

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.

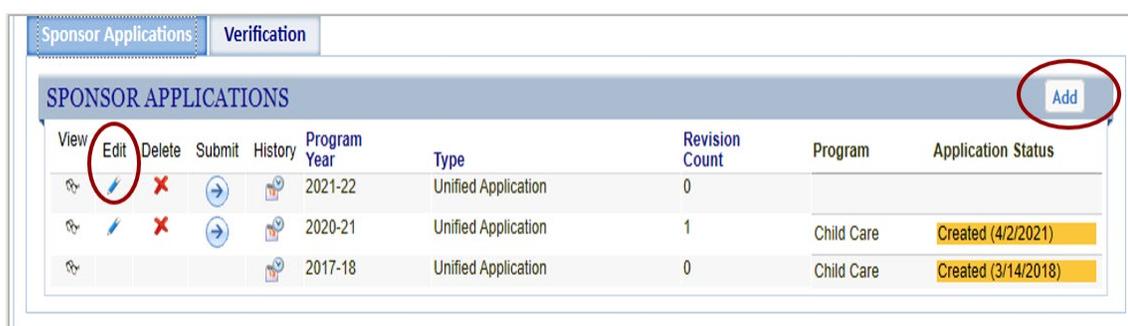
1. Navigate to the Sponsor Application

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 'Add' button to begin the Sponsor Application.
- e. Select the 'Edit' icon corresponding to the applicable year.



2. Complete the Sponsor Application

a. Programs Section

- i. Check all programs that you will be operating this school year as applicable
- ii. If you are only operating the National School Lunch Program (NSLP) and School Breakfast Program (SBP), **do not** check the Seamless Summer Option (SSO).
- iii. If you are operating SSO, you must also renew for NSLP/SBP.
- iv. No sponsors should apply for Summer Food Service (SFSP) this school year.



- v. When the appropriate boxes are checked, select the 'Next' button at the bottom of the screen.

The screenshot shows a web application interface titled "2021-22 UNIFIED APPLICATION". On the left, there is a dark blue sidebar with a "SELECT" button and a "PROGRAMS" section. The main content area has a white background with a dark blue header. The text reads: "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." Below this text are five checkboxes: "School Breakfast Program" (checked), "School Lunch Program" (checked), "After School Snack Program" (unchecked), "Summer Food Service Program" (unchecked), and "Seamless Summer Option" (checked). A note at the bottom states: "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." At the bottom right, there are "Close" and "Next" buttons.

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.

SPONSOR

ADDRESSES

CONTACTS

CIVIL RIGHTS

FORMS AND RECORDS

ASSURANCES

FSMC / VENDOR

CACFP

FINANCIAL VIABILITY

ADMINISTRATIVE

TRAINING

MEALS & SERVICE

GOVERNING BOARD

NSLP

MEALS & SERVICE

SEAMLESS

MEALS & SERVICE

TRAINING

REVIEW

CERTIFICATION

Entry for 'Street Name' for 'Street Address' is required.
 Entry for 'Address and Phone Certification' is required.
 Phone type of 'Office' must be provided before application can be successfully submitted.

SPONSOR ADDRESSES

Edit	Type	Address	Street Name	City	State	Zip Code	Attention
	Mailing *	6217 Road SE		Lacey	WA	98503-7146	
	Street *	6217 Road SE		Lacey	WA	98503-7146	
	Financial	South Center		Lacey	WA	98516	

SPONSOR PHONES

Edit	Type	Phone Number
	Office *	
	Fax	

I verify the information provided here is accurate and current to the best of my knowledge.

Preview Errors Show All Sections Back Cancel Next

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.

SCHOOL DISTRICT
REGISTRATION APPLICATION

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
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STAFF ENTRY

Name: Prefix: Mr. First * Middle R Last * Suffix

Gender: Male *

Title: Other *

Other Title: Director of Food Service - Retired *

E-mail Address:

Contact Phone: *

Extension:

Status: Deactivated *

Status Date: 06/21/2021

Save Cancel

d. Civil Rights and Lobbying 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 Lobbying questions
- iv. 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 *

Entry for 'Federal Fund Lobbying' is required.

