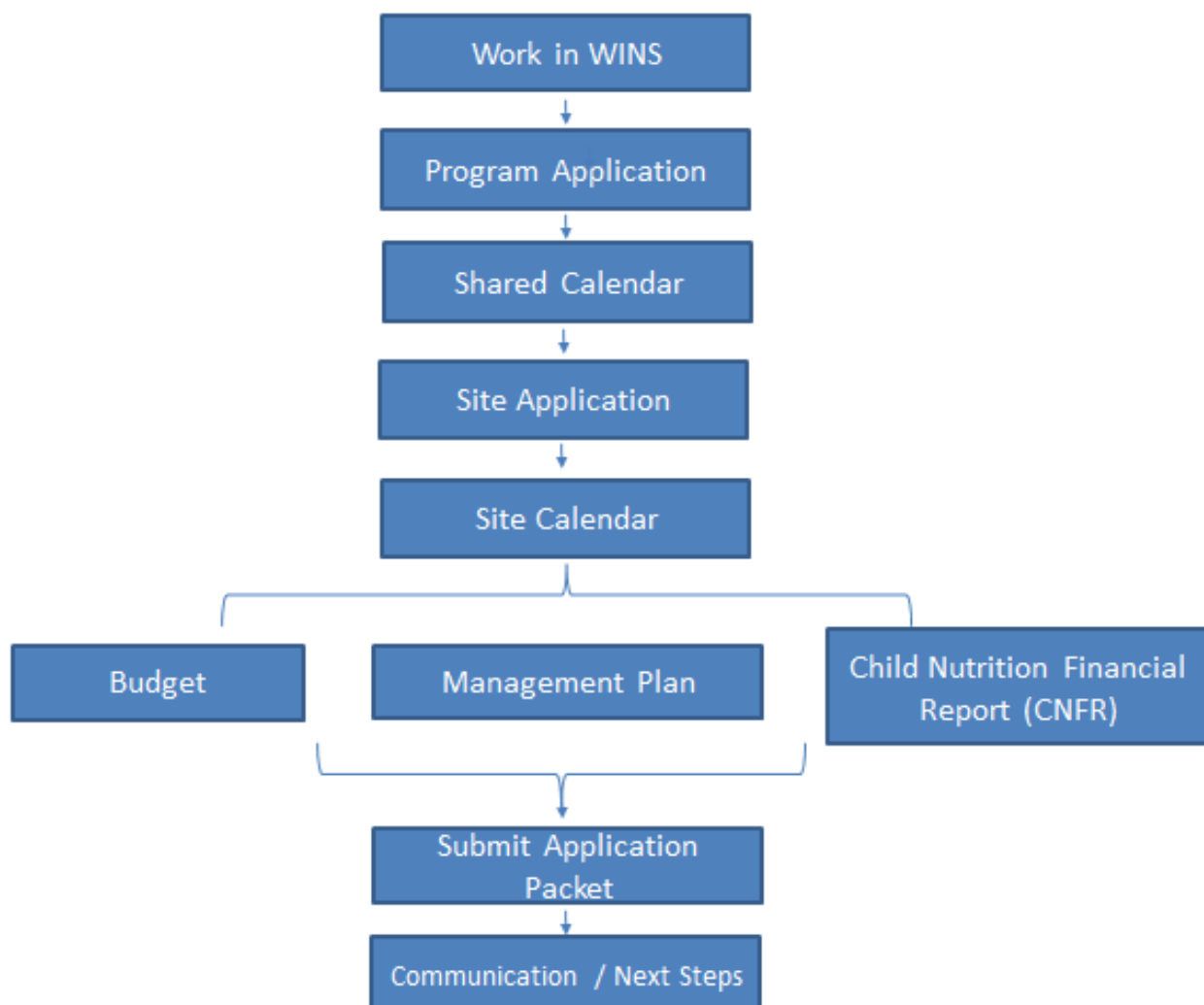# Online Help and Job Aids
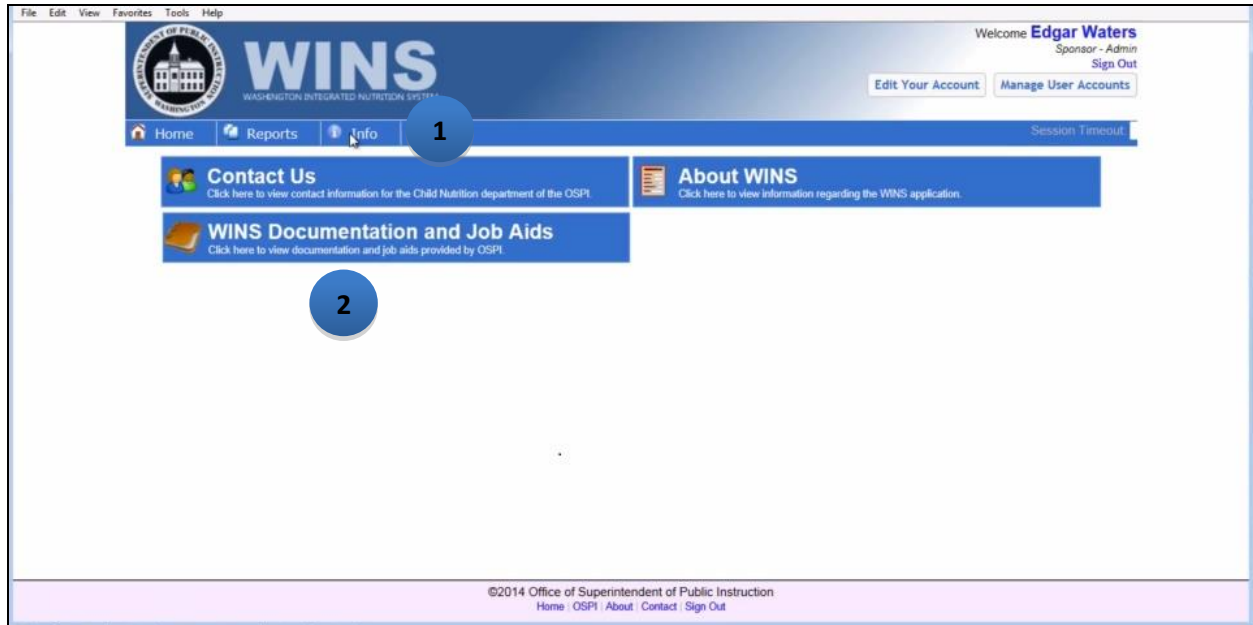
WINS Documentation

- To locate WINS documentation, click on the Info tab in the WINS header. (1)
- Click WINS Documentation and Job Aids and the screen will display the files available. (2)
- Click the View Icon to open the file.

Job Aids

- To locate WINS Job Aids, click on the Info tab in the WINS header. (1)
- Click WINS Documentation and Job Aids and the screen will display the files available. (2)
- WINS Job Aids can also be accessed through a link on the Child Nutrition Services website.

Completing a WINS Application Packet

Key Steps to Complete the Application Packet

```
┌─────────────────────┐
│     Work in WINS    │
└─────────────────────┘
           ↓
┌─────────────────────┐
│ Program Application │
└─────────────────────┘
           ↓
┌─────────────────────┐
│   Shared Calendar   │
└─────────────────────┘
           ↓
┌─────────────────────┐
│   Site Application  │
└─────────────────────┘
           ↓
┌─────────────────────┐
│    Site Calendar    │
└─────────────────────┘
```

Budget	Management Plan	Child Nutrition Financial Report (CNFR)

```
┌─────────────────────┐
│  Submit Application │
│        Packet       │
└─────────────────────┘
           ↓
┌─────────────────────┐
│ Communication / Next Steps │
└─────────────────────┘
```

Key Steps to Complete the Application Packet (cont.)

Program Application

- In WINS a sponsor can create a Unified Program Application for all of the programs they are eligible for. The program application has the following features:
- **A single point of entry for shared, common data**
- **Easy-to-use Wizard -** the Wizard provides you with a step-by-step guide to walk you through completion of the Program Application.
- **Real time error notification** that will alert you to errors in your application *before* you submit your application to OSPI.

Shared Calendar

- A Shared Calendar can be created at the program level and pushed to each of the site within your organization. This dramatically speeds up the time to enter calendar information for each site. After the Shared Calendars have been applied to the appropriate sites, the specifics of each Site Calendar can be updated to meet the unique needs of that site.

Site Application

- In WINS, Site Applications for all national programs are unified into one application called the Unified Application. The site application has the following
- **Common data / single entry**
- **Easy-to-use Wizard**
- **Real time error notification**

Site Calendar

- The Site Calendar is the tool used to track and manage the meals provided to ensure compliance with USDA regulations. In addition, it can post holidays and other non-operational days. The Site Calendar has the following
- **Common data / single entry**
- **Eas- to-use Wizard**
- **Real time error notification**

Required Program Specific Components

- Depending on your sponsor (organization) type, you may be required to complete specific components prior to submitting the Program Application.

Submit Application

- Once all of the required data is entered, the sponsor may submit the application. The Application Packet contains items required by OSPI to complete your application. The standard Application Packet will contain the Sponsor Application, Site Applications, and Site Calendars for each site.

Communication / Next Steps

- Sponsors are able to review, edit, and revise applications. They will also receive direct communication and updates via WINS.

