# OSPI School Meal Programs WINS Information Sheet

## Submitting the Sponsor and Site Applications in WINS

All School Meal Program sponsors must have approved sponsor and site applications prior to submitting claims for reimbursement.
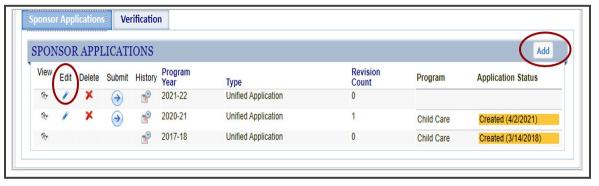
1. **Navigate to the Sponsor Application**
   Utilize the WINS Sponsor Home Page User Manual for more details about utilizing the home page.
   a. Select the *'Applications'* tab on the Sponsor Profile page.
   b. Select the *'Sponsor Applications'* tab.
   c. Select the *'Renew Application'* button.



   d. Select the *'Edit'* icon corresponding to the applicable year if an application has already been started.
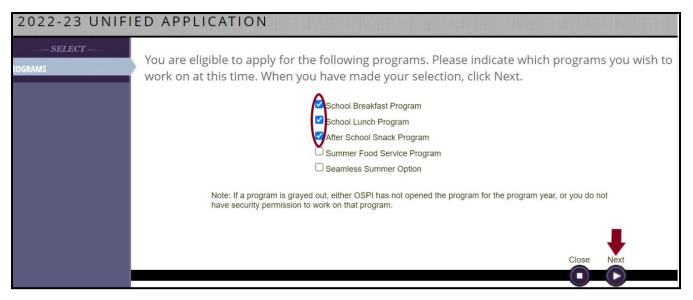


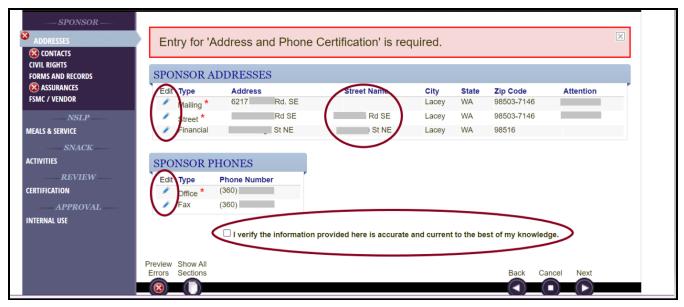2. **Complete the Sponsor Application**
   a. **Programs Section**
      i. Check all programs that you will be operating this school year as applicable (NSLP/SBP or ASP)
      ii. When the appropriate boxes are checked, select the *'Next'* button at the bottom of the screen.



Washington Office of Superintendent of **PUBLIC INSTRUCTION**

**2022-23 UNIFIED APPLICATION**

— *SELECT* —

OGRAMS

You are eligible 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.

☑ School Breakfast Program
☑ School Lunch Program
☑ After School Snack Program
☐ Summer Food Service Program
☐ Seamless Summer Option

Note: If a program is grayed out, either OSPI has not opened the program for the program year, or you do not have security permission to work on that program.

Close        Next

## b. Addresses Section

i. The pink box at the top tells the user what errors exist that need correcting.

ii. Ensure all Sponsor addresses in WINS are accurate and current. The address section of the Sponsor Application has changed to enable OSPI to query reports by street name. For both the mailing and street address:

- The address is correct in this section; the street name needs to be added to an additional line.

- Select the *'Edit'* icon to edit the address and phone numbers as required.

- Add the *'Street Name'* and *'Attention'* information as applicable.

- Select the *'Save'* button at the bottom of the screen.

iii. Ensure all Sponsor Phone Numbers are accurate and current.

- Review Office and Fax numbers.

- Select the *'Edit'* icon to update.

iv. Select the checkbox to verify the information provided here is accurate and current to the best of your knowledge.

v. Select the '*Next'* button. The red 'X' next to Addresses should be corrected.