Lobbying

Has your organization ever spent federal funds for lobbying activities? No *

Preview Errors Show All Sections

Back Cancel Next

e. Assurances Section

Select the appropriate response to each question to attest to Assurance requirements.

Assurances

Has the organization, board president, owner or other persons responsible for the management of any USDA Child Nutrition program ever been placed on the National Disqualified list? *

Has the organization or any of its principals ever been terminated or determined seriously deficient in the operation of any USDA Child Nutrition program? *

Do you certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency from doing business with the federal government? *

In the past 7 years, has the organization or any of its principals been declared ineligible to participate in a publicly funded program for violating that program's requirements? *

In the past 7 years, has the organization or any of its principals been convicted of any business-related crime that indicated a lack of business integrity? *

Does the organization participate in USDA Child Nutrition Programs in other states? *

f. FSMC/ Vendor Section

This section will pre-populate. If the district contracts with a Food Service Management Company (FSMC) you will need to click the appropriate programs per the contract.

g. Sponsor Application – NSLP Section

This section will pre-populate for your district.

h. Sponsor Application – Seamless Summer Option Section

i. Meals and Service

This section is about systems being in place for meal service and point of service. You are attesting here that you have procedures in place. These procedures must be available for review when requested by Child Nutrition Services, they must reflect current operations for each site and be up to date.

Meal service at all sites ensures that each child receives a complete meal and that meals are counted at the point of service: *

All sites have the necessary staff and facilities so that meal service is organized and properly supervised: *

Procedures are in place at each site to adjust meal orders to reflect the number of children participating: *

Adequate arrangements will be made for meal service at each site during inclement weather: *

Preview Errors Show All Sections Back Cancel Next

ii. Training

In the training section, the training date can be future date, however, the date should be no later than the start of the school year.

Have you provided training to administrative and operations personnel?: * ?

Date training occurred or is scheduled to occur: mm/dd/yyyy *

Confirm monitoring roles have been assigned with no less than one monitor for every 15-20 sites: *

Preview Errors Show All Sections

Back Cancel Next

i. 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.

REVIEW

CERTIFICATION

certify I am 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 is true and correct. I am aware that the deliberate misinterpretation or withholding of information may result in prosecution under applicable state and federal laws.

Name: Tina Bischoff Status: Sponsor - Admin

Preview Errors Show All Sections

Back Cancel Done

3. Submit Your Sponsor Application

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

SPONSOR APPLICATIONS										
View	Edit	Delete	Submit	Revise	History	Program Year	Type	Revision Count	Program	Application Status
						2021-22	Unified Application	0	Seamless Breakfast Lunch	Created (6/22/2021) Created (6/22/2021) Created (6/22/2021)

- 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
<input checked="" type="checkbox"/>	Yes	Seamless	No	0	0
<input checked="" type="checkbox"/>	Yes	Breakfast	No	0	0
<input checked="" type="checkbox"/>	Yes	Lunch	No	0	0

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

Sponsor Profile
Applications
Sites
Shared Calendar
Budgets
Claims
Accounts
Contracts