Program Application: CACFP Meal Programs
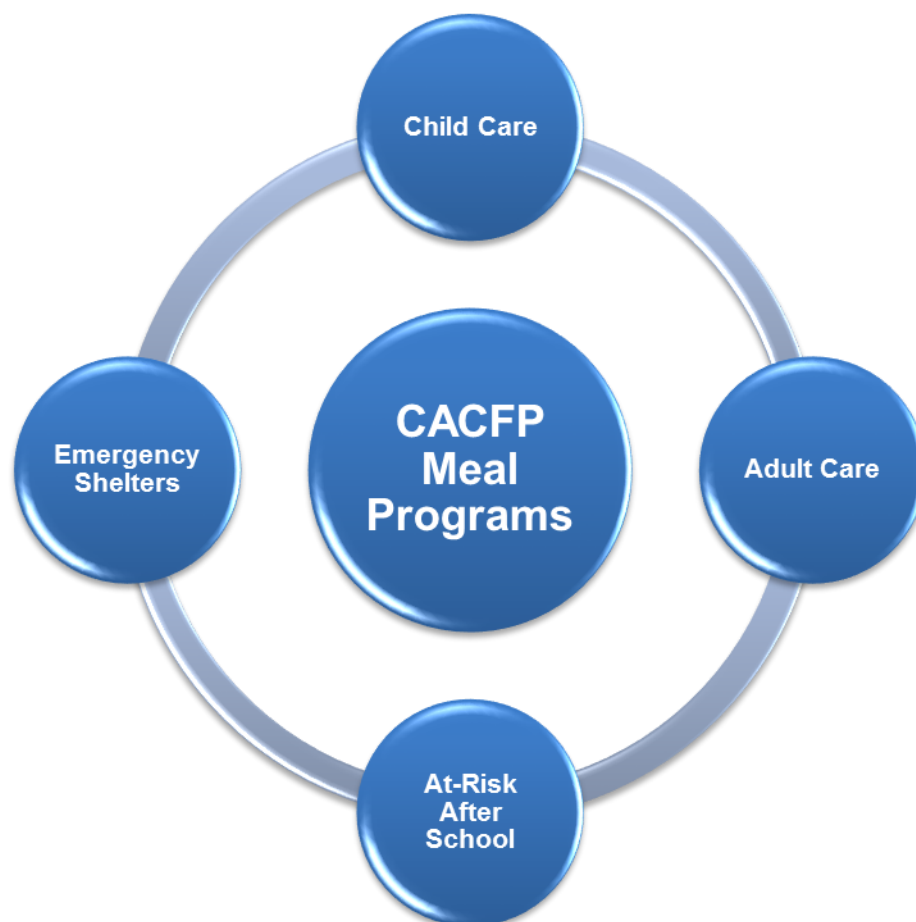
Program Application for CACFP Meal Programs

```
                    Work in WINS
                         ↓
             →      Program Application
                         ↓
                    Shared Calendar
                         ↓
                    Site Application
                         ↓
                     Site Calendar
                         ↓
         ┌───────────────┼───────────────┐
      Budget      Management Plan    Child Nutrition Financial
                                        Report (CNFR)
         └───────────────┼───────────────┘
                         ↓
                  Submit Application
                       Packet
                         ↓
             Communication / Next Steps
```

Program Application for CACFP Meal Programs (cont.)

Click the Application Tab

- The Applications screen shows any new applications created in WINS (called a 'Unified Application') and any old applications created in CNP 2000 (called a 'Legacy Application'). Here you can view, edit, delete, and renew the applications. An application's status is shown using different colors. Green indicates an approved application and okay to submit a claim. Red indicates a problem and yellow indicates the application has been created but has not been submitted to OSPI for review.
- Click the Renew Application button to create a new application. This opens the Unified Program Application Wizard.

Program Application for CACFP Meal Programs (cont.)

WA STATE ENTERPRISES
2015 UNIFIED APPLICATION

--- *SELECT* ---

PROGRAMS

You are approved to apply for the following programs. Please indicate which programs you wish to work on at this time. When you have made your selection, click Next. (Note: If a program is grayed out, you do not have security permission to work on that program.)

☐ Child Care Program

Cancel   Next
■   ▶

--- *SPONSOR* ---

ADDRESSES
CONTACTS
CIVIL RIGHTS
AUDITS

--- *CACFP* ---

PROGRAM HISTORY
FINANCIAL VIABILITY
ADMINISTRATIVE
TRAINING
MEAL REQUIREMENTS

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

ADDRESSES   Add

Edit	Delete	Type	Address	Attention
✏	✖	Street	203 W Reynolds Ave Centralia, Washington 98531-3313	
✏	✖	Mailing	1703 N Pearl Centralia, Washington 98531-5517	

--- *SPONSOR* ---

ADDRESSES
CONTACTS
CIVIL RIGHTS
AUDITS

--- *CACFP* ---

PROGRAM HISTORY
FINANCIAL VIABILITY
ADMINISTRATIVE
TRAINING
MEAL REQUIREMENTS
GOVERNING BOARD

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

REQUIRED CONTACTS   Manage Staff

Complete?	Contact Type	Contact	Required For
No	Business CEO/President	⌄	CACFP
No	CACFP Program Contact	⌄	CACFP
No	Claim Contact	⌄	CACFP
No	Second Program Contact	⌄	CACFP

Programs

- The Programs screen will display a list of program a Sponsor is approved to operate. The program selections may vary for different sponsors. Note: You have the option to work on other programs or sections at a later time.
- The first items located on the left navigation bar are Addresses, Contacts, Civil Rights, and Audit. Once entered, this information will be applied to all programs that the sponsor participates.

Addresses

- The Address screen opens and you can edit or add addresses as needed. Click Next to continue.

Contacts

- The Contact screen opens. Here you can select the required contact from the drop down menu. If the contact person is not listed in the drop down menu then you can add them by clicking the Manage Staff button.

Program Application for CACFP Meal Programs (cont.)

WA STATE ENTERPRISES
2015 UNIFIED APPLICATION

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

REQUIRED CONTACTS   Manage Staff

Complete?	Contact Type	Contact	Required For
Yes	Business CEO/President	Smith,John	CACFP
Yes	CACFP Program Contact	Brown,Jennifer	CACFP
Yes	Claim Contact	Smith,Sally	CACFP
No	Second Program Contact		CACFP

revise your current application.

You are creating a staff member for your organization. You need to fill out at least all the required fields shown below. When you are finished click the Save button.

NEW PERSON SETUP

Name: Prefix First * Middle Last * Suffix

Gender: *

E-mail Address:

Enter the person's title for **WA State Enterprises**

Title: *

You may optionally add a phone number. If you choose to add a phone number enter all the required fields denoted with an *.

Phone Number: ( ) - *   Extension:

Phone Type: *

Manage Staff

- Here you can search for the contact you are looking for and select them OR you can click the ADD button and add the contact. If you do not find the contact person you are looking for, click the Add button. Here you can enter the contact information. Click Save. Once you have added the contact, click Close to return to the Contact page. You will be able to select the added contact from the drop down menu.
- Once all the required contacts have been selected, click Next to continue.

Errors and Required Information

- *NOTE*: At any time working in the Application Wizard, you can see errors real time. If you do not complete a required step or input required information, (noted with a red asterisks) you will see a RED X appear in the left navigation bar next to the section with an error. OR you can click the Preview Errors button in the wizard navigation tool bar located at the bottom of the screen.

Program Application for CACFP Meal Programs (cont.)

Civil Rights

- The Civil Rights screen opens and you will be asked to respond to specific questions regarding civil rights policies by clicking the drop down arrow and selecting the appropriate answer. Click Next to continue.

Audits

- The Audit screen opens and you will be asked to respond to a specific question regarding federal funds. Click Next to continue.
- *NOTE: Depending on your response to each question, you may be required to provide additional information.*

Program History

- The Program History screen asks required questions about the institution. Click the drop down arrows and select the appropriate response. Click Next to continue.

Program Application for CACFP Meal Programs (cont.)

WA STATE ENTERPRISES
2015 UNIFIED APPLICATION

SPONSOR
ADDRESSES
CONTACTS
CIVIL RIGHTS
AUDITS

CACFP
PROGRAM HISTORY

FINANCIAL VIABILITY
ADMINISTRATIVE
TRAINING
MEAL REQUIREMENTS
GOVERNING BOARD
RECORD KEEPING

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

What year was your organization established? (YYYY) `2012` *

What sources of income are available for your program? (Examples: Head Start grants, tuition, child care subsidies, tribal funds, etc.) (OSPI may require organizations to return funds due to meal over claims.) `Enter your response here.` *

How does your organization track how the CACFP reimbursement is spent and ensure that all reimbursement is only used for CACFP-allowable costs?

SPONSOR
ADDRESSES
CONTACTS
CIVIL RIGHTS
AUDITS

CACFP
PROGRAM HISTORY
FINANCIAL VIABILITY

ADMINISTRATIVE
TRAINING
MEAL REQUIREMENTS
GOVERNING BOARD
RECORD KEEPING

REVIEW
APPLICATION ERRORS

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

How many hours a month will be spent on operating food service labor? (Operating labor refers to staff time for meal preparation, serving, and cleanup.) `  ` *

How many hours a month will be spent on CACFP administrative labor? (Administrative labor refers to staff time for planning, record keeping, training, and monitoring.) `  ` *

In the list below, select the position of the person responsible for each required duty in the operation of the CACFP.

Assures that an accurate study month is completed annually: `▼` *

Ensures that enrollment information is collected/updated annually: `▼` *
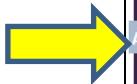
Financial Viability

- The Financial Viability screen asks the financial questions concerning sources of income and tracking reimbursement procedures. Click Next to continue.

Administrative

- The Administrative screen is separated in two parts. The first part addresses how many hours a month will be spent on operating food service labor; and how many hours will be spent on CACFP administrative labor. Enter the hours in the open text boxes.
- The second part lists required duties for operation. Click the drop down arrow and select the person responsible for each duty. Click Next to continue.

Program Application for CACFP Meal Programs (cont.)

WA STATE ENTERPRISES
2015 UNIFIED APPLICATION

SPONSOR
ADDRESSES
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CIVIL RIGHTS
AUDITS

CACFP
PROGRAM HISTORY
FINANCIAL VIABILITY
ADMINISTRATIVE
TRAINING
MEAL REQUIREMENTS
GOVERNING BOARD
RECORD KEEPING

REVIEW
APPLICATION ERRORS

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

CACFP training for key staff will be provided when they are hired and at least one time per year thereafter. Records from each training session will include the agenda, date, and a sign-in with all participants' signatures. The required topics are: **[Yes ▾]** *

- CACFP meal pattern
- Meal counts
- Claims submission and review procedures
- Recordkeeping requirements
- Reimbursement system
- Civil rights

Our organization will assure that the appropriate person(s) attend the annual mandatory state agency training. **[Yes ▾]** *

Our organization will address on-going staff training needs, and communicate CACFP changes and organization policies and procedures to all staff: **[Yes ▾]** *

Institution attended required OSPI training: **[Yes ▾]** *

Institution training date: **[/ /]** mm/dd/yyyy *

Preview Errors   Show All Sections   Back   Cancel   Next

SPONSOR
ADDRESSES
CONTACTS
CIVIL RIGHTS
AUDITS

CACFP
PROGRAM HISTORY
FINANCIAL VIABILITY
ADMINISTRATIVE
TRAINING
MEAL REQUIREMENTS
GOVERNING BOARD
RECORD KEEPING

REVIEW
APPLICATION ERRORS

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

Meals provided and claimed for reimbursement will meet the meal pattern: **[Yes ▾]** *

Check all of the resources and methods used to ensure adequate amounts of food items are purchased, prepared, and served to participants to meet or exceed the USDA minimum portion requirements: *

Written Recipe: ☑   CN Labels: ☑   CACFP Food Chart: ☑   Creditable Foods Guide: ☑

Food Buying Guide: ☐   Online Food Buying Guide Calculator: ☐   Production Records: ☑   Other: ☐

The food service will comply with applicable State and local health and sanitation requirements: **[▾]** *

Training

- The Training screen will ask questions specific to training. Click the drop down arrow to select the appropriate response. Click Next to continue.

