

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

## Submitting a Site Calendar in WINS

Child and Adult Care Food Program (CACFP) sponsors must submit site calendars for all sites approved to receive meal reimbursement. Calendars must reflect the actual days and times each meal service takes place and include all Non-Operating Days. Calendars must be approved by OSPI before submitting a claim for reimbursement.

### 1. Navigate to Site Calendar

- a. Select the 'Sites' tab on the Sponsor Profile page.
- b. Select the 'green checkmark' next to the site name.

**Anywhere Center (160140)** Program Year: 2021-22

(0) Sponsor Notes (0) OSPI Notes (0) Documents (5) Status History

Go to Site: [Dropdown]

Sponsor Profile Applications **Sites** Budgets CNFRs Reviews Claims Accounts Contracts

**SITES**  Show Inactive [Add](#)

Select	Site Id	Name	Site Status	Calendar Status	Active Programs (Year 2021-22) Program	Application Status
<input checked="" type="checkbox"/>	686593	Anywhere Center Kids Place	Active	Approved (3/23/2021)		Not Started

- c. Click the 'Site Calendars' tab. Do not use the Shared Calendar tab seen in the Sponsor Profile view, as this causes issues when submitting site claims.
- d. Click the 'Add' button to add a calendar for the new program year.

**Anywhere Center Kids Place (686593)** Anywhere Center

(0) Site Notes (0) OSPI Notes (0) Documents (1) Status History

Go to Site: [Dropdown]

Site Profile Site Applications **Site Calendars** Claiming

**SITE CALENDARS** [Add](#)



## 2. Define Schedule

- Schedule Type:** Select 'CACFP'.
- Name:** Rename the schedule, if desired. This should be done to identify when a program has multiple meal schedules (i.e. Head Start or At-Risk afterschool programs that close during the summer months).
- Begin Date and End Date:** Enter the Begin and End dates of the meal schedule and select which days of the week meal service will take place.

The screenshot shows the 'DEFINE SCHEDULE' form. On the left is a navigation menu with 'SITE SCHEDULE' at the top, 'DEFINE SCHEDULE' highlighted, and 'DEFINE MEALS' below. The main form area contains the following fields:

- Schedule Type:** A dropdown menu with 'CACFP' selected. A red asterisk and arrow point to this field.
- Name:** A text input field containing 'New Weekly Schedule'. A red asterisk and arrow point to this field.
- Description:** A large empty text area.
- Begin Date:** A date input field with '10/01/2021' and 'mm/dd/yyyy' placeholder. A red asterisk and arrow point to this field.
- End Date:** A date input field with '09/30/2022' and 'mm/dd/yyyy' placeholder. A red asterisk and arrow point to this field.
- Days of the Week:** A list of days with checkboxes: Sunday (unchecked), Monday (checked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), and Saturday (unchecked). A red bracket groups Monday through Friday.

## 3. Define Meals

- Enter each meal that will be claimed for the site and the window of time each meal will be served. Mealtimes must reflect when the actual meal service takes place.

Note: licensed childcare facilities need to make sure their mealtime schedules are following WAC requirements.

The screenshot shows the 'DEFINE MEALS' form. The top header reads 'ANYWHERE CENTER KIDS PLACE ANYWHERE CENTER SITE SCHEDULE'. Below this is a navigation menu with 'SITE SCHEDULE' at the top, 'DEFINE SCHEDULE' highlighted, and 'DEFINE MEALS' below. The main form area contains:

- A text input field with the placeholder text 'Please enter the meals for the site schedule.'
- A section titled 'MEALS' with a table containing the text 'No Records Found'.
- An 'Add' button in the bottom right corner, circled in red.

b. Click 'Save' once all meals are added.

View	Edit	Delete	Program/Meal	Begin Time	End Time
			Child Care/Breakfast	7:30 AM	8:30 AM
			Child Care/Lunch	11:30 AM	12:30 PM
			Child Care/Afternoon Snack	2:30 PM	3:00 PM

c. **If necessary, add a second meal schedule.**

This is commonly done for programs that close during the summer months. The initial calendar operates from the beginning of the fiscal year until summer. The second schedule begins when the program re-opens in August or September and continues through the end of the fiscal year (September 30).

View	Edit	Delete	Name	Type	Start Date	End Date	Monday?	Tuesday?	Wednesday?	Thursday?	Friday?
			September Calendar	Weekly	9/4/2022	9/30/2022	Yes	Yes	Yes	Yes	Yes
			Initial Calendar	Weekly	10/13/2021	6/30/2022	Yes	Yes	Yes	Yes	Yes

#### 4. Non-Operating Days

- Select the 'Non-Operating Days' tab.
- Enter all days in the program year when the site will be either closed or not providing meal service, such as holidays.

The top screenshot shows the 'Non-Operating Days' section with tabs for Schedules, Non-Operating Days, Summary View, and Calendar View. The 'Add' button is circled in red. Below the tabs, it says 'NON-OPERATING DAYS' and 'No Records Found'. A 'Revision #1' button is visible at the bottom right.

The bottom screenshot shows the same interface but with a table of non-operating days. The table has columns for Edit, Delete, Name, and Date. The data is as follows:

Edit	Delete	Name	Date
		Thanksgiving	11/25/2021
		Thanksgiving	11/26/2021
		Winter Holiday	12/25/2021
		New Year's Day	1/2/2022
		Teacher Planning Day	2/17/2022
		Memorial Day	5/30/2022
		Labor Day	9/5/2022

## 5. Submit Site Calendar(s)

- Select the 'Done' button to exit the wizard once the site calendar is complete.
- Click the 'Submit' button for OSPI approval.

The screenshot shows the site profile for 'Anywhere Center Kids Place (686593)'. It includes links for Site Notes, OSPI Notes, Documents, and Status History. The 'Site Calendars' tab is selected. Below the tabs, there is a table of site calendars. The 'Submit' button is circled in red. The 'Current Status' column shows 'Created' and 'Approved'.

View	Edit	Delete	Submit	Revise	History	Program Year	Revision Count	Current Status
						2021-22	1	Created
						2020-21	1	Approved

- If returned by your Program Specialist, edit and correct as instructed, and resubmit the calendar until approved.

This screenshot shows the 'Site Calendars' tab with the 'Submit' button circled in red. The 'Current Status' column shows 'Approved'.

View	Revise	History	Program Year	Revision Count	Current Status
			2021-22	1	Approved

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

**Have questions?** Please contact your CACFP Specialist.