



WINS

WASHINGTON INTEGRATED NUTRITION SYSTEM

WINS Training

Phase 2: WINS Claims
and Sponsor Accounts
Child and Adult Care
Food Programs

[Job Aids](#)

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Claims Navigation in WINS

The screenshot shows the WINS web application interface. At the top left is the WINS logo, which includes the text "WASHINGTON DEPARTMENT OF PUBLIC INSTRUCTION" and "WASHINGTON". To the right of the logo is the text "WINS" and "WASHINGTON INTEGRATED NUTRITION SYSTEM". In the top right corner, it says "Welcome David Watson" and "Sponsor - User" with a "Sign Out" link. Below this is an "Edit Your Account" button. A navigation bar contains "Home" and "Info" links. On the right side of the navigation bar, it says "Session Timeout: 19:51". The main content area displays "America Schools District (159957)" and a "Return to Sponsor Profile" button. Below this, there are four links: "Sponsor Notes (0)", "Documents (0)", "Status History (2)", and "Uploads". At the bottom right, there is a "Go to Site:" dropdown menu.

- 1
- 2
- 3

America Schools District (159957)
Go to Site:

2 Not Started
 1 OK to Pay

▼ Filter Claim Month: Claim Year:

Claim Month: Claim Year: National Program: Claim State:

Sponsor Claim
\$124.04

NSLP (CONSOLIDATED) (CONSOLIDATED)

	Enrolled Children (as of October 31st)				
Free-Eligible	--				
Reduced-Eligible	--				
Paid-Eligible	--				
Total	--				

	Breakfast (Regular)	Breakfast (Severe Need)	Lunch	Afterschool Snack (Regular)	Afterschool Snack (Area Eligible)
Free-Eligible	9		9	9	
Reduced-Eligible	8		8	8	--
Paid-Eligible	7		7	7	--
Total-Eligible	30		33	39	--

Claim Status bar (1)

- Below the sponsor's name, you will see the Claim Status bar which will display the number of sites for this sponsor and the current status of each site's claim. For example, if you have not started this claim, you will see the number of sites and the status "not started" or if you have completed 1 site claim, you will see 1 "ok to pay" and 2 "not started."

Claim Filter bar (2)

- Below the Claim Status bar is the Claim Filter bar. WINS is set to default to Claim Month and Claim Year. By clicking on Filter, you have the option to select additional criteria such as program and claim status.

Sponsor Claim bar (3)

- The Sponsor Claim bar displays roll up/summary information from all site data entered. The bar changes color depending on the status of the sponsor's summarized claim data. The sponsor claim roll up will show meal count totals and the expected claim payment for all site data entered. This is view only.

Claims Navigation in WINS (cont.)

Welcome **David Watson**
Sponsor - User
[Sign Out](#)
[Edit Your Account](#)

Home Info Session Timeout: 19:51

America Schools District (159957) [Return to Sponsor Profile](#)

[\(0\) Sponsor Notes](#) [\(0\) Documents](#) [\(2\) Status History](#) [Uploads](#) Go to Site:

2 Not Started **1** OK to Pay

▼ Filter Claim Month: December Claim Year: 2014
Claim Month: Claim Year: National Program: Claim State: [Apply](#)

1 **Sponsor Claim** **2** **Flag Elementary** **3**

\$124.04 **\$124.04**

NSLP (STANDARD)

	Enrolled Children (as of October 31st)		
Free-Eligible	--	--	--
Reduced-Eligible	--	--	--
Paid-Eligible	--	--	--
Total	--	--	--

	Breakfast	Lunch	Afterschool Snack
Free-Eligible	<input type="text" value="9"/>	<input type="text" value="9"/>	<input type="text" value="9"/>
Reduced-Eligible	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="8"/>
Paid-Eligible	<input type="text" value="7"/>	<input type="text" value="7"/>	<input type="text" value="7"/>
Total-Eligible	<input type="text" value="30"/>	<input type="text" value="33"/>	<input type="text" value="39"/>

	Breakfast	Lunch	Afterschool Snack
Operating Days	23	23	23

Site Claim Bar (1)

- When you click on the Site Claim bar, the screen expands to show the data entry fields required to claim for that site.