Meal Requirements

- The Meal Requirements screen asks you to answer specific questions regarding meal services. Click the drop down arrow and text boxes to select the appropriate response. Click Next to continue.

Program Application for CACFP Meal Programs (cont.)

WA STATE ENTERPRISES
2015 UNIFIED APPLICATION

SPONSOR
ADDRESSES
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CACFP
PROGRAM HISTORY
FINANCIAL VIABILITY
ADMINISTRATIVE
TRAINING
MEAL REQUIREMENTS
GOVERNING BOARD
RECORD KEEPING

REVIEW
APPLICATION ERRORS

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

Our organization is a corporation (non-profit or for-profit) that has a governing board? [Yes ▾] *

GOVERNING BOARD MEMBERS [Add] *

No Records Found

Does the governing board review CACFP policies, position descriptions, finance reports, and the director's performance? [▾] *

Preview Errors   Show All Sections   Back   Cancel   Next

SPONSOR
ADDRESSES
CONTACTS
CIVIL RIGHTS
AUDITS

CACFP
PROGRAM HISTORY
FINANCIAL VIABILITY
ADMINISTRATIVE
TRAINING
MEAL REQUIREMENTS
GOVERNING BOARD
RECORD KEEPING

REVIEW

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

Board Member: Joe Doe * [Select Board Member]

Area of Expertise: [Health care ×] *

Relationship to other board members or institution employees: [   ]
Leave blank if no relation.

[Save] [Cancel]

Governing Board

- The Governing Board screen will ask you if your organization is a corporation that has a governing board. Click the drop down arrow to select the appropriate answer. If you are a non-profit or for profit organization and you have a governing board, you will be asked for additional information.
- To add governing board members, Click the Add button, this screen will give you the Select Board Member button. When you click Select Board Member, you will go to the Manage Staff screen where you can search for the board member you are looking for and select them OR you can click the ADD button and add the board member.
- Once you have added the board member, you can select them by clicking the Select icon, then enter their area of expertise. Click Save and then click Next to continue.

Program Application for CACFP Meal Programs (cont.)

Record Keeping

- The Record Keeping screen will ask you two required questions about the storage of records and the maintenance of keeping records when the organization no longer participates in CACFP. Click Next to continue.
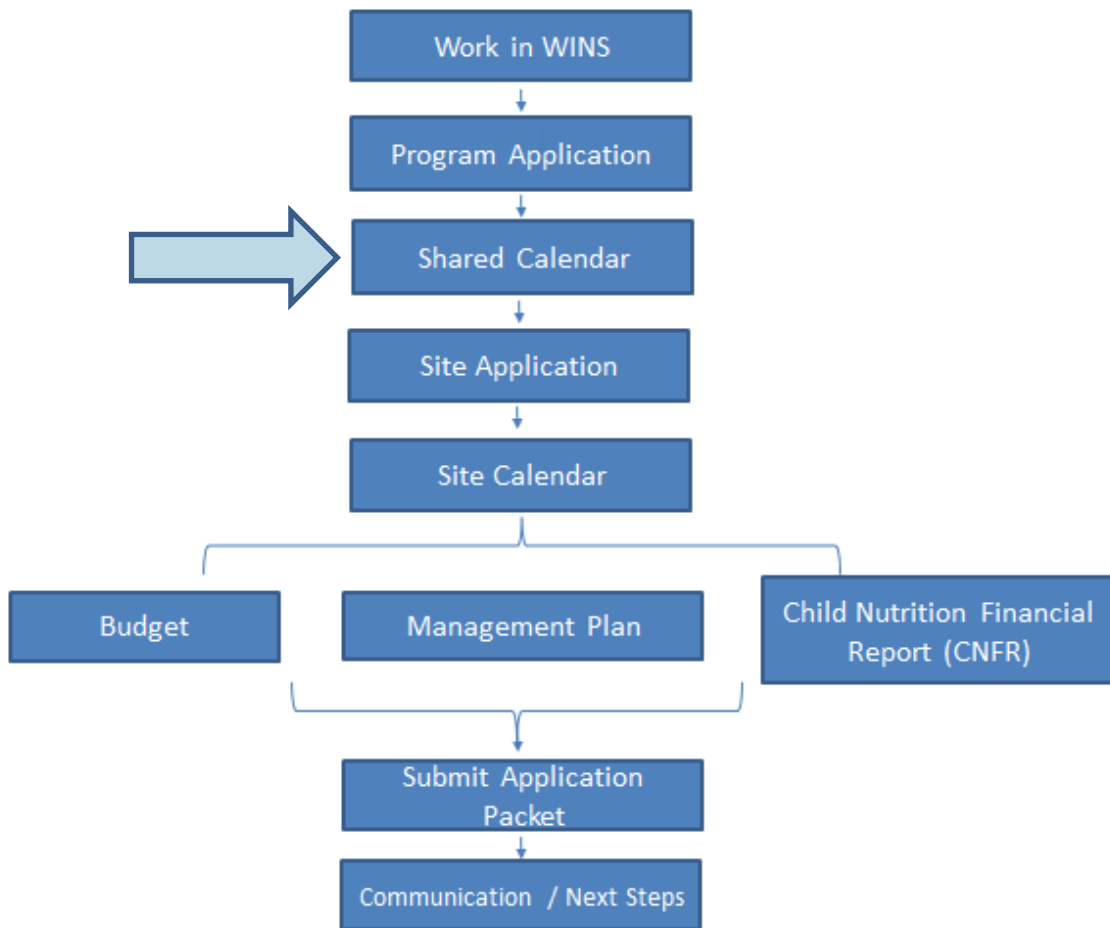
Review

- The Application Errors screen gives you an overview of the errors that exist on the application. By clicking the View icon next to the error, you will be taken back to that screen to review and make edits. Once you have entered or edited the information, click Next.
- If there are no errors click Done. You will return to the Sponsor Application screen. Here you will see the option to View, Edit, and Submit. It is recommended that you complete all of the components required for the application before you submit.

Sponsors with Multiple Sites

Shared Calendar for Sponsors with Multiple Sites

```
Work in WINS
     ↓
Program Application
     ↓
Shared Calendar  ⬅
     ↓
Site Application
     ↓
Site Calendar
```

```
Budget        Management Plan        Child Nutrition Financial
                                      Report (CNFR)
```

```
Submit Application Packet
     ↓
Communication / Next Steps
```

| The Shared Calendar is a template that allows you to enter standard meal information (start/end dates and meal times), as well as holidays and non-operating days. The information can then be applied to sites you select. | ⮕ | Depending on your program, you may need to input additional information at each of your sites. | ⮕ | For Sponsors with a single site, this step isn't necessary. |

Shared Calendar for Sponsors with Multiple Sites
(cont.)

Shared Calendar Tab

- Click the Shared Calendar Tab and you open the screen where you can add a new schedule and edit or view an existing schedule. After you have created a shared schedule you can click the View icon to view the schedule or the Delete icon to remove it. If you click Delete you will see a dialogue box asking if you are sure.

Add a New Shared Schedule

- Click the Add button
- A pop up window will open and ask you to select the program year. Click the drop down arrow, then Select the program year, Click Select and the Define Schedule screen opens. Enter the required information, schedule type, name, and begin and end date. Click Next to continue.

Shared Calendar for Sponsors with Multiple Sites (cont.)

Define Schedule

- After you select the program year and click Select, the Define Schedule screen opens. Enter the required information, schedule type, name, and begin and end date. Click Next to continue.

Define Meals

- Click the Add button and the meal dialogue box will open. Click the drop down arrows to select program, meal, and meal preparation. You will also enter the specific times for this meal. Click Save. The schedule is now listed on this page. You can View, Edit, or Delete by clicking on the icons. Click Next to continue.

Shared Calendar for Sponsors with Multiple Sites (cont.)

WA STATE ENTERPRISES
SHARED SCHEDULE

— SHARED SCHEDULE —
DEFINE SCHEDULE
DEFINE MEALS
SELECT SITES
  ENTER SITE INFO

Please select the sites to which this shared schedule should be applied.

[Check All] [Uncheck All]

SITES

Select	Name	Type	Status
☐	Greenwood Head Start Center	Unknown	Active
☐	T Head Start	Unknown	Inactive
☐	University Head Start	Unknown	Active
☐	Wallingford Head Start	Unknown	Active

[Check All] [Uncheck All]

WA STATE ENTERPRISES
SHARED SCHEDULE

— SHARED SCHEDULE —
DEFINE SCHEDULE
DEFINE MEALS
SELECT SITES
ENTER SITE INFO

Please enter the information for each site so that the shared schedule can be applied correctly.

ENTER SITE INFORMATION

Site Name	Program	Meal	Begin Time	End Time
Greenwood Head Start Center	Child Care	Lunch	01 : 00 PM	02 : 00 PM
University Head Start	Child Care	Lunch	01 : 00 PM	02 : 00 PM
Wallingford Head Start	Child Care	Lunch	01 : 00 PM	02 : 00 PM

Select Sites

• To select the site you can either click on the Check Box next to the site OR click on the Check All button. You can undo this action by clicking the Uncheck button. Once you have selected the sites, click Next to continue.

Enter Site Info

• The Enter Site Info screen will allow you to modify the begin time and end time for each site as needed. Click Save to save the shared schedule to all selected sites.

Shared Calendar for Sponsors with Multiple Sites (cont.)

Holidays Tab

- Click on the Holidays tab to open the Shared Holidays screen where you add, view or edit a Holiday. To add a holiday, click the Add button.

Select Holidays

- The Select Holidays screen opens. The Site Group Name will default to Holiday Schedule. If you have the same holidays for all your sites, you can use this same group name. If you have different holidays at some sites, you will use a different group name to identify the holidays for each. Click the Add button. Enter a description of the holiday and the date. Click Save. Click Next.

Select Sites

- The Select Sites screen opens. To select the site you can either click on the Check Box next to the site OR click on the Check All button. For this training we are only selecting three sites. You can undo this action by clicking the Uncheck button. Once you have selected the sites, click Save to return to the Shared Holidays screen.

Shared Calendar for Sponsors with Multiple Sites (cont.)

Non-Operating Days Tab

- Click on the Non-Operating Days tab to open the Shared Non-Operating Days screen where you add, view or edit a non-operating day. To add a non-operating day, click the Add button.

