

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

## Submitting a Site Application in WINS

All Child and Adult Care Food Program (CACFP) sponsors must have approved site applications for each site prior to submitting claims for reimbursement.

### 1. Navigate to the Site Application Section

- Select the 'Sites' tab on the Sponsor Profile page.
- Next, select the 'green checkmark' for the site application being renewed.

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

(0) Sponsor Notes (0) Documents (5) Status History Go to Site: [dropdown]

Sponsor Profile Applications **Sites** Shared Calendar Budgets CNFRs Claims Accounts Contracts

**SITES** ☐ Show Inactive

Select Site	Site Id	Name	Site Status	Calendar Status	Active Programs (Year 2021-22) Program	Application Status
<input checked="" type="checkbox"/>	686595	Anywhere Center 2	Active	Approved (4/16/2021)		Not Started
<input checked="" type="checkbox"/>	686593	Anywhere Center Kids Place	Active	Approved (4/8/2021)		Not Started

### 2. Complete the Site Profile

- Review the profile pages of all sites being renewed.
  - Ensure all information is current including site contact(s), contact phone numbers, and emails.
  - Changes can be made in the 'Contacts' section of the site application. Use the [Updating Sponsor Contacts WINS Information Sheet](#) for instructions.

**Site Profile** Site Applications Site Calendars Claiming

**SITE PROFILE** View History

Site ID: 686595  
Building Number:  
Non-Profit: No  
Tax Exempt via 501(c)(3): No  
Site Status: Active (4/16/2021)

**SITE STAFF**

Name	Title	Phone
Jessica Condon	Manager	(360) 810-0440

**ADDRESSES**

Type	Address
Street	5678 First St Anywhere, Washington 99999-9999



### 3. Complete the Site Application

- Select the 'Site Applications' tab.
- Next, select the 'Renew Application' button on the top right of the page.

Anywhere Center 2 (686595)

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

Go to Site: [dropdown]

Site Profile **Site Applications** Site Calendars Claiming

**SITE APPLICATIONS** Renew Application

View	Revise	History	Program Year	Type	Revision Count	Program	Application Status
[icon]	[icon]	[icon]	2020-21	Unified Application	0	Child Care	Approved (4/1/2021)

- Program Section-** Select the 'Child Care Program' or 'Adult Care Program' checkbox to renew.

— SELECT —

**PROGRAMS**

You are eligible to apply for the following programs. Please indicate which programs you wish to work on for this site at this time. When you have made your selection, click Next.

☐ Child Care Program

☐ Adult Care Program

☐ School Lunch Program

#### d. Address Section

- Ensure site address in WINS is correct.
- Ensure a contact phone number is entered for the site.
- Certify all information provided is accurate and current.

**ADDRESSES**

**CONTACTS**

CACFP

RACIAL/ETHNIC

LICENSE/PERMIT

AGE OF ENROLLED

CHILD CARE

SERVICES PROVIDED

REVIEW

APPLICATION ERRORS

**SELECT AN EXISTING ADDRESS**

Edit	Type	Address	City	State	Zip Code	Attention
[icon]	Street *	5678 First St.	Anywhere	WA	99999-9999	
[icon]	Mailing	5678 First St.	Anywhere	WA	99999-9999	

**SITE PHONES**

Edit	Type	Phone Number
[icon]	Office *	(000) 000-0000
[icon]	Fax	

☒ Verify the information provided here is accurate and current to the best of my knowledge.

