

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

## CACFP Monthly Financial Reporting & Submitting Monthly Claims

Claims are processed by OSPI Child Nutrition Services and are filed electronically in the Washington Integrated Nutrition System (WINS) monthly. Beginning Fiscal Year 2022–23 (FY23), Institutions and Sponsoring Organizations are required to report monthly accrued expense data in WINS with the monthly CACFP Claim.

### Preparation: Gather Required Program Data for Claim Submission

Data Needed for Claim	Description
Monthly Food Operating Costs	This is the total amount of operating expenses (for all sites) accrued/purchased for the claim month.
Total Attendance	This is the total number of participants in attendance each day of the month.
Operating Days	The total days in the claim month when meals are served to participants.
Average Daily Attendance	This is the average daily number of participants that attend in the claim month. This will calculate and populate automatically in WINS.
License Capacity	This data will auto-populate from your site application data.
Enrollment Detail (required for for-profit institutions only)	“Total Enrolled” is the number of <i>enrolled</i> participants that <i>attended</i> at least one day in the claim month by CACFP eligibility category. For profit institutions must have at least 25% free and reduced-price eligible participants in attendance any month a claim is submitted.
Child or Adult Meal Count Data	This is the actual meal count for each of the meals/snacks served in the claim month, categorized by the meal types that are approved in your site application.
Administrative Costs	This is the amount of approved administrative expense for the claim month.
Study Month Numbers	Meal price eligibility for enrolled participants. Not required for At-Risk or Emergency Shelter programs.



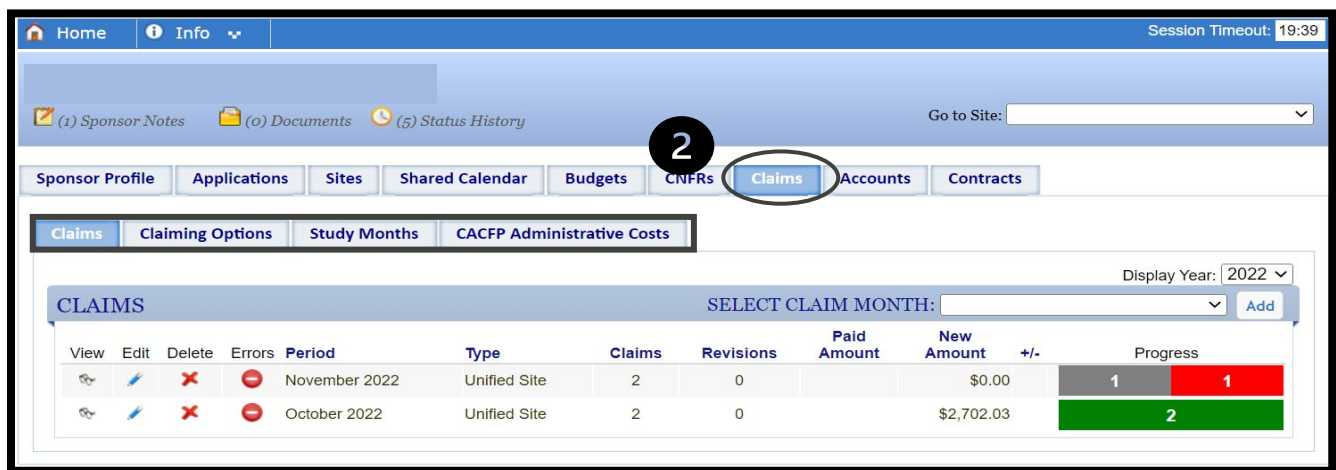
## A. Log into WINS and Navigate to Claims Tab

Go to Sponsor Profile

1. Select the "Go to Sponsor Profile" tab from Home/Landing Page



2. Select the "Claims" Tab.



The "Claims" Tab includes four sub-tabs that are related to monthly claim information.

- Claims sub-tab:** Is used to submit monthly claim data and accrued operating expenses, review claim data and status. Sponsors may view, edit, and delete claims as well as revise a claim.
- Claiming Options sub-tab:** Not used for CACFP Program.
- Study Months sub-tab:** Is used to enter Study Month data for centers.
- CACFP Administrative Costs sub-tab:** This option is only seen by sponsor/institutions who have included administrative expenses in the approved CACFP Budget. If the approved CACFP Budget does not include administrative expenses, sponsors will not enter any administrative expenses and will not see this tab.