### c. Contacts Section

   i. Each section must have a Required Contact, Program, Contact Name, Contact Email and Contact Phone.

   ii. All contacts must be updated to include an email and phone number.
   - Use the *'Edit'* icon next to each staff name to modify staff information.

   iii. Review the Program Contacts listed, ensuring the list is current.
   - If contact name not listed in the drop down:
     - Select the *'Manage Staff'* button in the upper right corner.
     - Add the contact information.
     - Select the *'Save'* button when finished.

   - If a staff member is no longer with the district:
     - Select *'Manage Staff'*
     - Deactivate all staff that are no longer working with the district or have duplicate names/incomplete information.

   - Select the *'Show Deactivated Staff'* checkbox.
     - Multiple duplicate names may appear due to previous entries in WINS.
     - If the contact shows active and the contact is no longer active, go into each entry and deactivate.
     - If there are multiple contact names for one active contact, deactivate the duplicate entries leaving one active contact.

   - Once all staff have been updated, select the click the box verifying information is correct and then select the *'Next'* button.

   - Once the sponsor application is approved, these contacts and numbers will display on the main *'Sponsor Profile'* tab in the 'Sponsor Staff' box. Any duplicates or staff that have been deactivated will no longer appear.

iv.    Verify that the contact information is correct using the check box at the bottom of the page and click the next button to move to the next section.

**PROGRAM CONTACTS**    Manage Staff

Select the staff person who is responsible for each of the following roles in your organization.

| View | Edit | Required Contact | Program Contact Name | Contact Email | Contact Phone |
|------|------|------------------|---------------------|---------------|---------------|

Sponsor Contact Management

**SELECT A CONTACT**

Select a contact from the grid below, or use the Site dropdown to select a contact from another site.

Site: Select a Site      Contact: Select an Option      ✔ Select

☐ Show Inactive

| View | Select | Edit | First | Last | Title | Email | Phone | Profile Complete |
|------|--------|------|-------|------|-------|-------|-------|------------------|
| ⊕ | ☞ | ✔ | ✏ | Debra | | Other (Superintendent) | d_____@r_____.k12.wa.us | (360) _____ | ✔ |

**SPONSOR CONTACT MANAGEMENT: STAFF ENTRY**

Name:
| Prefix | First ✱ | Middle | Last ✱ | Suffix |
|--------|---------|--------|--------|--------|
| Mrs. | | | | Select a Suffix |

Title: Other... ✱

Other Title: Manager ✱

Email Address: ___n@____.k12.wa.us ✱

Contact Phone: _____ ✱      Extension:

Status: Inactive ✱      Status Date: 4/18/2022

⊕ Save and Close    🖫 Save    ✖ Close

## d. Civil Rights, Forms and Records, and Assurances Section

i.    Select the appropriate response to each question to attest to Civil Rights requirements.

ii.    Select the *'Next'* button.

iii.    Select the appropriate response to record maintenance questions.

iv.    Select the *'Next'* button.

v.    Select the appropriate response to the lobbying assurances

vi.    Select the *'Next'* button.

— SPONSOR —

ADDRESSES
CONTACTS
**CIVIL RIGHTS**
FORMS AND RECORDS
❌ ASSURANCES
FSMC / VENDOR

Does this institution and all its facilities accept all participants regardless of race, color, age, gender, disability, or national origin?      Yes ✱

Do you attest that this institution has never been found to be out of compliance with the civil rights laws of any federal agency?      Yes ✱

Is the "And Justice For All" poster displayed in a prominent location?      Yes ✱

e.  **FSMC/ Vendor Section**

This section will pre-populate. If the district contracts with a Food Service Management Company (FSMC) you will need to check the appropriate programs per the contract. Select the *'Next'* button.

f.  **Sponsor Application – NSLP Section**

This section will pre-populate for your district. Please update any changes to the systems if appropriate. Select the *'Next'* button.

g.  **Snacks – NSLP (if applicable)**

This section you will attest to the afterschool program requirements district wide.
    i.   Answer the two questions.
    ii.  Select the *'Next'* button.

h.  **Certification Section**

    i.   Preview for Errors- there should be no red X's in the dark grey/blue side bar. If errors are noted, make the appropriate corrections.