#### e. Contacts Section

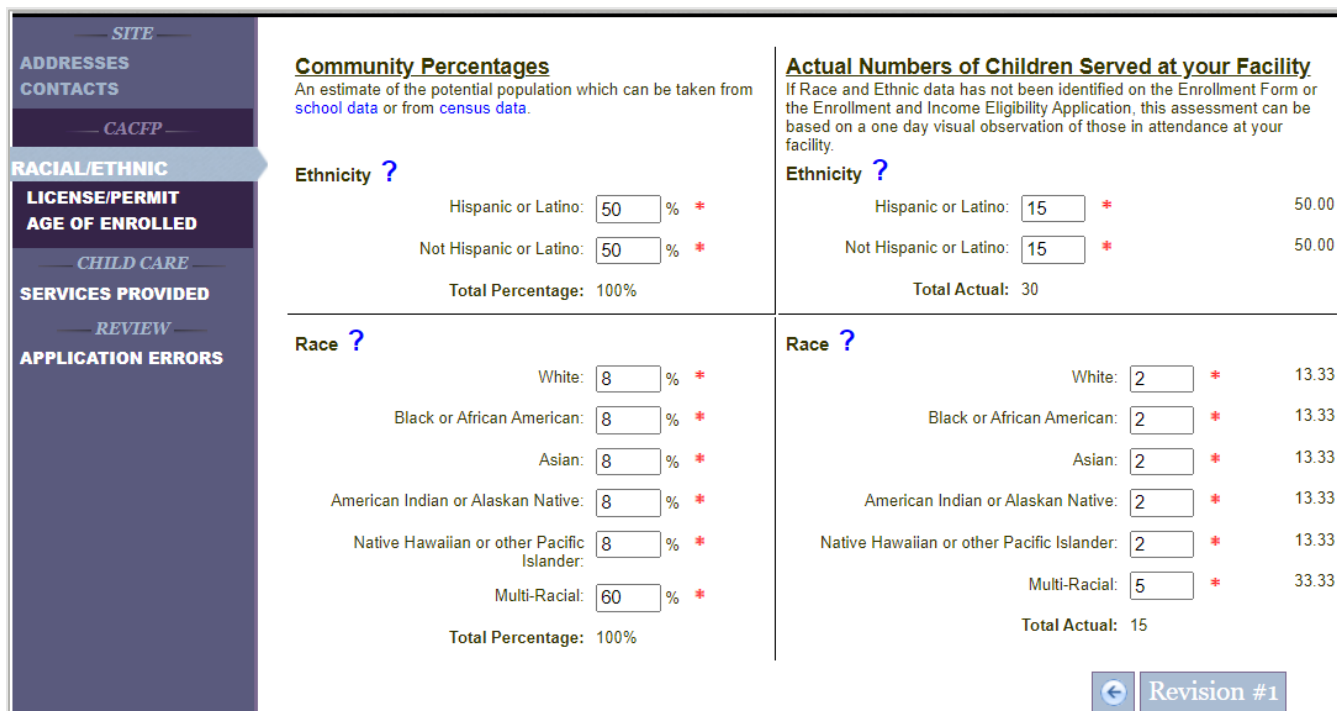
- Ensure the site contact for this location is accurate. If a new site contact needs to be added, select the 'Manage Staff' button. Include at least one valid phone number for the new site contact.
- Select the checkbox at the bottom of the screen, verifying all information is current and accurate.



## f. Racial/ Ethnic Section

- Racial/Ethnic data is required to be reported at least annually. Report data for the actual children served at your facility **and** for the general community where your facility is located.
- Community Percentages** (use either school data or census data).
  - Enter the percentage of Hispanic and Not Hispanic or Latino.
  - Enter the percentage of each race.
- Actual Numbers of Children Served at your Facility**
  - Enter the number of Hispanic and Not Hispanic participants for Ethnicity.
  - Enter the Race for each participant. More than one race may be selected per participant.

Note: Actual Numbers Served are compared against either School Data or Census Data to ensure the site is providing benefits equitably in the community.



Section	Category	Value	Unit/Indicator	
Community Percentages	Ethnicity ?	Hispanic or Latino:	50 % *	
		Not Hispanic or Latino:	50 % *	
	Total Percentage:		100%	
	Race ?	White:	8 % *	
		Black or African American:	8 % *	
		Asian:	8 % *	
		American Indian or Alaskan Native:	8 % *	
		Native Hawaiian or other Pacific Islander:	8 % *	
		Multi-Racial:	60 % *	
		Total Percentage:	100%	
	Actual Numbers of Children Served at your Facility	Ethnicity ?	Hispanic or Latino:	15 * 50.00
			Not Hispanic or Latino:	15 * 50.00
Total Actual:		30		
Race ?		White:	2 * 13.33	
		Black or African American:	2 * 13.33	
		Asian:	2 * 13.33	
		American Indian or Alaskan Native:	2 * 13.33	
		Native Hawaiian or other Pacific Islander:	2 * 13.33	
		Multi-Racial:	5 * 33.33	
		Total Actual:	15	