Sponsor Applications
Verification

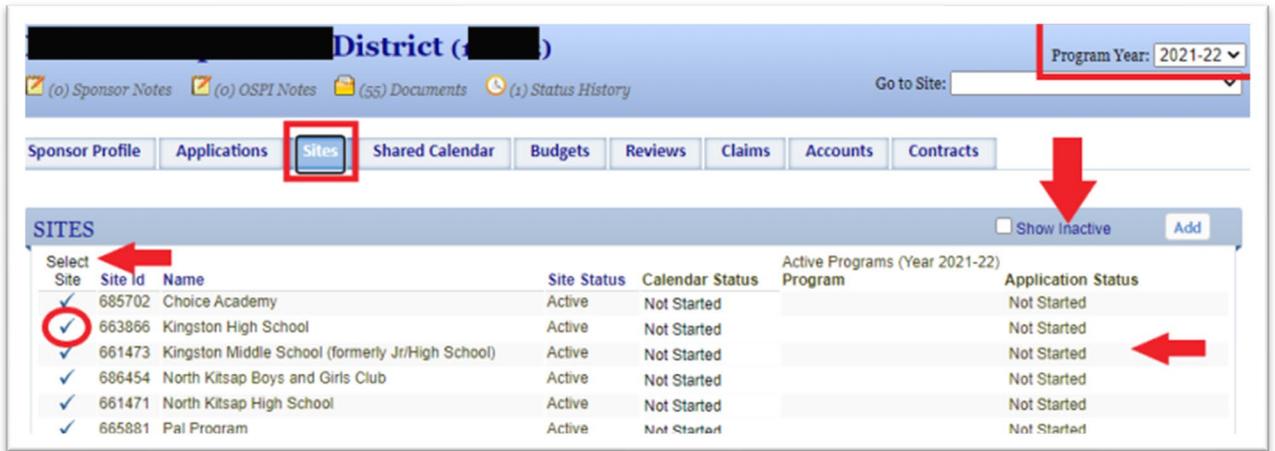
SPONSOR APPLICATIONS

View	Revise	History	Program Year	Type	Revision Count	Program	Application Status
			2021-22	Unified Application	0	Seamless Breakfast Lunch	Submitted (6/22/2021) Submitted (6/22/2021) Submitted (6/22/2021)

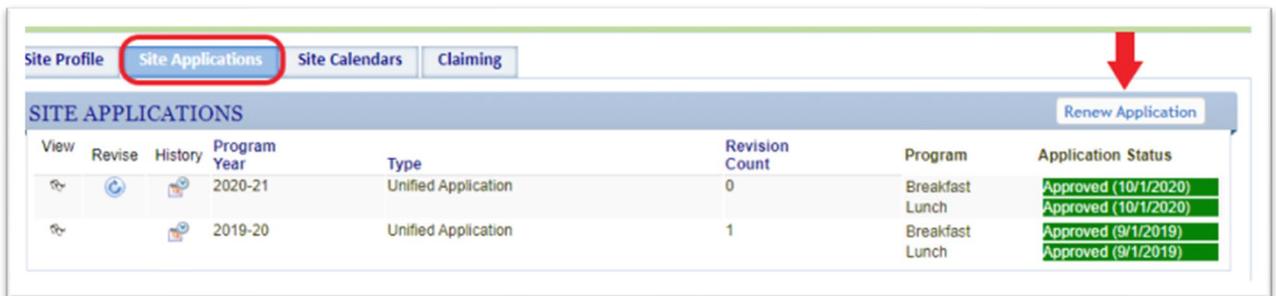
- d. If the Sponsor Application is returned for corrections by the Program Specialist, they will notify you by email that it has been returned so you can edit and correct as instructed. Then re-submit for application approval.
- e. Note: Sponsor applications still in created status now show in orange. 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 2021-22.
- 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. Use the checkmark to select a site to renew both the site application and the calendar.
- d. **Do not** renew any sites that were created for COVID operations or SFSP Community Sites that operated in school year or Summer of 20–21.



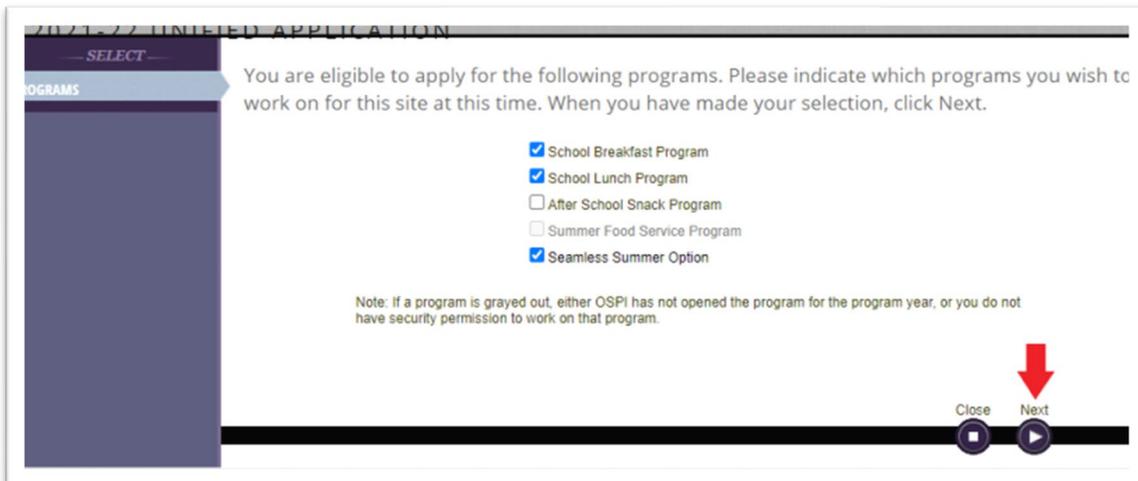
- e. Next, select the 'Renew Application' button on the top right of the page. The Unified Application wizard will open.