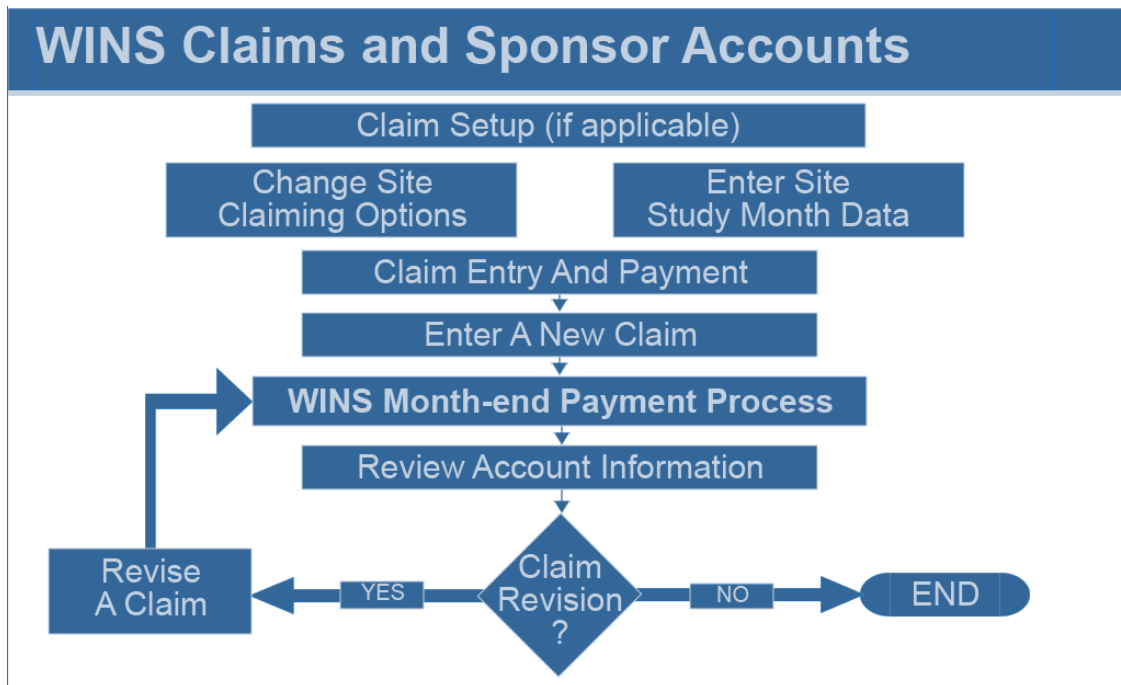
Color Codes (2)

- The colors of the different bars will change based upon the status of the data entered.
 - Grey = Not Started
 - Green = OK to Pay
 - Dark Blue = Paid
 - Red = In Error
 - Orange = Partially OK to Pay

Display Year (3)

- The default display year is the current calendar year. You can use the drop-down to display claims for other calendar years as needed.