Select Non-Operating Days

- Click the Add button and the Select Non-Operating Day screen opens. The Site Group Name will default to Non-Operating Schedule. If you have the same non-operating days for all your sites, you can use this same group name. If you have non-operating days at some sites, you will use a different group name to identify the non-operating days for each. Click the Add button. Enter a description of the non-operating day and the date. Click Save and the non-operating day is saved. Click Next.

Select Sites

- The Select Sites screen opens. To select the site you can either click the Check Box next to the site OR click on the Check All button. You can undo this action by clicking the Uncheck button. Once you have selected the sites, click Save to return to the Shared Non-Operating Days screen.

Site Application
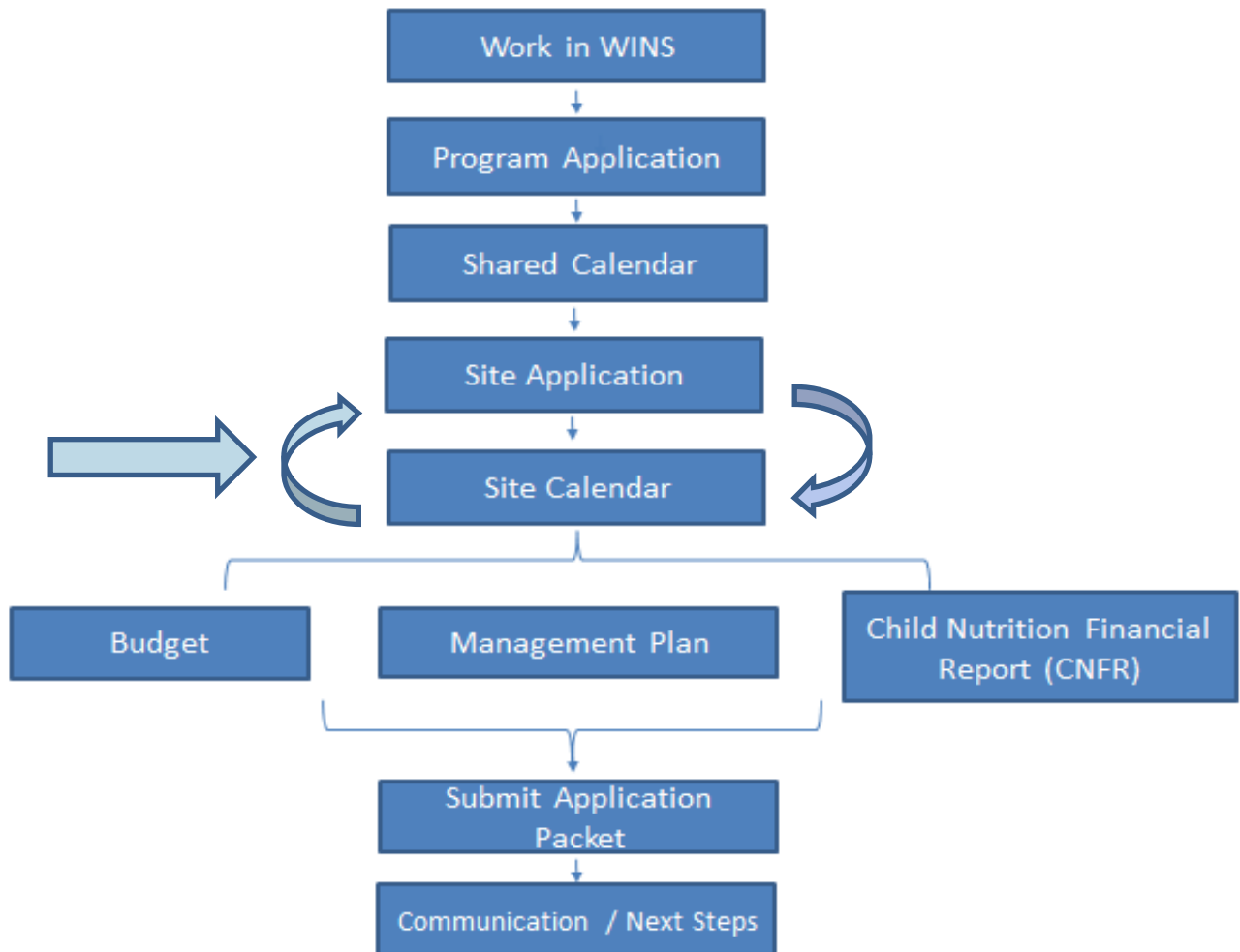
As a Sponsor with multiple sites, you will need to complete a Site Application and a Site Calendar for each site before you are able to submit your complete Program Application.

Multi-Site Sponsors: Site Application

Select a Site

- With multiple sites, click the Site tab at the sponsor level and then click on the Check Mark icon next to the site you want to work on. You will know you are at the individual site level as the Site Header will be green and you will see a button in the upper right corner that when clicked will return you to the Sponsor level. You may also access a site from the Current Overview page.

Go to the Site Application Tab

- The Site Applications screen shows any new applications created in WINS (called a 'Unified Application') and any old applications created in CNP 2000 (called a 'Legacy Application'). Here you can view, edit, delete, and renew the applications. An application's status is shown using different colors. Green indicates an approved application and ok to submit a claim. Red indicates a problem and yellow indicates the application has been created but has not been submitted to OSPI for review.
- Click on the **Renew Application** button to create a new application. This opens the Unified Program Application Wizard.

Multi-Site Sponsors: Site Application (cont.)

GREENWOOD HEAD START CENTER
WA STATE ENTERPRISES
2015 UNIFIED APPLICATION

— SELECT —

PROGRAMS

You are approved to apply for the following programs. Please indicate which programs you wish to work on for this site at this time. When you have made your selection, click Next. (Note: If a program is grayed out, you do not have security permission to work on that program.)

☐ Child Care Program

— SITE —

ADDRESSES
CONTACTS

— CACFP —
RACIAL/ETHNIC
ORGANIZATION
LICENSE/PERMIT
AGE OF ENROLLED
— CHILD CARE —
SERVICES PROVIDED

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

ADDRESSES   Add

Edit	Delete	Type	Address	Attention
✏	✖	Street	91 SW Chehalis Avenue Suite 102 Chehalis, Washington 98532	

— SITE —

ADDRESSES
CONTACTS

— CACFP —
RACIAL/ETHNIC
ORGANIZATION
LICENSE/PERMIT
AGE OF ENROLLED

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

REQUIRED CONTACTS   Manage Staff

Complete?	Contact Type	Contact	Required For
Yes	CACFP Site Contact	Smith,John ▾	Child Care

Programs

- The Programs screen will display a list of approved programs. The program selections may vary for different sponsors. Note: You have the option to re-enter applications and work on additional programs or sections at a later time.

Addresses

- The Address screen opens and you can edit or add addresses as needed. Click Next to continue.

Contacts

- The Contact screen opens. Here you can select the required contact from the drop down menu. If the contact person is not listed in the drop down menu then you can add them by clicking on the Manage Staff button.

Manage Staff

- Here you can search for the contact you are looking for and select them OR you can click the Add button and add the contact. If you do not find the contact person you are looking for, click the Add button. Here you can enter the contact information. Click Save once you have added the contact. Click Close to return to the Contact page. You will be able to select the added contact from the drop down menu. Once all the required contacts have been selected, click Next to continue.

Multi-Site Sponsors: Site Application (cont.)

Racial / Ethnic

- This screen will ask you to list the number of children by racial/ethnic group.

Organization

- Select the type of organization that you are non-profit or for profit.

Multi-Site Sponsors: Site Application (cont.)

License/Permit

- This screen will ask you questions about licensing and inspection. Enter the correct information and upload your license.

To Upload your License

- Click the Select Document button.
- The Document Manager pop box will open.
- Click the Add File to Current Folder button.
- Type in the title of the document and click the Browse button.
- This will open the file folders on your computer. Select the document and click Open.
- You will see the document now listed in the file text field in the Document Manager pop up box.
- Click the Save button and you will see the document listed in the Document Manager pop up box.
- Click the Close button to close the pop up box.
- Next enter the ages of enrollment for the license. Click Next to continue.

Multi-Site Sponsors: Site Application (cont.)

Age of Enrolled

- This screen will ask you additional questions about enrollment. Click on the drop down arrow and select the appropriate information and then enter the age of the children enrolled in the program.

Child Care Services Provided

- This screen will ask you questions about the type of services that you offer. Click the drop down arrows and select the appropriate response. If you answer "Yes" to the question about At-risk Program you will be asked to enter additional information. Click Next to continue.

Review

- The Application Errors screen gives you an overview of what errors exist on the application and need to be completed. By clicking the View icon next to the error, you will be taken back to that screen to review and make edits. Once you have entered or edited the information, click Next.
- If there are no errors and you click Next, you will return to the Site Application screen. Here you will see the option to View, Edit, and Submit. It is recommended that you complete all of the required for the application before you submit.

Single Site Sponsors: Site Application

Select a Site

- Click the Site tab at the sponsor level and then click on the Check Mark icon next to the site you want to work on. You will know you are at the individual site level as the Site Header will be green and you will see a button in the upper right corner that when clicked will return you to the Sponsor level. You may also access a site from the Current Overview page.

Go to the Site Application Tab

- The Site Applications screen shows any new applications created in WINS (called a 'Unified Application') and any old applications created in CNP 2000 (called a 'Legacy Application'). Here you can view, edit, delete, and renew the applications. An application's status is shown using different colors. Green indicates an approved application and ok to submit a claim. Red indicates a problem and yellow indicates the application has been created but has not been submitted to OSPI for review.
- Click on the **Renew Application** button to create a new application. This opens the Unified Program Application Wizard.

Single Site Sponsors: Site Application (cont.)

GREENWOOD HEAD START CENTER
WA STATE ENTERPRISES
2015 UNIFIED APPLICATION

— SELECT —
PROGRAMS

You are approved to apply for the following programs. Please indicate which programs you wish to work on for this site at this time. When you have made your selection, click Next. (Note: If a program is grayed out, you do not have security permission to work on that program.)

☐ Child Care Program

— SITE —
ADDRESSES
CONTACTS

— CACFP —
RACIAL/ETHNIC
ORGANIZATION
LICENSE/PERMIT
AGE OF ENROLLED
— CHILD CARE —

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

ADDRESSES   Add

Edit	Delete	Type	Address	Attention
✏	✖	Street	91 SW Chehalis Avenue Suite 102 Chehalis, Washington 98532	

— SITE —
ADDRESSES
CONTACTS

— CACFP —
RACIAL/ETHNIC
ORGANIZATION
LICENSE/PERMIT
AGE OF ENROLLED

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

REQUIRED CONTACTS   Manage Staff

Complete?	Contact Type	Contact	Required For
Yes	CACFP Site Contact	Smith,John ▾	Child Care

Programs

- The Programs screen will display a list of approved programs. The program selections may vary for different sponsors. Note: You have the option to re-enter applications and work on additional programs or sections at a later time.