## g. License/Permit Section

- Is this a licensed child care center?:**

- Select 'Yes' in the dropdown if the site is a licensed facility.
- Select 'No' in the dropdown if the site is not a licensed facility. Additional questions will appear.
  - Non-licensed facilities must provide proof of compliance with state and local health/sanitation and fire/safety requirements. A current (at least annual) copy of both the health/sanitation and fire/safety permits or inspection reports must be uploaded.
  - Head Start and ECEAP-only sites, Adult Care programs and programs located in school buildings are exempt from having to provide proof of current health/sanitation and fire/safety inspections.
- **Is the license non-expiring?:** Select the appropriate answer in the dropdown.
- **License capacity:** Enter the site license capacity.
- **License number:** Enter the license information.
- **License document:** Upload a copy of the current license.
- The address and license capacity on the license must match the information entered in this section.

#### h. Age of Enrolled Section

- **Are infants enrolled?** and **Is the site claiming infants?:** Select 'Yes' if infants are enrolled and the site claims infants.  
If infants are enrolled in a participating CACFP center, they must be offered meals that comply with CACFP infant meal pattern requirements even if the meals are not claimed for reimbursement.
- **Ages of Participants:** Enter the ages of program participants (Adult Care Programs must start at age 18 or older).

## i. Child Care Centers ONLY- Services Provided Section

- **Service Type:**

- **Sites Serving Children Between the Ages of Birth Through 12 years:** Select 'Child Care Center' in the dropdown.
- **Sites Serving Only School-Age Children Before and After School:** Select 'School-Age Children Only' in the dropdown.

Do **not** select this if the program is At-Risk or provides care between the ages of birth through 12 years.

- **Site Does Not Offer Child Care or School Age Only services:** Select 'Not Applicable' in the dropdown.

Do **not** select this if the program is At-Risk or provides care between the ages of birth through 12 years.

- **Will this center provide Head Start services?:** Select 'Yes' to providing Head Start services **only** if the sponsor is a Head Start grantee.
- **Will this center provide ECEAP services?:** Select 'Yes' to providing ECEAP services **only** if the sponsor is an ECEAP Grantee.
- **Will this center provide Emergency Shelter services?:** Select 'Yes' if the site provides residential Emergency Shelter services. A new question will populate if 'Yes' is selected.
  - **Will this center provide temporary residential and food services to children experiencing homelessness?:** Select 'Yes' if the site temporarily provides residential and food services to children experiencing homelessness.

- **Will this center participate in the At-Risk Afterschool Meals program?:** Select 'Yes' if the site received OSPI approval to participate in the At-Risk Afterschool Meals program, is in an area-eligible location and will provide afterschool enrichment/educational activities. If selected, additional questions specific to the At-Risk program will populate and will need to be answered for approval.

At-Risk programs must be organized primarily to provide care for children after school or on weekends, holidays, or school vacations during the regular school year.

- **Is this afterschool program organized primarily to provide care for children after school or on weekends, holidays or school vacations during the regular school year?:** Select appropriate response.
- **Is this afterschool program an organized athletic program engaged in interscholastic or community-level competitive sports? (Such programs are not eligible)?:** Select appropriate response.
- **Educational Activities?:** Select appropriate response.
- **Enrichment Activities?:** Select appropriate response.
- **Describe the educational and enrichment activities:** Use text box to describe activities.

- **Do you wish to continue to use the most current data?:** Select appropriate response.
  - **Note:** Answering 'No' will prompt you to re-establish eligibility at this site.

- **School District from which site draws its attendance:** Select the school district from which the site draws attendance from the dropdown.
- **School Year Begin Date and School Year End Date:** Enter the school year begin and end dates for that district.
- **School from which site draws its attendance:** Select the qualifying school from which the site draws its attendance.
- **Month used to establish eligibility:** Enter the month used to establish At-Risk eligibility.
- **Year:** Enter the year used to establish At-Risk eligibility .
- Note: WINS will default to the most current October building data in the system. The Free & Reduced-Price percentage and eligibility dates will autofill based on the information provided.
- **Upload supporting documentation for establishing eligibility:** If using a more current month than October to determine eligibility, upload the supporting documentation from the school district that verifies the month of eligibility is at least 50%.

### At-Risk Eligibility

Do you wish to continue to use the most current data? No \* ?