    ii.  Check the box to certify that you are an authorized representative of the organization and have authority to act on its behalf and that all information provided as part of this application and any attached documents are true and correct.

    iii. Select the *'Done'* button.

    iv.  The Unified Application wizard will close and take you back to the screen where you will be able to submit your sponsor application.
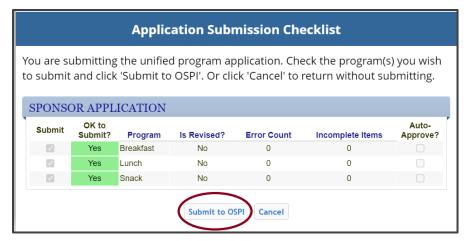


## 3. Submit Your Sponsor Application

a.  Select the *'Submit'* icon next to the sponsor application. A pop-up will appear.



b.  Select *'Submit to OSPI'* on the Application Submission Checklist.

**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 | Is Revised? | Error Count | Incomplete Items | Auto-Approve? |
|--------|---------------|---------|-------------|-------------|------------------|---------------|
| ☑ | Yes | Breakfast | No | 0 | 0 | ☐ |
| ☑ | Yes | Lunch | No | 0 | 0 | ☐ |
| ☑ | Yes | Snack | No | 0 | 0 | ☐ |

Submit to OSPI    Cancel

c. You will be returned to the Sponsor Application homepage. Double check to see if your Sponsor Application has been submitted. The application status will show up as green.



d. If the Sponsor Application is returned for corrections by the Program Specialist, they will notify you by email that it has been returned so you can edit and correct as instructed. Then re-submit for application approval.

e. Note: Sponsor applications still in created status now show in orange. Orange indicates that further action is required *before* it will be sent to your CNS Specialists Work Queue for Approval.

## 4. Navigate to the Site Application

a. Select the '*Sites'* tab on the Sponsor Profile page.
   i. Use the drop- down box in the upper-right hand corner of the screen to indicate you are working in Program Year 2022-23.

b. Select the '*Site Applications'* tab.

c. A list of the sites for your district will populate. The sites should have '*Not Started'* in the application status when you first begin. **Do not** renew sites that were created for COVID operations or SFSP Community Sites that operated in school year or Summer of 20–21.

d. Use the checkmark to select a site to renew both the site application and the calendar.

e. All sites that were created for COVID Distribution only, need to be **deactivated.**
   i. Make a list of all these sites, to send to your CNS Program Specialist asking that they be deactivated.
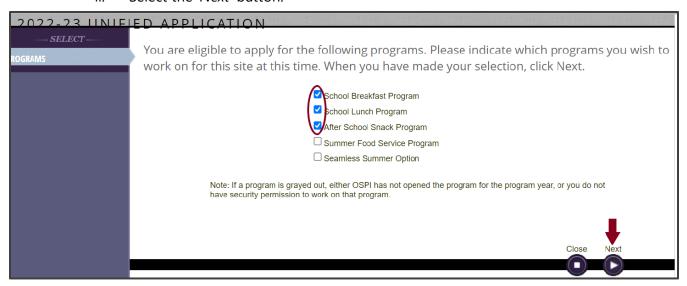
f. Next, select the *'Renew Application'* button on the top right of the page. The Unified Application wizard will open.
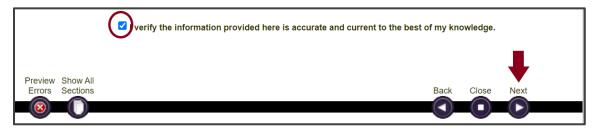


## 5. Complete the Site Application

### a. Programs Section

    i. **NSLP Sponsors**- Select the School Lunch Program, School Breakfast Program, and Afterschool Snack Program checkboxes as applicable.

    ii. Select the *'Next'* button.



### b. Address and Contacts Section

    i. Both will require verifying the information is correct.

- Use the *'Manage Staff'* button to add any staff, update staff contact information, or deactivate any staff.
- Use the drop-down next to the *'Required Contact'* to change the contact.

- Check the box verifying that all information is accurate before you click the *'Next'* button.