Addresses

- The Address screen opens and you can edit or add addresses as needed. Click Next to continue.

Contacts

- The Contact screen opens. Here you can select the required contact from the drop down menu. If the contact person is not listed in the drop down menu then you can add them by clicking on the Manage Staff button.

Manage Staff

- Here you can search for the contact you are looking for and select them OR you can click the Add button and add the contact. If you do not find the contact person you are looking for, click the Add button. Here you can enter the contact information. Click Save once you have added the contact. Click Close to return to the Contact page. You will be able to select the added contact from the drop down menu. Once all the required contacts have been selected, click Next to continue.

Single Site Sponsors: Site Application (cont.)

Racial / Ethnic

- This screen will ask you to list the number of children by racial/ethnic group.

Organization

- Select the type of organization that you are non-profit or for profit.

Single Site Sponsors: Site Application (cont.)

License/Permit

- This screen will ask you questions about licensing and inspection. Enter the correct information and upload your license.

To Upload your License

- Click the Select Document button.
- The Document Manager pop box will open.
- Click the Add File to Current Folder button.
- Type in the title of the document and click the Browse button.
- This will open the file folders on your computer. Select the document and click Open.
- You will see the document now listed in the file text field in the Document Manager pop up box.
- Click the Save button and you will see the document listed in the Document Manager pop up box.
- Click the Close button to close the pop up box.
- Next enter the ages of enrollment for the license. Click Next to continue.

Single Site Sponsors: Site Application (cont.)

Age of Enrolled
- This screen will ask you additional questions about enrollment. Click on the drop down arrow and select the appropriate information and then enter the age of the children enrolled in the program.

Child Care Services Provided
- This screen will ask you questions about the type of services that you offer. Click the drop down arrows and select the appropriate response. If you answer "Yes" to the question about At-risk Program you will be asked to enter additional information. Click Next to continue.

Review
- The Application Errors screen gives you an overview of what errors exist on the application and need to be completed. By clicking the View icon next to the error, you will be taken back to that screen to review and make edits. Once you have entered or edited the information, click Next.
- If there are no errors and you click Next, you will return to the Site Application screen. Here you will see the option to View, Edit, and Submit. It is recommended that you complete all of the required for the application before you submit.

Sponsors with Multiple Sites

Multi-Site Sponsors

```
          ┌─────────────────────┐
          │    Work in WINS      │
          └─────────────────────┘
                    │
          ┌─────────────────────┐
          │ Program Application  │
          └─────────────────────┘
                    │
          ┌─────────────────────┐
          │   Shared Calendar    │
          └─────────────────────┘
                    │
          ┌─────────────────────┐
          │   Site Application   │
          └─────────────────────┘
                    │
          ┌─────────────────────┐
          │   Site Calendar      │
          └─────────────────────┘
```

| Budget | Management Plan | Child Nutrition Financial Report (CNFR) |

```
          ┌─────────────────────┐
          │ Submit Application   │
          │      Packet          │
          └─────────────────────┘
                    │
          ┌─────────────────────┐
          │ Communication / Next Steps │
          └─────────────────────┘
```
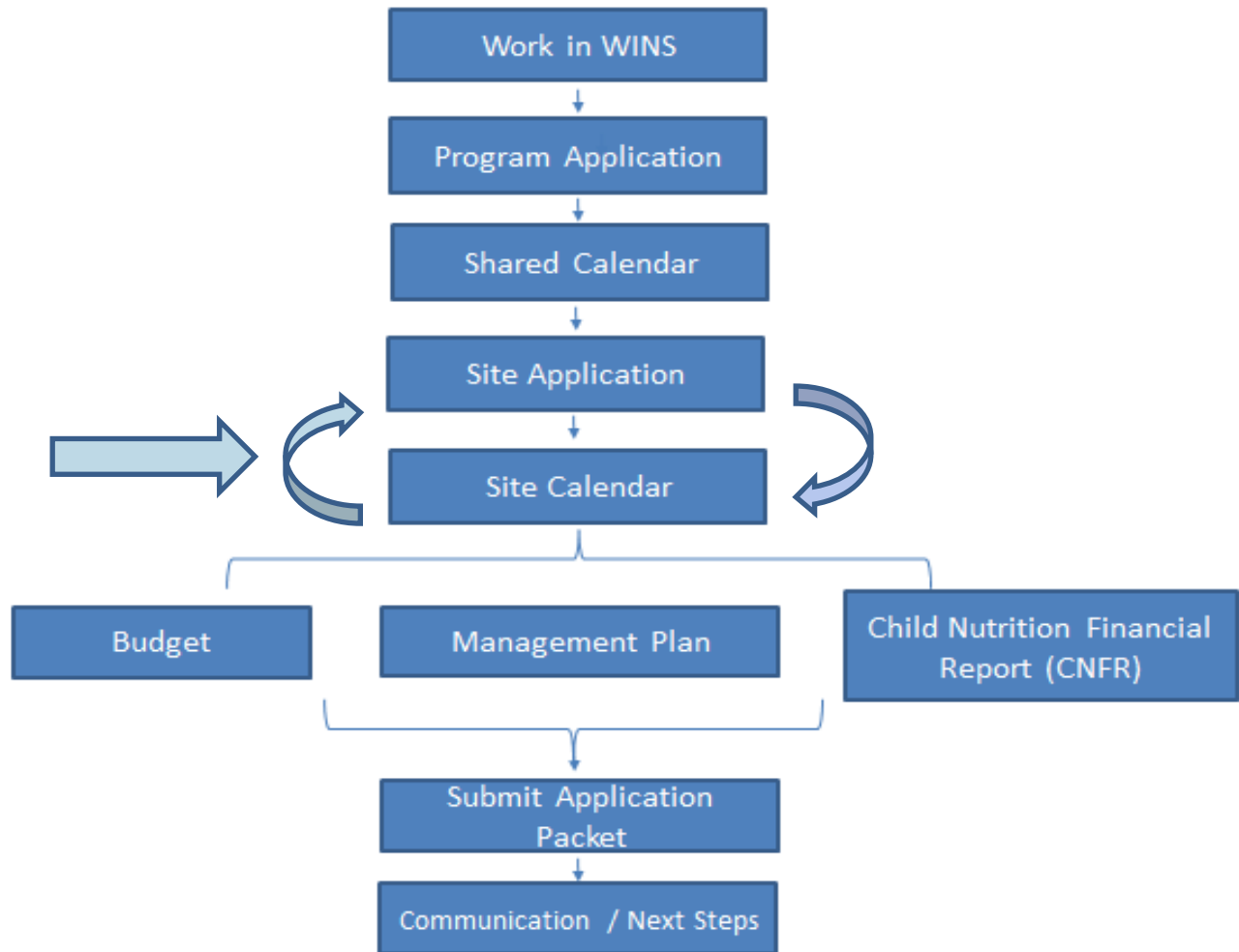
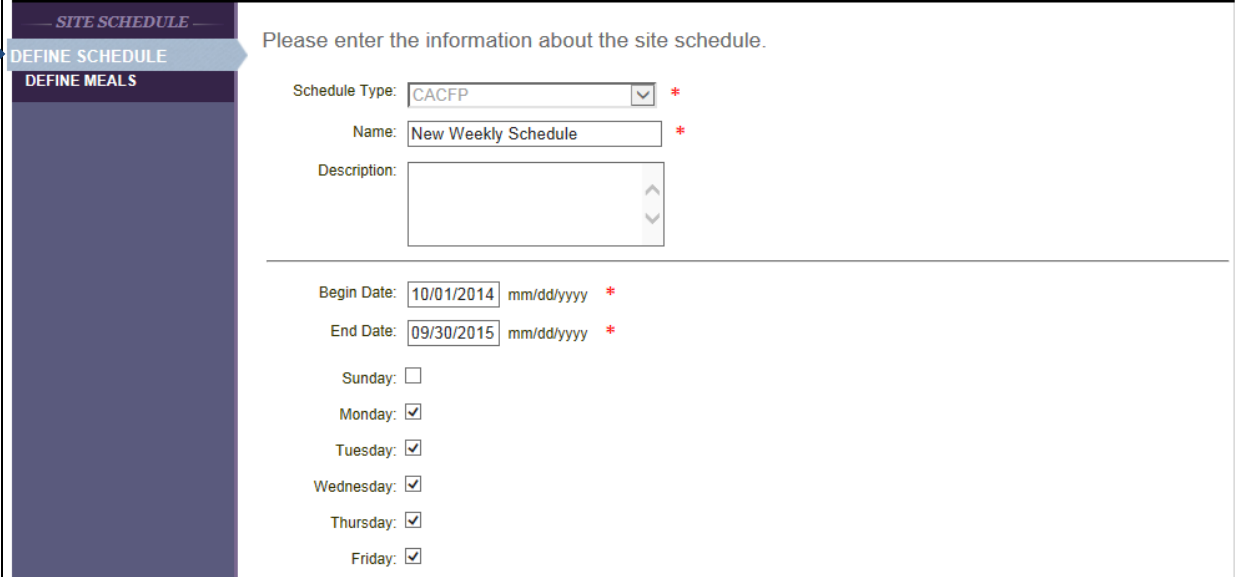|		
As a Sponsor with multiple sites, the information you entered in the Shared Calendar is used to create the Site Calendar.	It is important to note that you will need to verify the information for each site and enter additional information as required.	When you complete a Site Application and Site Calendar for one of your other sites, you will go back to the Sponsor Profile, Site Application Tab and select the next site. You will repeat the Site Application and Site Calendar for each site.

Multi-Site Sponsors: Site Calendar

Site Calendars Tab

- The Site Calendar screen allows you to view, edit, add, delete and submit the listed calendar. Click the Edit icon to add specific information to this Site Calendar. Click the Edit icon to revise the Site Calendar. With multiple sites you have created a Shared Calendar so you will see a Site Calendar on this page for the program year in error status. Click Edit and you will see tabs for working with the Site Calendar. You may also access a Site Calendar from the Current Overview page.

Schedules Tab

- The Schedules screen shows the weekly schedule you created using the Shared Calendar. Click the Edit icon to revise this schedule.

