

WINS Information Sheet

At-Risk WINS Instructions for Utilizing CNR #93 Waiver During FY22 (October 2021–June 2022)

For organizations intending to use the [At-Risk Program Area Eligibility Waiver #93](#) for the start of the school year 21–22, you will need to enter information into the 20–21 WINS site application to indicate use of this waiver.

Steps to Take

- A. Navigate to the 'FY22 Site Application' in WINS, under the 'Services Provided' section.
- B. Answer **"Yes"** to the question "Will this center participate in the At-Risk Afterschool Meals Program".
 - a. This will then populate the next set of At-Risk questions.
 - b. If this site only participates in At-Risk under CACFP, all other questions above this one should be marked as "No", including the question about providing services to school-age children.
- C. Indicate use of the waiver in by completing these steps:

Note: Eligibility screens are different from prior years.

 1. **Do you wish to use the most current data?:** Select 'No'
 2. **School district from which site draws attendance:** Select applicable district
 3. **School Year Begin Date:** Enter your start of the 21-22 school year this fall.
 4. **School Year End Date:** Enter your end date of the 21-22 school year next June
 5. **School from which site draws its attendance:** Select a school (an elementary, middle, or high school) that the site is within the it's attendance boundaries.
 - i. The yellow banner at the top of the screen stating that the site must be in the attendance area of an area eligible public school and that At-Risk operations at this site will require prior approval. **This is just a warning, continue to submit your site application.**
 6. **Does the next school year begin before October 1st?:** Select 'No'
 - i. The CNR #93 waiver expires June 30, 2022.
 7. **Month used to establish eligibility:** Defaults to October 2020, which you can leave as-is.
 - i. It will also populate the Free/Reduced % data for the school selected.
 8. **Please Explain:** Write "CNR #93"
 9. **Eligibility Begin Date:** Select the first day of your At-Risk operation in the fiscal year, most likely 10/1 for renewal.



10. **Eligibility Expiration:** Select '6/30/2022'
 - i. The CNR #93 waiver expires June 30, 2022.

At-Risk Eligibility

Warning: Sites must be in the attendance area of an area-eligible public school. At-Risk operation at this site will require prior approval.

- 1 Do you wish to continue to use the most current data? * ?
- 2 School District from which site draws its attendance: *
- 3 School Year Begin Date: mm/dd/yyyy *
- 4 School Year End Date: mm/dd/yyyy *
- 5 School from which site draws its attendance: *
- 6 Does the next school year begin before October 1st? *
- 7 Month used to establish eligibility: * ? Year: *
- 8 Free + Reduced Price: * + Enrollment * = 37.85% Free and Reduced
- 9 Please explain: ?
- 10 Eligibility Begin Date: mm/dd/yyyy *
- 11 Eligibility Expiration:

D. Navigate to the FY22 Site Calendar

1. Create a New Calendar.
2. Title the site calendar '**At-Risk CNR #93**'.
3. Calendar should start on the first day of meal service (no sooner than October 1, 2021) and must end with school year (no later than June 30, 2022).

At-Risk CNR #93 Add a Meal														
Start: 10/1/2021 End: 6/17/2022			Days of Operation: S M T W T F S											
View	Edit	Delete	Program/Meal	Start Time	End Time	Meal Preparation	Vendor	Meal Location	ADA Count	CAP Count	Camper Count	Free Count	Reduce Count	Paid Count
			Child Care/Supper	4:00 PM	4:45 PM	On-site Self Prep	--	--	--	--	--	--	--	--

September 2021 At-Risk Operations

If At-Risk operation starts in September 2021 (FY21), a CACFP Sponsor Application, Site Application and Site Calendar for FY21 will need to be completed or revised. Please use the At-Risk WINS Instructions for Utilizing CNR #93 Waiver During August and September 2021 Info Sheet for details on completing this process.

Additional Information

- A. **New to At-Risk Program Sponsors:** Contact your [program specialist](#) to complete additional application requirements.
- B. **Current At-Risk Program Sponsors:** Review [Bulletin 032-21: Child Care Institutions CACFP Renewal Process for FY22](#) for instructions on renewal requirements for FY22 in addition to the site application and calendar.