5. Complete the Site Application

a. Programs Section

- i. **NSLP Sponsors**- Select the School Lunch Program and School Breakfast Program checkboxes as applicable.
- ii. **Sponsors operating SSO**- Select the School Lunch Program, School Breakfast program, and the Seamless Summer Option checkboxes as applicable.
- iii. Select the 'Next' button.



b. Contacts Section

- i. The Contacts Section will require an assigned SSO Site Contact.
 - 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.
- ii. If a Staff Profile is incomplete, you must click on the *'Manage Staff'* button and complete the information as indicated.
 - Add a site contact as indicated using the drop down. If a staff person is not listed in the drop-down, you will use the Manage Staff button to add a new staff member.
 - Once saved, the staff member will be listed in the drop-down.
 - Additionally, you should deactivate any staff that are no longer with the district.

The contact type 'SSO Site Contact' is required.
Staff Profile Incomplete: email address for Mike Young is required
Staff Profile Incomplete: phone number for Mike Young is required
Entry for 'Contacts Certification' is required.

SITE REQUIRED 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
		NSLP Site Contact	NSLP	Young, Mike		
		Site Supervisor	Seamless	Harrington, Denise		
		SSO Site Contact	Seamless			

The contact type 'SSO Site Contact' is required.
Entry for 'Contacts Certification' is required.

SITE REQUIRED 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
		NSLP Site Contact	NSLP			(360)
		Site Supervisor	Seamless			(555) 4
		SSO Site Contact	Seamless			

verify the information provided here is accurate and current to the best of my knowledge.

Preview Show All Errors Sections Back Cancel Next

c. Activities Section

This section will roll over for your district, please update as appropriate if you will be extending NSLP or operating a Summer Food Service Program in Summer of 2022.

d. Food Safety Section

School sites operating NSLP or SSO 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 district was operating SFSP throughout the school year for both the first inspection (if no inspection at all) and the date of written request.

During the previous school year, did this site have two or more food safety inspections? *

Date of First Inspection: mm/dd/yyyy

> inspections were not completed last year, indicate the date the sponsor contacted the local health department/agency to request an action of this site.

Date of Written Request: mm/dd/yyyy

Name of agency responsible for completing the food safety inspections:

Show All Sections

Back Cancel Next

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

These sections should auto-populate based on your district. The Service Type Section may require updates depending on your distribution methods. For example, if you will be distributing meals in multiple fashions, please use the drop-down to select Other, then utilize the box to describe how students will be provided meals.

Service Type: *

If Service Type is 'Other', please explain: *

Will Offer versus Serve be implemented? *

Indicate which grades will utilize Offer versus Serve?

Grade 9: * Grade 10: * Grade 11: * Grade 12: *

Will you be offering alternate breakfast service models? *

Preview Errors Show All Sections

Back Cancel Next

f. Pricing Section

- i. Use the dropdown box to indicate how adult meals will be charged.
- ii. Select the 'Add' button to add pricing.

- **NSLP/SBP Operators:** Add the paid meal prices. Remember, reduced meal prices are now paid for by WA State, and should be \$0.00.
- **SSO Operators:** Leave prices at \$0.00 as meals are served to students at no cost in SY21–22.
- 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 'Add' button again, the same pricing selection will open, and you will add the paid price for the remaining grade groups.

g. Pay Method Section

The Pay Method for NSLP/SBP will also need updating regardless of SSO operations. Use the drop-down features and ensure each method is answered.