Entering Claims and Reviewing Accounts



Claim Setup

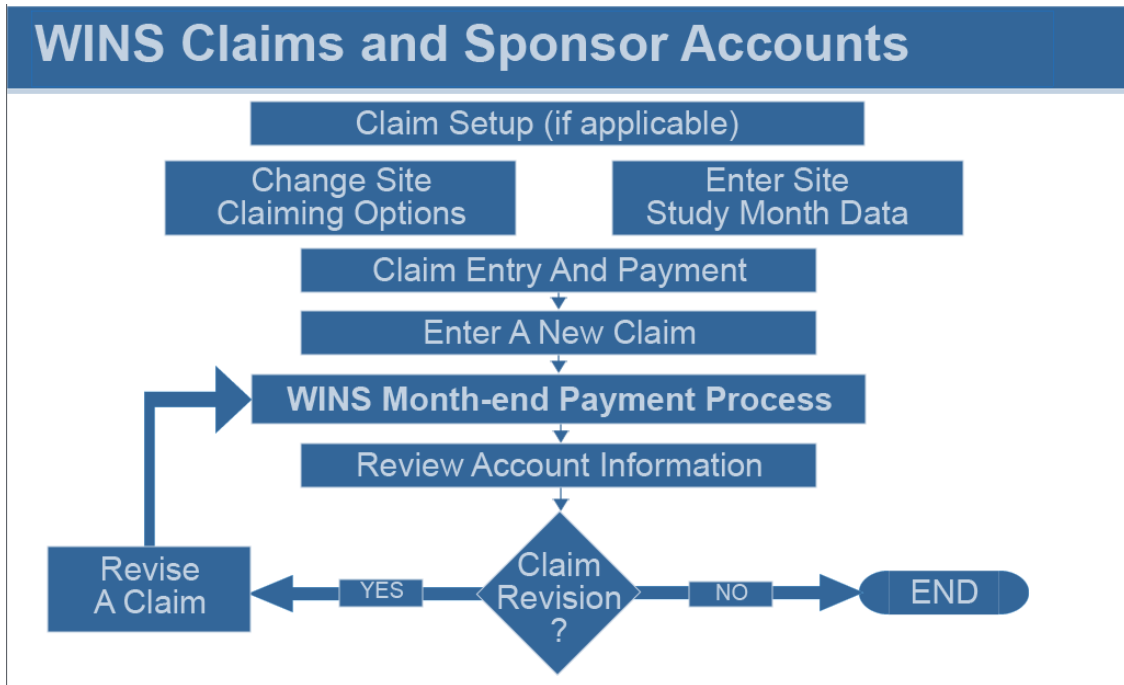
If you participate in School Meal Programs, you can:

Change Site Claiming Options – Most sponsors of School Meal Programs use the “Standard” claiming option. When appropriate, you can submit a request to OSPI to have your claiming option changed from “Standard” to “Provision 2” or “Community Eligibility Provision”.

If you participate in CACFP Meal Programs, you must:

Enter Site Study Month Data – At the beginning of each program year, sponsors participating in CACFP Meal Programs must provide information about the number of children eligible for free and reduced price meals. This is used to establish the percentage of meals to be paid in each category for the upcoming program year.

Entering Claims and Reviewing Accounts (cont.)



Claim Entry and Payment

Enter a New Claim

Sponsors will select the month they are entering claim data for and enter the information, by site into the WINS claim form. The claim data is edited by the system as it is entered and errors are shown in real-time.

WINS Month-end Payment Process

Each month, payments are processed by OSPI through a WINS Month-end Payment Process. This is an automated process in WINS. If claim data has been entered and is 'OK to Pay', it will be processed and payment sent to the sponsor at the end of the month.