Multi-Site Sponsors: Site Calendar (cont.)
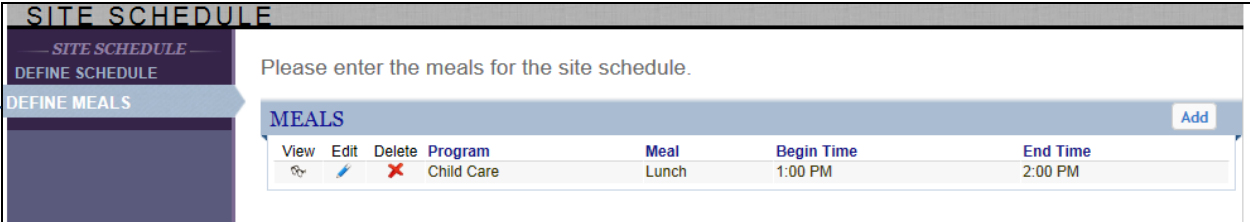
Define Schedule

- The Define Schedule screen will already be completed from the Shared Calendar. Click Next to continue.

Define Meals

- The Define Meals Screen will show the meals you entered on the Shared Calendar. Click Edit to open the Meal dialogue box. You will need to enter the required information. After doing so, click Save to close the Meal dialogue box. Then click Save again to save the changes to the schedule. To add Meals, Click the Add button and follow the same steps.

Multi-Site Sponsors: Site Calendar (cont.)
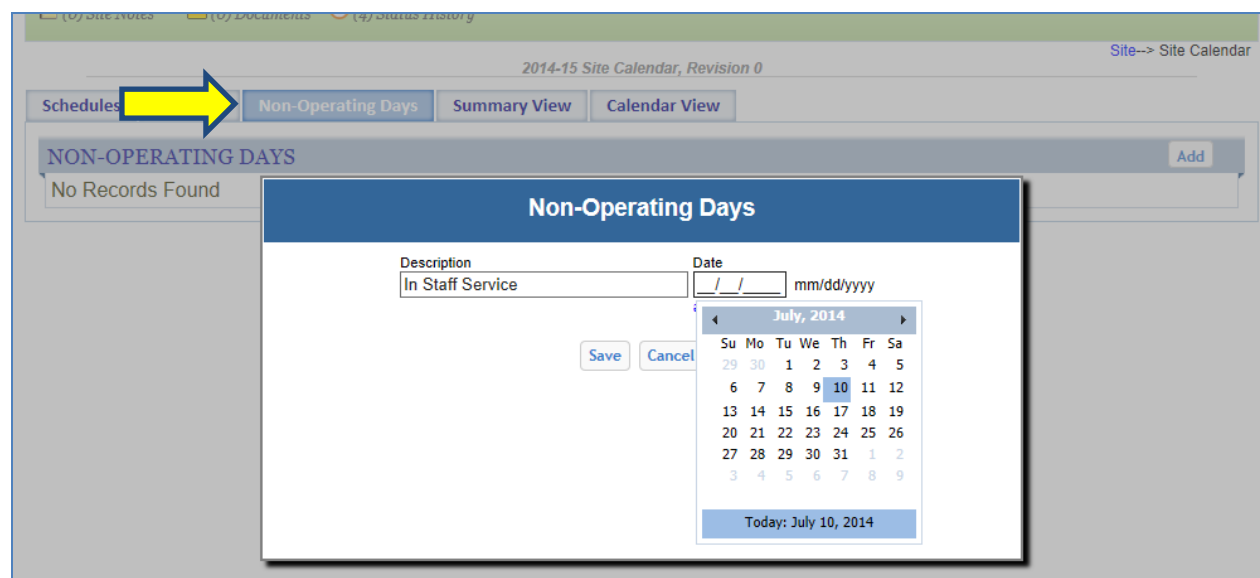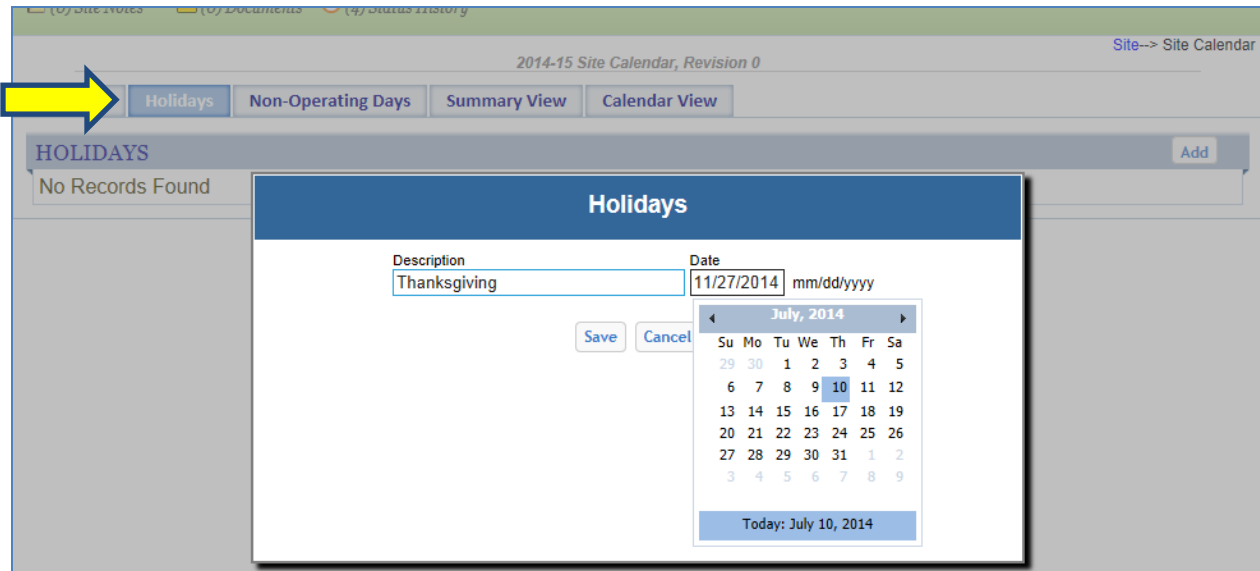
Holidays Tab

- Click the Holiday tab. The Holiday screen will open. If you have entered holidays at the sponsor level you will see them listed here. You can add or delete a holiday from the calendar.

Non-Operating Days Tab

- Click the Non-Operating Days Tab. The Non-Operating Day screen will open. If you have entered non-operating days with Shared Calendar at the sponsor level you see them here. You can add or delete a non-operating day from the calendar.

Multi-Site Sponsors: Site Calendar (cont.)

Summary View Tab

- Click the Summary View and you have a summary table of the Site Calendar. Here you can add, edit, or delete a meal, holiday, or non-operating day on one screen.

Calendar View Tab

- Click the Calendar View tab and you can complete all actions for the Site Calendar in one location. The information is simply displayed in a different layout with links.

Returning to Site Profile

- Once you have completed the Site Calendar edits, you will click the Return to Site Profile button in the upper right section of the Site Header. This will return you to the Site Calendar page.
- When you return to the Site Calendar page, you will see the option to View, Edit, and Submit. It is recommended that you complete all of the components required for the application before you submit.
- **Returning to Sponsor Profile / Site Calendar Tab**
  - From the Site Calendars page, click the Sponsor button located in the upper right section of the Site Header. This will take you back to the Sites tab. Here you will be able to select another site to complete a Site Application and Site Calendar.

Required Program Specific Components

Required Program Specific Components for Sponsors with Multiple Sites: Management Plan

Required Program Specific Components for Sponsors with Multiple Sites: Management Plan

Management Plan Overview

- **Only sponsors with two or more Centers on CACFP are required to complete a Management Plan.**
- Clicking the Management Plans tab on the Sponsor Profile will open the Management Plan screen. Here you can View, Edit, or Submit the Management Plan.
- The Management Plan in WINS is quite different from the previous system. Therefore, sponsors that participated in CACFP prior to the 2015 fiscal year will see "Legacy" Management Plans in the lower portion of the screen as well as the current WINS Management Plan. These "Legacy" Management Plans are for view only.

Management Plan for Sponsors with Multiple Centers

- Click the Add button to enter a Management Plan. When first started, all sections will be red, indicating they are incomplete. All three sections will need to be reviewed and completed.

How to Edit a Category

- Click the Edit icon next to each category to open that section of the Management Plan. Each section will ask you to enter or confirm required information. Once you have completed a section of the form, click Save.

Required Program Specific Components for Sponsors with Multiple Sites: Management Plan (cont.)

Part I: Management and Administrative Structure

- Click the Edit icon and answer the questions in this section that provides information about the management of your program. Click Save and you will return to the previous screen.

Required Program Specific Components for Sponsors with Multiple Sites: Management Plan (cont.)

Part II: Program Accountability

- Click the Edit icon and answer the questions about the training, policies, and procedures that are in place that will assure the program is administered correctly and that staff are accountable. Click Save and you will return to the previous screen.

Required Program Specific Components for Sponsors with Multiple Sites: Management Plan (cont.)

Part III: Monitoring

- Sponsors with multiple centers are required to monitor their centers to assure that program rules are being met. Click the Edit icon. You will be asked to identify members in your organization who are responsible for monitoring. To add staff members, click the Add button. Click Select Staff Member, to search, select, or add a staff member, then click Save. Next answer the questions about monitoring. Click Save and you will return to the previous screen.

Submit

- When you have completed all sections of the plan and the color coding is all Yes/Green. It is recommended that you do not submit the Management Plan until you have completed all components of the Application Packet. Click on any tab to exit this screen. Your data will be saved as you saved each section.
- When it's time to submit, click the Submit to OSPI button.