6. Complete the SSO Section - For Sponsors Operating SSO During SY21–22

a. Racial/ Ethnic Section

Use the demographic information collected annually by each school. The school data link may be used to access this information from the OSPI webpages if you do not have the data on hand.

b. Eligibility Section

i. Eligibility Type:

- **Open Site:** Allows enrolled students, remote learners, and community children to receive meals.
- **Closed Enrolled Site:** Meal service limited only to enrolled students – including remote learners.

ii. Eligibility Data:

• **Non-Area Eligible Sites**

- Using the drop downs select Closed Enrolled Site or Open Site; then select Other.
- Use the 'Please Specify' box and type "Non-Area Eligible CNR #85".
- If the site is closed-enrolled, describe why the site is closed to the community. Please note, stating school is in session is an acceptable explanation.

- **Area Eligible Sites**

- If Area Eligibility was established within the past 5 years, school data and or census data will carryover.
- Select if the site will be open or closed, select census or school data.

The screenshot shows two side-by-side panels of a web form. The left panel is for a 'Closed enrolled site' with 'Census Data' selected. It includes a text box for 'Briefly describe why attendance is closed to community' containing 'school is in session', a 'Census Block Group' of '2', and a 'Year eligibility established' of '2019'. The right panel is for an 'Open Site' with 'School Data' selected. It includes a 'School District' of 'North Thurston School District', a 'School' of 'Chambers Prairie Elementary', and a 'Year eligibility established' of '2020'. Both panels have 'Do you wish to continue to use the most current data?' set to 'Yes'.

- If data does not carryover, use these options:
 - Select 'Other' in dropdown with School Data -> use the 'Please Specify' Box to indicate the school, school year and F/RP Percentage that qualifies the site as area-eligible.
 - Census Data – upload census map to document file in the Site Documents if this is the first time census data has been used for this site

The screenshot shows two side-by-side panels of a web form. The left panel is for an 'Open Site' with 'Other' selected in the 'Eligibility Data' dropdown. The 'Please specify' text box contains 'Area Eligible', 'School Name: Month/Year', and 'Free & Reduced Price %'. The right panel is for an 'Open Site' with 'Census Data' selected. It includes a 'Census Block Group' of '2' and a 'Year eligibility established' of '2021'. Both panels have 'Do you wish to continue to use the most current data?' set to 'No'.

c. Activities at Site Section

Indicate that school will be in session in the 'Other' Section.

d. Service Type Section

Use the dropdown to select the NSLP/SBP Meal Pattern. Answer remaining questions using dropdowns.

e. Meal Preparation, Meal Service, and Meal Counting Sections

These sections will auto populate with information from your district, however, you will need to update them to reflect current meal service models to match what each site will be doing.

j. 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.



7. Submit Your Site Application

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

SITE APPLICATIONS										
View	Edit	Delete	Submit	Revise	History	Program Year	Type	Revision Count	Program	Application Status
						2021-22	Unified Application	0	Breakfast Lunch Seamless	Created (6/22/2021) Created (6/22/2021) Created (6/22/2021)

- 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.

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						SITE CALENDAR
Submit	OK to Submit?	Program	Is Revised?	Errors	Calendar Complete?	
<input checked="" type="checkbox"/>	Yes	Breakfast	No	0	No	The site calendar for 2021-22 has not been created yet.
<input checked="" type="checkbox"/>	Yes	Lunch	No	0	No	
<input checked="" type="checkbox"/>	Yes	Seamless	No	0	No	

I certify that the information submitted is true and correct and I am aware that the deliberate misinterpretation or withholding of information may result in prosecution under applicable state and federal laws.

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

View	Revise	History	Program Year	Type	Revision Count	Program	Application Status
			2021-22	Unified Application	0	Breakfast	Submitted (6/23/2021)
			2021-22	Unified Application	0	Lunch	Submitted (6/23/2021)
			2021-22	Unified Application	0	Seamless	Submitted (6/23/2021)

- 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.

8. Submit Your Site Calendar

Use the SY 21-22 Renewal Checklist to add a calendar to each site next. If your district begins school in August and is operating the SSO, please reach out to your CNS Program Specialist for specific instructions on August operating days.

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.