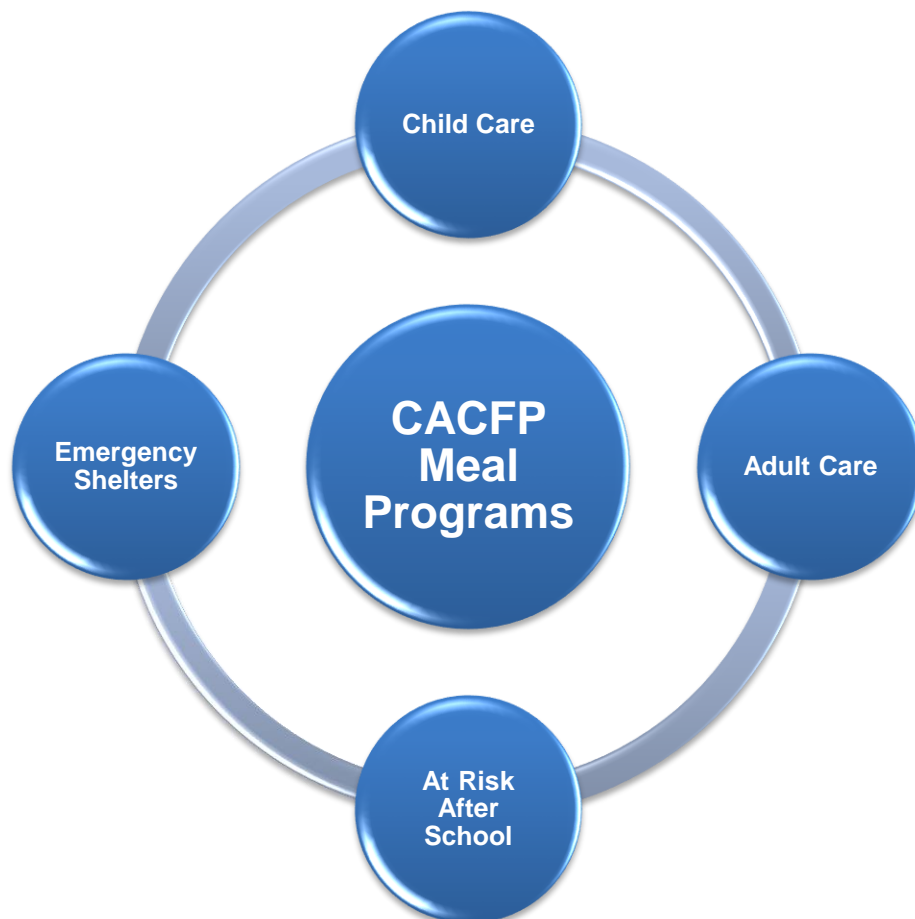
Review Account Information

Before the WINS Month-end Payment Process runs, you can review your account information to see the estimated payment for claims you have entered. After the WINS Month-end Payment Process has run, you can review the payments made and summary of earnings.