## c. Food Safety Section

School sites operating NSLP are required to receive two food safety inspections annually.

- If the site did not receive two health inspections last year, indicate *'No'*. Use the date that the health department was notified that the site was operating NSLP throughout the school year for both the first inspection (if no inspection at all) and the date of written request.
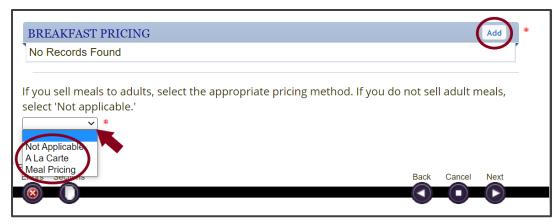


## d. Grade Levels, Rate Determination, Service Type, and Meal Counting Sections

These sections should auto-populate based on your district. The Service Type and Meal Counting will likely require updating, as it defaults to the distribution per COVID distribution plan for the SSO operations of SY21-22.

For example, last school year, meals may have been served in the classroom with point of service meal counts taken by roster.  Please correct these for each site, to ensure the approval of where meals are served, counted, and claimed, as required by USDA regulations.

## e. Pricing Section

    i.    Use the dropdown box to indicate how adult meals will be charged.

    ii.    Select the *'Add'* button to add pricing.

- Add the paid meal prices. Remember, reduced meal prices are now paid for by WA State, and should be $0.00.
- Use the drop down to indicate the appropriate grade levels.
- Select the '*Save*' button after adding the prices and indicating the grade groups.
- To add other grade group & prices use the '*Add*' button again.



- **For mixed grades with different paid price groups**:
  - Indicate the appropriate age grade group for the first meal price, then select the '*Save*' button.



  - Next, select the '*edit*' button again, the same pricing selection will open, and you will add the paid price for the remaining grade groups.
  - If the wizard will not allow this, move to the previous section (meal counting) and then return to the pricing section, and WINS should allow the user to add the remaining grades.

f. **Pay Method Section**

The Pay Method for NSLP/SBP prepopulates, please review to ensure they are correct. Use the drop-down features and ensure each method is answered.
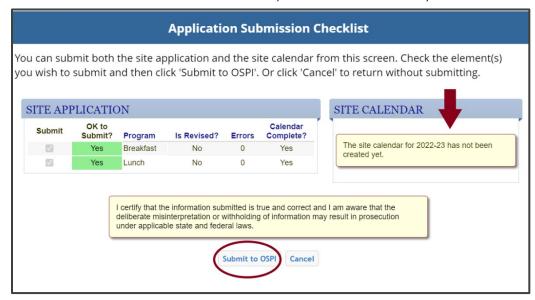
## 6. Application Errors

a. If there are application errors, you will need to go to the sections indicated with red circled X; make appropriate corrections and navigate back to the application errors section using the list on the left.

b. Select the '*Next*' button.

## 7. Submit Your Site Application

a. Select the '*Submit*' icon next to the site application.



b. The Application Checklist will pop open and remind you that a calendar has either not been created or submitted for this site, select '*Submit to OSPI'*, then create the calendar.



c. You will be returned to the Site Application homepage and can double check to see if the Site Application has been submitted. The application status will show up as green.



d. If the Site Application is returned for corrections by the Program Specialist, they will notify you by email that it has been returned so you can edit and correct as instructed. Then re-submit for application approval.

## 8. Submit Your Site Calendar

Use the SY 22-23 Renewal Checklist and SY22-23 WINS Calendar Job Aide to add a calendar to each site or follow the instructions for editing a shared calendar at the site level.

## WINS Tips

- Any time you see a red circle with an 'X' – that means there is an error in that section and requires action on your part.
- At the bottom of the screen there is a button that can be used to preview errors: Use this button whenever an error is identified, with a claim, an application, or calendar, and it will provide insight into what actions are needed to enable the user to fix and submit what they are working on.
- Additional WINS information sheets are located in WINS in the '*Info*' tab, under the '*Documentation and Job Aids*' option.

**Have Questions?** Please contact your OSPI CNS Program Specialist.