Single Site Sponsors

```
                    ┌──────────────────┐
                    │   Work in WINS   │
                    └──────────────────┘
                             ↓
                    ┌──────────────────┐
                    │ Program Application │
                    └──────────────────┘
                             ↓
                    ┌──────────────────┐
                    │  Shared Calendar │
                    └──────────────────┘
                             ↓
                    ┌──────────────────┐
                    │  Site Application │
                    └──────────────────┘
                             ↓
          ⇨         ┌──────────────────┐
                    │   Site Calendar  │
                    └──────────────────┘
```

| Budget | Management Plan | Child Nutrition Financial Report (CNFR) |

```
                    ┌──────────────────┐
                    │ Submit Application │
                    │      Packet       │
                    └──────────────────┘
                             ↓
                    ┌──────────────────┐
                    │ Communication / Next Steps │
                    └──────────────────┘
```
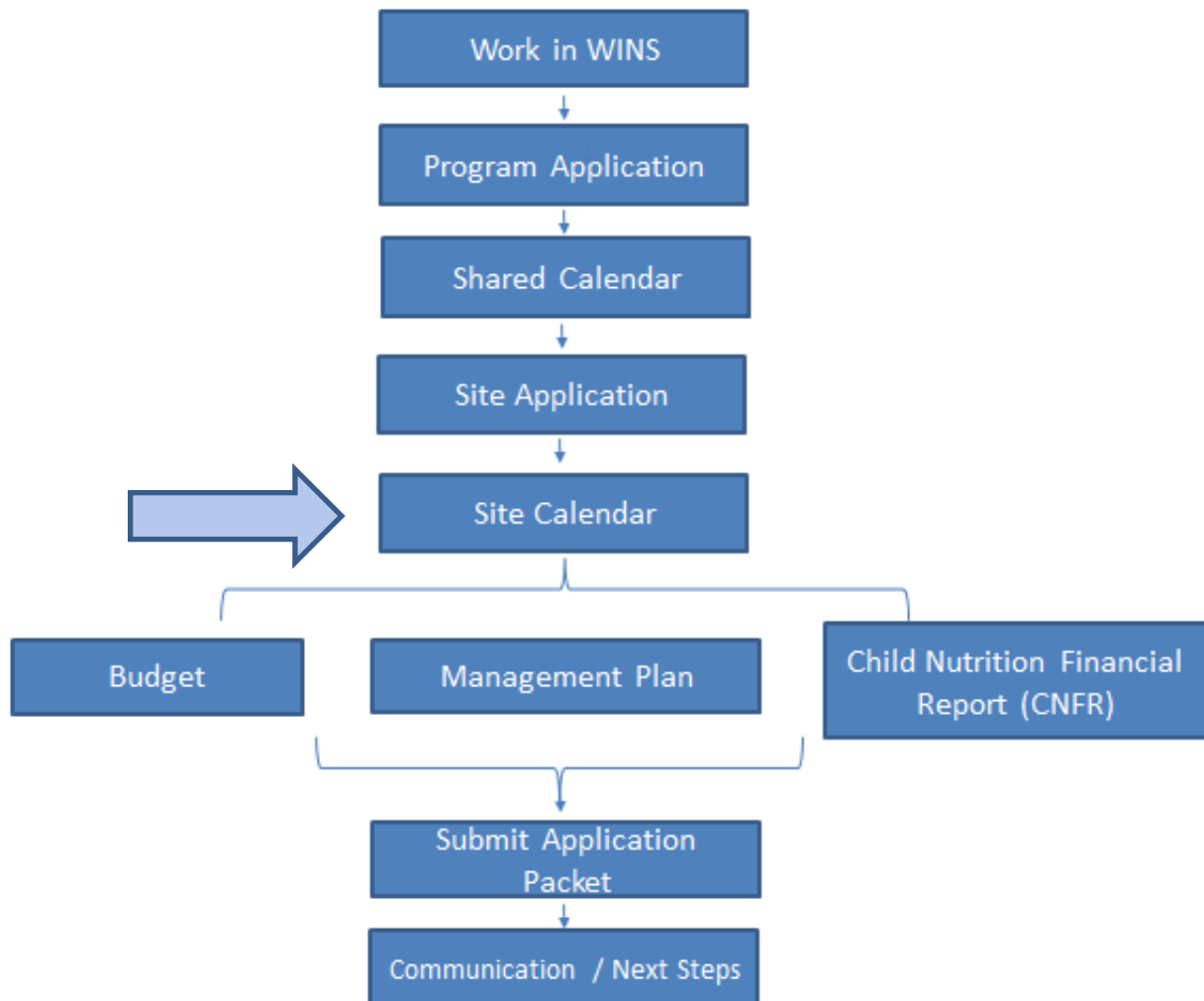
Single Site Sponsors: Site Calendar

Greenwood Head Start Center (664424)

WA State Enterprises

☑ (0) Site Notes   📩 (1) Documents   🕓 (2) Status History

Go to Site: [▼]

| Site Profile | Site | Site Calendars | Claiming |

SITE CALENDARS   Add
No Records Found

— SITE SCHEDULE —
DEFINE SCHEDULE
  DEFINE MEALS

Please enter the information about the site schedule.

Schedule Type: [CACFP ▼] *

Name: [New Weekly Schedule] *

Description: [   ]

Begin Date: [10/01/2014] mm/dd/yyyy *

End Date: [09/30/2015] mm/dd/yyyy *

Sunday: ☐

Monday: ☑

Tuesday: ☑

SITE SCHEDULE

— SITE SCHEDULE —
DEFINE SCHEDULE
DEFINE MEALS

Please enter the meals for the site schedule.

MEALS   Add

View	Edit	Delete	Program	Meal	Begin Time	End Time
👁	✏	✖	Child Care	Lunch	1:00 PM	2:00 PM

Site Calendars Tab

• The Site Calendar screen allows you to view, edit, add, delete and submit the listed calendar.

Adding a New Schedule

• You can also set a new schedule by clicking on the ADD button located in the header of the Schedules link on the left of the Calendar View screen. **Clicking Edit or Add will display the following:**
• **Define Schedule**
  • The Define Schedule screen will ask you specific questions about this site schedule. Select or enter the appropriate responses and click Next to continue.
• **Define Meals**
  • The Define Meals Screen will open. When you click Edit, you will open the Meal dialogue box; enter the required information. After doing so, click Save to close the Meal dialogue box. Then click Save again to save the changes to the schedule. To add Meals, click the Add button and follow the same steps.

Single Site Sponsors: Site Calendar (cont.)
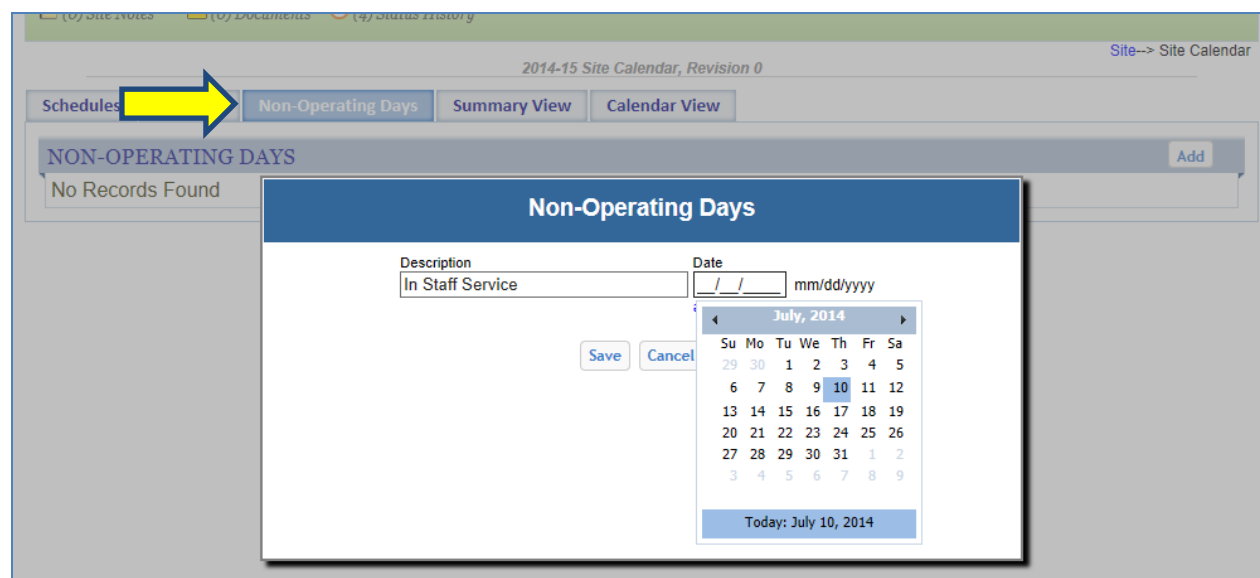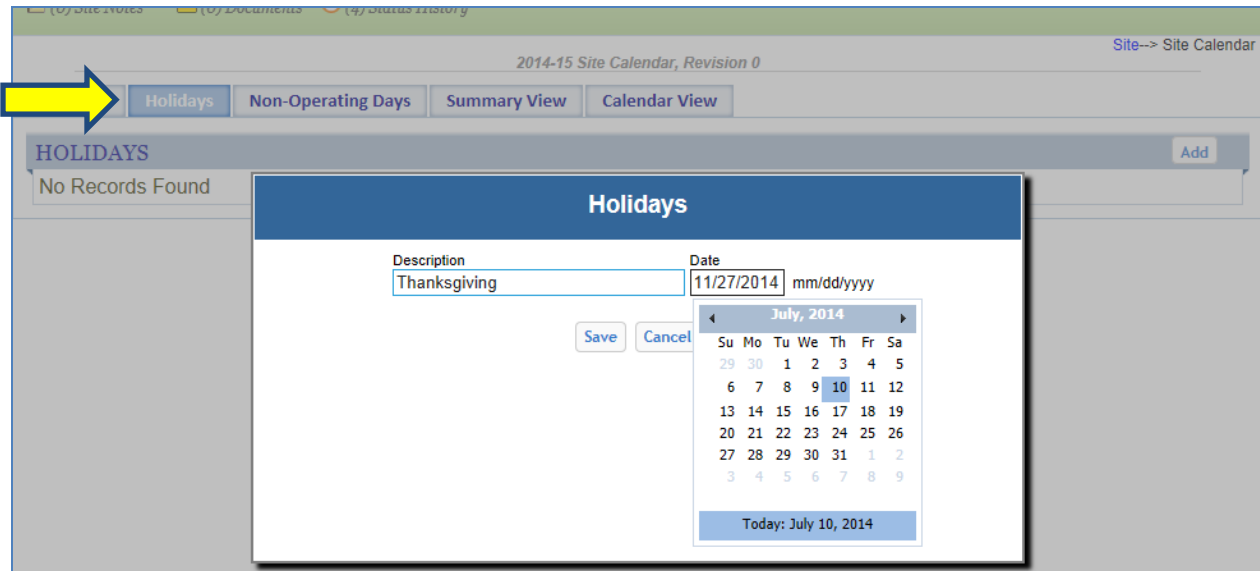
Holidays Tab

- Click the Holiday tab. The Holiday screen will open. You can add or delete a holiday from the calendar.

Non-Operating Days Tab

- Click the Non-Operating Days Tab. The Non-Operating Day screen will open. You can add or delete a non-operating day from the calendar.

Single Site Sponsors: Site Calendar (cont.)

Summary View Tab

- Click the Summary View and you have a summary table of the Site Calendar. Here you can add, edit, or delete a meal, holiday, or non-operating day on one screen.

Calendar View Tab

- Click the Calendar View tab and you can complete all actions for the Site Calendar in one location. The information is simply displayed in a different layout with links.