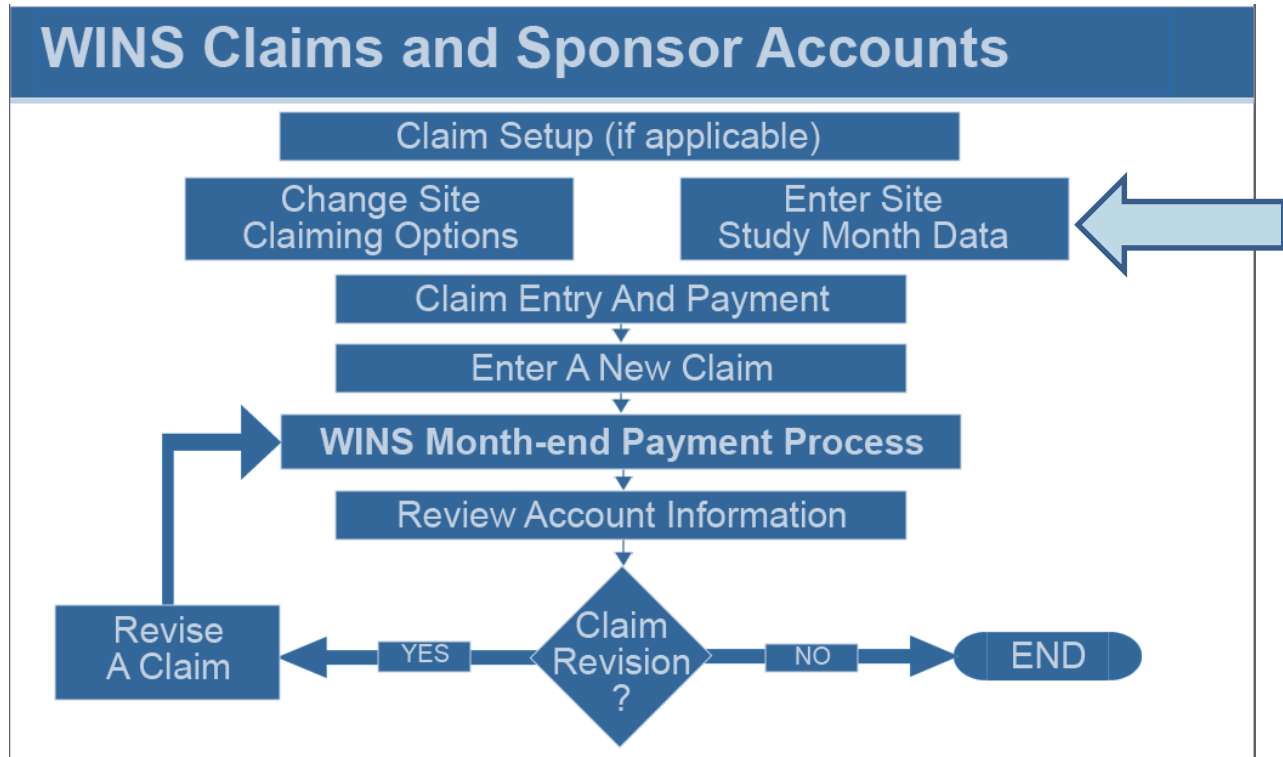
Revise a Claim

If a previous claim needs to be revised, you can select that claim and update the claim data. This can result in an increase or a decrease in the amount paid. A claim can only be revised upward (to increase your payment) within 60 days after the month claimed. A claim can be revised downward (to decrease your payment) at any time. If a claim is revised downward, an account receivable will be set up to recover the amount you were overpaid from future payments.

CACFP Meal Programs



Claim Set-up: Enter Site Study Month Data



Claim Set-up: Enter Site Study Month Data (cont.)

WA State Enterprises (159426)

Go to Site:

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

Claims Study Months **2**

3 Create New Site Study Months

Edit	Delete	Site	Status	Effective Date	Begin Date	End Date	Free Count	Reduced Count	Paid Count	# of Claims
		Greenwood Head Start Center	Pending	8/1/2014	7/1/2014	7/31/2014	45	10	45	0
		University Head Start	Pending	8/1/2014	7/1/2014	7/31/2014	47	12	41	0
		Wallingford Head Start	Pending	8/1/2014	7/1/2014	7/31/2014	49	14	37	0

WA State Enterprises (159426)

Go to Site:

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

Claims Study Months

Study month successfully created for 'Greenwood Head Start Center'.

