

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.

1. Navigate to the Study Month Section in WINS

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

The screenshot shows the WINS system interface. At the top, there is a navigation bar with tabs: Sponsor Profile, Applications, Sites, Budgets, CNFRs, Claims, Accounts, and Contracts. The 'Claims' tab is highlighted with a red circle. Below this, there is a sub-navigation bar with tabs: Claims, Claiming Options, and Study Months. The 'Study Months' tab is also highlighted with a red circle. Under the 'Study Months' tab, there is a 'STUDY MONTH FILTER' section with a 'Program Year:' dropdown menu set to '2020-21'. A red arrow points to the dropdown arrow. Below the filter, there is a section titled '2020-21 SPONSOR STUDY MONTH SUMMARY' with a table that currently shows 'No Records Found'. An 'Add' button is located at the bottom right of this section, highlighted with a red circle.

2. Input the Study Month Summary

- 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.
- Select the Effective Claim Date using the drop-down arrow. This will be the first month of claiming eligibility with this Study Month.
- Enter the number of Free, Reduced Price and Above Scale/Paid numbers from your site(s) Study Month attendance rosters in the corresponding boxes.
- Click the 'Save' button.



Claims
Claiming Options
Study Months

ADD SITE STUDY MONTH FOR 2020-21





Study Month Begin Date	Study Month End Date	Effective Claim Date
09/01/2020 *	09/30/2020 *	10/1/2020 ▾ *

Site(s)	Free-Eligible	Reduced-Eligible	Above Scale/Paid	Total
Anywhere Center Kids Place	35 *	25 *	40 *	100
Anywhere Center 2	25 *	40 *	10 *	75
Sponsor Total	60	65	50	175

Save
Cancel

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

2020-21 SPONSOR STUDY MONTH SUMMARY									
Expand	View	Edit	Delete	History	Sites	Status	Revision Count	Begin Date	End Date
					All Sites (new and existing)	Pending	0	9/1/2020	9/30/2020

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.