Returning to Site Profile

- Once you have completed the Site Calendar edits, you will click the Return to Site Profile button in the upper right section of the Site Header. This will return you to the Site Calendar page.
- When you return to the Site Calendar page, you will see the option to View, Edit, and Submit. It is recommended that you complete all of the components required for the application before you submit.
- **Returning to Sponsor Profile Tab**
  - From the Site Calendars page, click the Sponsor button located in the upper right section of the Site Header. This will take you back to the Sites tab on the Sponsor Profile page.

Required Program Specific Components

CACFP Meal Programs: Required Program Specific Components

Required Program Specific Components: Budget

Budget Tab

- Click on the Budget tab on the Sponsor Profile to open the CACFP Food Service Budget. Here you will see the previous budgets entered for the programs on this Sponsor. You will have the ability to view, revise an approved budget or add a new budget for the next fiscal year.

View Budget

- When you click the View icon you are in View Only mode and no change can be made.
- Once a budget has been approved, clicking the Revise icon will display the approved budget. On the top of the screen are options to click Previous Revision or Next Revision.

Add Budget

- To enter your budget for a new fiscal year, click the Add button.

Required Program Specific Components: Budget (cont.)

Budget Profile

- In this section, you will enter the name and contact number of the person that prepared the budget in case there are questions.

Claiming Information

- This is the historical information regarding how much you were reimbursed last year, which is taken from the claims that were submitted. When preparing the budget for this year, use this information as a guide on the anticipated CACFP revenue.

Annual Revenue

- Enter the amount of your anticipated CACFP reimbursement. You may want to increase it or decrease it if you know of changes within your organization that may impact your reimbursement. For example, if a center was recently closed, you may be anticipating a drop in CACFP revenue.
- Next, enter the amount of other revenue available to the program. Other revenue sources may include tuition, grants, DSHS or Medicaid payments, or tribal funds. CACFP reimbursement usually does not cover all food service costs so we need to know you have other resources for the program.

Food Service Operating Budget Items

- Enter the projected food service operating expenses for the year. The amounts in the column on the right show the amounts that were projected for last year. You may want to adjust these for this year based on the actual expenses you incurred for the food service operations.

Required Program Specific Components: Budget
(cont.)

ALL OTHER BUDGET ITEMS

Description	Budgeted Amount
Labor	25000
Supplies	15000
Transportation	10000
Rent and Maintenance	20000
Utilities (unless included with rent)	5000
Other (specify)	2.00
Subtotal:	$0.00

The estimated costs exceed the projected income. Please describe how you plan to cover these costs.   Sponsorship   *

FOR ALL INSTITUTIONS

◯ Yes ◯ No   We use CACFP meal reimbursement for administrative expenses. If yes, we understand that at least 85% of the meal reimbursement must go toward the food service operating costs. We maintain supporting documents on file.

You may view and add remarks here: 📝 (0) Remarks

[Save] [Save and Submit to OSPI] [Cancel]

All other Budget Items

- Enter your projected costs for administering the food service program. Food service administrative costs are costs incurred in planning, organizing, and managing the food service operation under the CACFP.

For all Institutions

- CACFP limits the amount of reimbursement that can be used for administrative expenses because the program's goal is to feed participants nutritious meals and snacks. Look at your anticipated CACFP revenue and compare it to your food service operating expenses. If your food service operating expenses are greater than your CACFP revenue, check the "No" box, indicating that CACFP funds are not used for administrative expenses. If your food service operating expenses are less than your CACFP revenue, check the "Yes" box, indicating that CACFP funds are used for administrative expenses. The regulations limit administrative expenses to 15% of your CACFP meal reimbursement.

Remarks

- The Remarks link will open a Notes screen where you can add and view notes to this Budget. Click the Remarks link, click the Add button, type in your note, and click the Save button.

Save/ Save and Submit / Cancel

- Click the Save button to save the Budget and you will be able to go back and make changes. Once you Click the Save and Submit button it will save and submit the Budget
- If you click the Cancel button and you will return to the Budget tab and no changes will be saved.
- It is recommended that you complete all of the components required for the application before you submit. Click Save and return to the Budget screen.

Submit an Application Packet

```
┌─────────────────────────┐
│      Work in WINS        │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│   Program Application    │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│     Shared Calendar      │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│     Site Application     │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐
│      Site Calendar       │
└─────────────────────────┘
```

Budget	Management Plan	Child Nutrition Financial Report (CNFR)

```
                ┌─────────────────────────┐
   ───────▶     │   Submit Application     │
                │         Packet           │
                └─────────────────────────┘
                            │
                            ▼
                ┌─────────────────────────┐
                │ Communication / Next Steps │
                └─────────────────────────┘
```

Submit an Application Packet (cont.)

Review Application Packet

- Click the Sponsor Profile tab and then the Current Overview sub-tab to review the status of all of your Application Packet items.

Sponsor Status

- At the top of the Current Overview screen you will see the status of your Sponsor Application and the status of any other required items, such as the Sponsor Application.

Site Status

- The lower part of the Current Overview screen shows the status of each Site Calendar and Site Application.

Current Overview Screen

- Sponsors can easily manage all items of the Application Packet from this one screen. To submit the Application Packet, you need to start first with your site items, then to other items like the Budget, and finally to the Sponsor Application.
- To Submit. click the Go To Application icon or the Go to Calendar icon. You can submit both the Site Application and Site Calendar at the same time. Click the Submit icon and a pop-up checklist screen will display showing you if everything is OK to submit.

Submit an Application Packet (cont.)

Greenwood Head Start Center (664424)   WA State Enterprises

(0) Site Notes   (1) Documents   (4) Status History   Go to Site: [▼]

| Site Profile | Site Applications | Site Calendars | Claiming |

SITE APPLICATIONS

View	Edit	Delete	Submit	History	Program Year	Type	Revision Count	Program	Application Status
👁	✏	✖	→	📄	2014-15	Unified Application	0	Child Care	Created (7/12/2014)
👁	✏	✖	→	📄	2013-14	Unified Application	0		
👁				📄	2013-14	Legacy CACFP Application (History)	0	Child Care	Approved (3/27/2014)
👁				📄	2012-13	Legacy CACFP Application (History)	0	Child Care	Approved (4/26/2013)
👁				📄	2011-12	Legacy CACFP Application (History)	0	Child Care	Approved (10/3/2011)
👁				📄	2010-11	Legacy CACFP Application (History)	0	Child Care	Approved (10/15/2010)
👁				📄	2009-10	Legacy CACFP Application (History)	0	Child Care	Approved (10/14/2009)
👁				📄	2008-09	Legacy CACFP Application (History)	0	Child Care	Approved (7/13/2009)

Greenwood Head Start Center (664424)   WA State Enterprises

(0) Site Notes   (1) Documents   (4) Status History   Go to Site: [▼]

| Site Profile | Site Applications | Site Calendars | Claiming |

Application Submission Checklist

You can submit both the site application and the site calendar from this screen. Check the element(s) you wish to submit and then click 'Submit to OSPI'. Or click 'Cancel' to return without submitting.

SITE APPLICATION

Submit	OK to Submit?	Program	Errors	Calendar Complete?
☑	Yes	Child Care	0	Yes

SITE CALENDAR

Submit	OK to Submit?	Status
☐	No	In Error

[Submit to OSPI] [Cancel]

Site Application / Calendar

- If the Site Application and Site Calendar are created, you can submit them.
- To Submit. click the Go To Application icon or the Go to Calendar icon. You can submit both the Site Application and Site Calendar at the same time. Click the Submit icon and a pop-up checklist screen will display showing you if everything is OK to submit.
- **NOTE**: If it is not, you will need to address the problem before you continue.
- Click the Submit to OSPI button. The pop-up will close and the status will show as Submitted. Next, click Home and you'll be directed back to the Current Overview screen to submit another item.

Submit an Application Packet (cont.)

Management Plan

- If you are a sponsor with two or more centers on CACFP you are required to complete a Management Plan. To submit, click the Management tab. Use the 'Edit' icon to go into the report. Scroll to the bottom of the screen and click the 'Save and Submit to OSPI' button. You will return to the Management Plan screen and the status will show as 'submitted'.
- Next, click "Home" and you'll be directed back to the 'Current Overview" screen to submit another item.

Budget

- If the Budget Status shows as created, you can submit it. To submit, click the Budgets tab. Use the Edit icon to go into the budget. Scroll to the bottom of the screen and click the Save and Submit to OSPI button.
- You will return to the Budget screen and the status will show as Submitted.
- Next, click Home and you'll be directed back to the Current Overview screen to submit another item.

Submit an Application Packet (cont.)

WA State Enterprises (159426)

Application Submission Checklist

You are submitting the unified program application. Check the program(s) you wish to submit and click 'Submit to OSPI'. Or click 'Cancel' to return without submitting.

SPONSOR APPLICATION

Submit	OK to Submit?	Program	Error Count	Incomplete Items
☐	Yes	Child Care	0	2

[Submit to OSPI] [Cancel]

Application Status:
- Created (7/11/2014)
- Approved (3/27/2014)
- Approved (4/26/2013)
- Approved (10/19/2011)
- Approved (10/19/2010)
- Approved (10/15/2009)
- Approved (7/13/2009)

WA State Enterprises (159426)

Tabs: Sponsor Profile | Applications | Sites | Shared Calendar | Budgets | Management Plans | Claims | Accounts

Sub-tabs: Sponsor Information | Current Overview | Verification

SPONSOR STATUS - PROGRAM YEAR 2014-15

Program	Revision Number	Approval Date	Application Status	Budget Status	Management Plan Status
Child Care	0		Submitted (7/15/2014)	Submitted (7/15/2014)	Submitted (7/15/2014)

SITE STATUS - PROGRAM YEAR 2014-15

Go To Application	Go To Calendar	Site	Calendar Status	Program	Application Status
📄	📅	Greenwood Head Start Center	Submitted (7/15/2014)	Child Care	Submitted (7/15/2014)
📄	📅	University Head Start	Submitted (7/15/2014)	Child Care	Submitted (7/15/2014)
📄	📅	Wallingford Head Start	Submitted (7/15/2014)	Child Care	Submitted (7/15/2014)

Application

- If the Application Status shows currently created, you can submit the application. To submit, click the Applications tab. Click the Submit icon and a pop-up checklist screen will display showing you if everything is OK to Submit.
- **Note**: If it is not, you will need to address the problem before you continue.
- Click the Submit to OSPI button. The pop-up will close and the status will show as Submitted. Next, click Home and you'll be directed back to the Current Overview screen.
- All items will show as Submitted.
- *Note: You can use the Current Overview screen throughout the program year to see a current overview of your application items.*

END OF DOCUMENT