CREATE STUDY MONTHS BY SITE

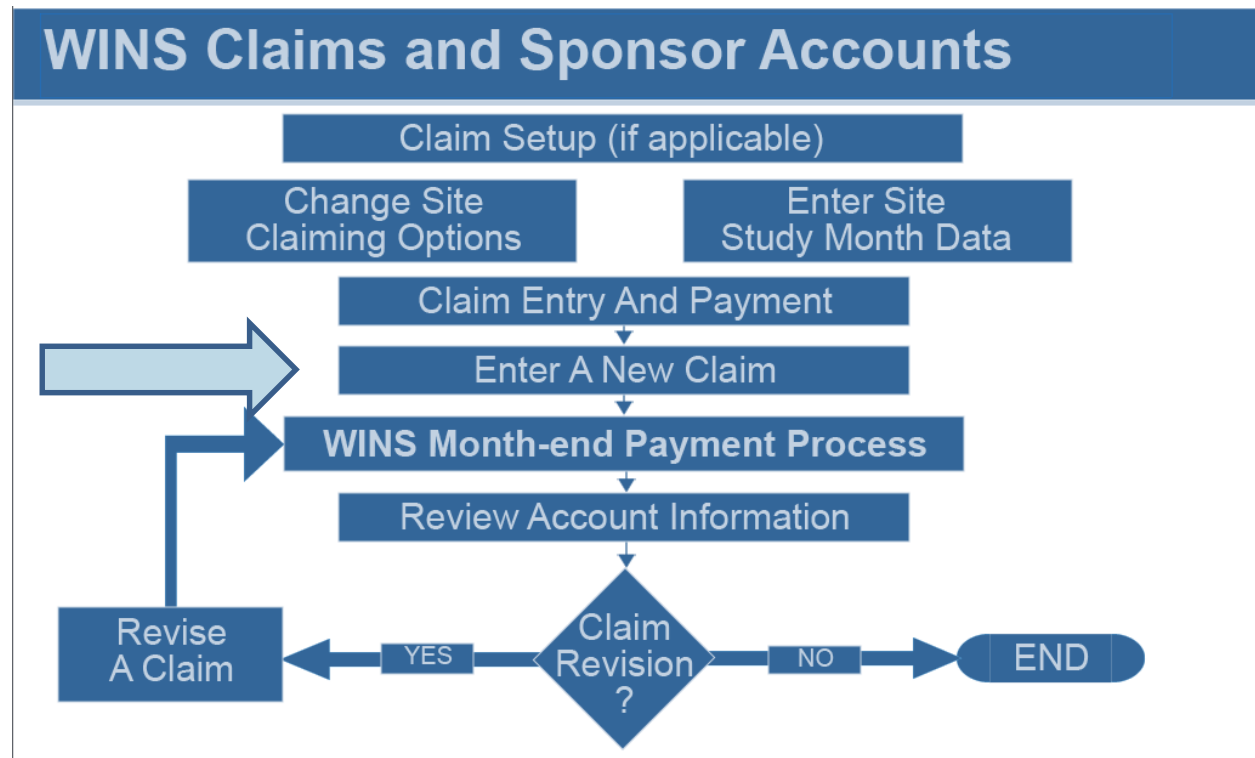
	Site Name	Study Month Begins	Study Month Ends	Effective Date	Free	Reduced	Paid
<input checked="" type="checkbox"/>	Greenwood Head Start Center	09/01/2014 mm/dd/yyyy	9/30/2014	10/1/2014	40	32	59
<input type="checkbox"/>	University Head Start	10/01/2014 mm/dd/yyyy	10/31/2014	11/1/2014	0	0	0
<input type="checkbox"/>	Wallingford Head Start	10/01/2014 mm/dd/yyyy	10/31/2014	11/1/2014	0	0	0

4 Create study month for all checked sites Cancel

To Enter Site Study Month Data

- Click the Claims tab (1), then click on the Study Months (2) tab.
- Click the Create New Site Study Months button (3) to open the screen to enter study month data.
- Enter the study month data for each site. Enter the begin date for the study month and the effective date (WINS will automatically calculate the end date). Since the same study month dates will apply to all your sites, click to apply to all sites. The bottom part of the screen will be updated to reflect the begin date, end date, and effective date.
- Next enter the number of free, reduced, and paid children as you have determined for the study month for each site.
- When all information has been entered, click the Create study month for all checked sites button (4).
Note: It is required that the same month be used for all sites.
- WINS will use the numbers you have entered to calculate the reimbursement rate for your claims. You will know the study month has been successfully created when you see a green banner with the message "Study Month Successfully Created".

CACFP Meal Programs: Enter a New Claim



CACFP Meal Programs: Enter a New Claim (cont.)

The screenshot shows the WINS Claims Management interface. At the top, there are navigation tabs: Sponsor Profile, Applications, Sites, Shared Calendar, Budgets, Management Plans, Claims (highlighted), and Accounts. Below these is a 'CLAIMS' table with columns for View, Edit, Delete, Period, Type, Claims, Revisions, Paid Amount, New Amount, +/-, and Progress. A '2' callout points to the 'ADD CLAIM:' drop-down menu. Below the table, there are filters for Claim Month (October) and Claim Year (2014). A '2' callout points to the 'Not Started' status bar. A '1' callout points to the 'OK to Pay' status bar. A '4' callout points to the 'Sponsor Claim' roll-up bar showing a total of \$157.80. Below this is a table for 'CACFP (CHILD CARE)' with columns for Child Care and Outside School Hours. A '3' callout points to the 'Greenwood Head Start Center' site claim bar, which is expanded to show data entry fields for Lunch (80) and Expenses (121.55). A '5' callout points to the 'Preview Errors' button. At the bottom, there is a 'University Head Start' site claim bar with a 'Not Started' status.