School District from which site draws its attendance: Seattle School District \*

School Year Begin Date: 09/01/2021 mm/dd/yyyy \*

School Year End Date: 06/15/2022 mm/dd/yyyy \*

School from which site draws its attendance: Broadview -Thomson Elementary \*

Month Eligibility Established: October \* ? Year: 2020 \*

Free + Reduced Price: 383 \* ÷ Enrollment 635 \* = 60.31% Free and Reduced

Eligibility Approval: 10/1/2020

Eligibility Expiration: 9/30/2025

Upload supporting documentation for establishing eligibility: Select Document

#### j. Adult Care Centers ONLY- Adult Care Center Services Section

- Select the appropriate response to each question regarding your services.
- Notes about questions in this section:
  - **Does this adult center have approval to provide day care services to functionally impaired adults in a group setting outside their home on a less than 24-hour basis?:** Select 'Yes' if this adult care day center has

approval to provide day care services to functionally impaired adults in a group setting outside their home for less than 24 hours at a time.

- **Does this center receive reimbursement under Title III of the Older Americans Act?:** Select 'No' only if the center does not receive any reimbursement under Title III of the Older Americans Act.
- **Does this center receive reimbursement from the CACFP and funding under Title III of the Older Americans Act for the same meals?:** Select 'No' only if the center does not receive reimbursement for the same meals from CACFP and from funding under the Title III of the Older Americans Act.

<b>ADDRESSES</b> <b>CONTACTS</b>  <i>— CACFP —</i> <b>RACIAL/ETHNIC</b> <b>LICENSE/PERMIT</b> <b>AGE OF ENROLLED</b>  <i>— ADULT CARE —</i> <b>ADULT CARE CENTER</b>  <i>— REVIEW —</i> <b>APPLICATION ERRORS</b>  <i>— APPROVAL —</i> <b>INTERNAL USE</b>	Will this adult center limit its reimbursement to meals served only to enrolled participants who remain in the community and reside with family members or other caregivers that would benefit from the respite which adult care service could provide?	Yes ▾	*
	Does this adult center offer a structured, comprehensive program that provides a variety of health, social, and related support services to enrolled adult participants?	Yes ▾	*
	Does this adult center have approval to provide day care services to functionally impaired adults in a group setting outside their home on a less than 24-hour basis?	Yes ▾	*
	Does this center serve adults over 60 years of age?	Yes ▾	*
	Does this center serve functionally impaired adults over 60 years of age?	Yes ▾	*
	Does this center serve functionally impaired adults under 60 years of age?	Yes ▾	*
	Does this center have individual plans of care for all functionally impaired adults who are enrolled and participating in the Child and Adult Care Food Program?	Yes ▾	*
	Does this center receive reimbursement under Title III of the Older Americans Act?	No ▾	*
Does this center receive reimbursement from the Child and Adult Care Food Program and funding under Title III of the Older Americans Act for the same meals?	No ▾	*	

#### 4. Application Errors Section

- Review this page for errors. If errors are noted, make the corrections then select the 'Done' button.
- If no errors are found, select the 'Done' button.
- You will then be returned to the 'Site Application' page.

**ANYWHERE CENTER 2**  
 ANYWHERE CENTER  
 2021-22 UNIFIED APPLICATION

<i>— SITE —</i> <b>ADDRESSES</b> <b>CONTACTS</b>  <i>— CACFP —</i> <b>RACIAL/ETHNIC</b> <b>LICENSE/PERMIT</b> <b>AGE OF ENROLLED</b>  <i>— CHILD CARE —</i> <b>SERVICES PROVIDED</b>  <i>— REVIEW —</i> <b>APPLICATION ERRORS</b>	<b>APPLICATION ERRORS</b>	
	No Errors Found	
	Preview Errors	Show All Sections
	<div> <div>Back</div> <div>Cancel</div> <div>Done</div> </div>	

## 5. Submit Site Application

- Select the 'Submit' button to submit the site application for OSPI approval.
- If the site application is returned for corrections by the Program Specialist, edit and correct as instructed then resubmit the application for approval.

Site Profile Site Applications Site Calendars Claiming									
SITE APPLICATIONS									
Add									
View	Edit	Delete	Submit	History	Program Year	Type	Revision Count	Program	Application Status
					2021-22	Unified Application	0	Child Care	Created (4/30/2021)

SITE APPLICATIONS									
Add									
View	History	Program Year	Type	Revision Count	Program	Application Status			
		2021-22	Unified Application	0	Child Care	Submitted (5/4/2021)			

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

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