## B. Enter Administrative Expenses (if included in approved CACFP Budget)

Administrative Expenses reporting is required for CACFP sponsors that have included administrative expenses in the approved CACFP Budget. **If your approved CACFP Budget does not include administrative costs, please go to Step "C".**

1. Select the "CACFP Administrative Costs" sub-tab.
2. Select the program year from the dropdown list.
3. Select "Add Claim Month" button.

Home Info Session Timeout: 19:52

[Select a Site]

(0) Sponsor Notes (15) Documents (1) Status History

Sponsor Profile Applications Sites Shared Calendar Budgets Management Plans Claims Accounts Contracts

Claims Study Months CACFP Administrative Costs 1

CACFP ADMINISTRATIVE EXPENSE FILTER 2

Program Year: 2022-23

CACFP ADMINISTRATIVE EXPENSE SUMMARY 3

+ Add Claim Month

View Edit History Claim Month Monthly Cost YTD Expenditures Budget Approved Admin Expenses

4. Expand the "Claim Month".
5. Enter administrative expense amounts for each line-item approved in the budget.
6. Select the "Save" button at the bottom of the screen.
7. Select the "Close" button at the bottom of the screen.

MONTHLY FOOD SERVICE ADMINISTRATIVE EXPENSES

Claim Month: October Program Year: 2022-23

Total Approved Budget: \$151,000.00  
Approved Administrative Expenses: \$8,000.00  
Administrative Percentage Allowed: 15.00 %  
Administrative Percentage Expended To Date: 0.29%

4

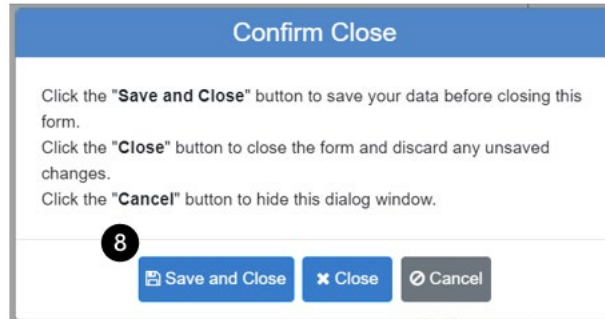
Expand	Claim Month	Administrative Cost Category	Monthly Cost	YTD Expenditures	Budget Approved Administrative Expenditures
–	October 2022		\$0.00	\$0.00	\$8,000.00
		Labor:	0 *	\$0.00	\$8,000.00
		Services:	0 *	\$0.00	\$0.00
		Supplies:	0 *	\$0.00	\$0.00
		Travel:	0.00 *	\$0.00	\$0.00
		Indirect Costs:	0 *	\$0.00	\$0.00

6

7

+ Add Another Month Download Worksheet Close Save

8. "Confirm Close" pop-up window will appear, select "Save and Close" button.



A "Confirm Close" dialog box with a blue header. The text inside reads: "Click the 'Save and Close' button to save your data before closing this form. Click the 'Close' button to close the form and discard any unsaved changes. Click the 'Cancel' button to hide this dialog window." At the bottom, there are three buttons: "Save and Close" (blue), "Close" (blue with an 'x' icon), and "Cancel" (grey). A circled number "8" is placed over the "Save and Close" button.

## C. Add Monthly Claim

All sponsors must submit a monthly claim for meal reimbursement and if operating expenses are approved in the CACFP Budget, sponsors must enter the monthly operating expenses for the claim month on the sponsor level claim.

