# Child and Adult Care Food Program (CACFP) WINS Information Sheet

# **Entering a Study Month in WINS**

Child and Adult Care Food Program (CACFP) sponsors must conduct and submit a Study Month in the Washington Integrated Nutrition System (WINS) before submitting the first claim of a new fiscal year. The Study Month sets the rate of reimbursement for the fiscal year and must be conducted for all sites.

## Navigate to the Study Month Section in WINS

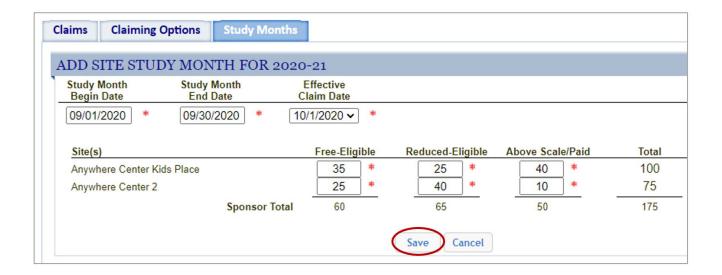
- a. Click the 'Claims' tab, then the 'Study Months' tab.
- b. Select the correct program year using the drop-down arrow.
- c. Click the 'Add' button to add a new Study Month.



# 2. Input the Study Month Summary

- a. Enter the Study Month begin and End dates for when your Study Month was conducted. Note: the study month must be either one calendar month or 30 consecutive days.
- b. Select the Effective Claim Date using the drop-down arrow. This will be the first month of claiming eligibility with this Study Month.
- c. Enter the number of Free, Reduced Price and Above Scale/Paid numbers from your site(s) Study Month attendance rosters in the corresponding boxes.
- d. Click the 'Save' button.





### **Additional Information**

- The Study Month will remain in Pending status and **can be edited until** the first claim is paid on the Study Month. Study months in Pending status do not need approval from OSPI.
- Best Practice Verify study month numbers have been entered correctly prior to your first claim. Errors in reported study month numbers may result in fiscal action



Additional WINS information sheets are located in WINS in the 'Info' tab, under the 'Documentation and Job Aids' section.

**Have questions?** Contact your CACFP Specialist.