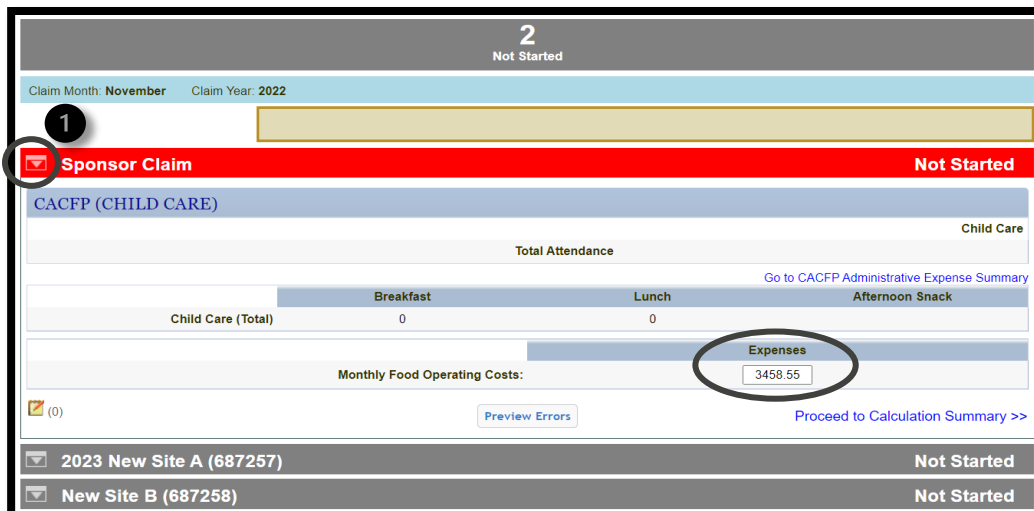
1. Select the "Claims" sub-tab.
2. Select the Claim Month from the drop-down list and select "Add".



The "Claims" sub-tab interface. At the top, there are tabs: "Claims", "Claiming Options", "Study Months", and "CACFP Administrative Costs". A circled number "1" is over the "Claims" tab. Below the tabs, there is a "SELECT CLAIM MONTH:" dropdown menu with a circled number "2" over it. Below the dropdown is a table with columns: View, Edit, Delete, Errors, Period, Type, Claims, Revisions, Paid Amount, New Amount, +/-, and Progress. The table shows three rows for December 2022, November 2022, and October 2022, all with a "Progress" of 2. A "Display Year: 2022" dropdown is on the right.

## D. Add Monthly Operating Expenses and Complete Sponsor Claim

1. Click "Sponsor Claim" dropdown to enter your Monthly Food Operating Costs.



The "Sponsor Claim" form. At the top, it says "2 Not Started". Below that, "Claim Month: November" and "Claim Year: 2022". A circled number "1" is over the "Sponsor Claim" dropdown menu. Below the dropdown, there is a "CACFP (CHILD CARE)" section. It includes a "Total Attendance" field, a "Child Care" section with "Breakfast", "Lunch", and "Afternoon Snack" sub-sections, and a "Monthly Food Operating Costs:" field with a value of "3458.55" circled. At the bottom, there are two rows: "2023 New Site A (687257)" and "New Site B (687258)", both with a status of "Not Started".

2. Open your **site level claim** and enter your claim data in the required fields (image below may look different for various Sponsor types).

**2**

**Sponsor Claim** Click to Calculate

**Not Started**

**CACFP (CHILD CARE)**

Child Care	
Total Attendance	
Operating Days	
Average Daily Attendance	--
<b>Total</b>	
License Capacity	64
<b>Total Enrolled</b>	
<b>Free and Reduced Eligible Enrolled</b>	
<b>Percent Eligible</b>	0.00 %
<b>Enrollment Detail</b>	
Breakfast	
Morning Snack	
Lunch	
Afternoon Snack	
Supper	
Evening Snack	
<b>Child Care (Total)</b>	

3. Select "Preview Errors" as you enter your site level data, and make revisions if errors occur.
4. Once claim data has been entered for all sites, make necessary revisions and correct errors, then select "Recalculate All Claims".

By submitting this claim, I certify to the best of my knowledge and belief that the claim is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. 2 CFR 200.415.

I have read the instructions for filing the claim and am aware that if the claim is not submitted by the specified claim deadlines the claim may not be paid.

(0) [History](#)

[Preview Errors](#) **3** [Proceed to Calculation Summary >>](#)

**4** [Recalculate All Claims](#) [Close](#)

5. Review the "Claim Certification" information and then select "Close".

## To Ensure Success

- ✓ Track and maintain documentation of all CACFP operating expenses. This will assist in reporting actual monthly expenditures with monthly claims. To help track these expenses, use the [CACFP Operating Expenditures Worksheet](#).
- ✓ If you have elected to use CACFP reimbursement for administrative expenses, you must track and maintain documentation of these expenses. This will assist you in entering monthly administrative expenses by budget line-item. To help track these expenses, use the [CACFP Administrative Expenditures Worksheet](#).
- ✓ Verify your expenses have been reported in WINS as applicable when entering your claim. If not entered, the claim will not be paid.

**Questions?** Please contact [your CACFP Specialist](#).