To Enter a New Claim

- Click the Claims tab (1).
- The Claims screen lists any claims already entered for the current year.
- To begin the entry of claim data, click the Add Claim drop-down in the Claims bar (2).
Note: The drop-down will show you the months for which you are eligible to claim. Select the appropriate month.
- The screen displays a colored Site Claim bar (3) with the name of each site and a Sponsor Claim roll up bar (4). All claim data must be entered at the site level. To enter claim data, click anywhere on the site Claim bar with the name of that site. You can work on sites in any order.
Note: When you first enter a new claim, the sponsor roll up will be grey and show zero totals because you have not entered any site data. Once you have entered data for each site the Site Claim bar will change color to indicate progress status and the sponsor roll up will show you totals. This information is view only.
- When you click the Site Claim bar, the screen expands to show the data entry fields for that site.
Note: If you click the bar for a different site, the first site will collapse and the screen will expand to show the data entry fields for the other site.
- Enter the appropriate data in each field. When you are done, click the Preview Errors button (5). If there are errors, they will display in red and must be fixed. If there are warning messages, they will display in yellow and do not need to be fixed but should be reviewed.

CACFP Meal Programs: Enter a New Claim (cont.)

2 Not Started **1** OK to Pay

Filter Claim Month: October Claim Year: 2014

Sponsor Claim \$157.80

CACFP (CHILD CARE)

	Child Care	Outside School Hours
Total Attendance	85	42
Operating Days	20	20
Average Daily Attendance	5	3

Update Study Month

	Lunch
Child Care (Total)	80

Year-to-Date Food Service Operation Expenses

Expenses	Amount
	121.55

(0) **2** Preview Errors **1** Proceed to Calculation Summary >>

Greenwood Head Start Center \$157.80

University Head Start Not Started

Sponsor Notes Documents Status History Uploads Go to Site:

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

Claims Study Months

Display Year: 2014

CLAIMS ADD CLAIM:

View	Edit	Delete	Period	Type	Claims	Revisions	Paid Amount	New Amount	Progress
			October 2014	Unified Site	3	0	\$1	\$1	3

To Enter a New Claim (cont.)

- Once any errors have been corrected, a message will display that no errors are found. Click Proceed to Calculation Summary link (1) to calculate and save the claim amounts.
- The Claim Summary screen shows a detailed breakdown of the amounts to be paid. If there are no errors, the Claim Status bar at the top of the screen will show that one site is 'OK to Pay' and any other sites are 'Not Started'. To enter data for the next site, click anywhere on the grey Site Claim bar with that site's name.
- The data entry screen for this new site will be displayed. Repeat the same steps as before. Enter the appropriate data then click the Preview Errors button (2). When everything is OK, click the Proceed to Calculation Summary link.
- The Calculation Summary screen now shows a detailed breakdown of the claim amounts for the site. Once data has been entered for all sites, the Claim Status bar at top will show in green with the status of 'OK to Pay'. To return to the main Claims screen, click the Return to Sponsor Profile button.
- The Claims screen will show this new claim and the amount to be paid. The Claim Status bar will show as green, meaning it is 'OK to Pay', and the number of sites to be paid.
Note: At monthly cut off, all claims in 'OK to Pay' status will be automatically processed by WINS.

Other Statuses:

- If one site is incomplete or has errors, the progress bar will show in red with the status of 'In Error'. At the monthly cut off, the claim for that site will not be processed.
- If one site has multiple programs (for example, School Breakfast and Lunch) and one of those programs is 'OK to Pay' and the other is 'In Error' (3), the site will show in orange with the status of 'Partially OK to Pay'. At monthly cut off, the program that is 'OK to Pay' will be processed and the program that is 'In Error' will not.

CACFP Meal Programs: Editing a Claim

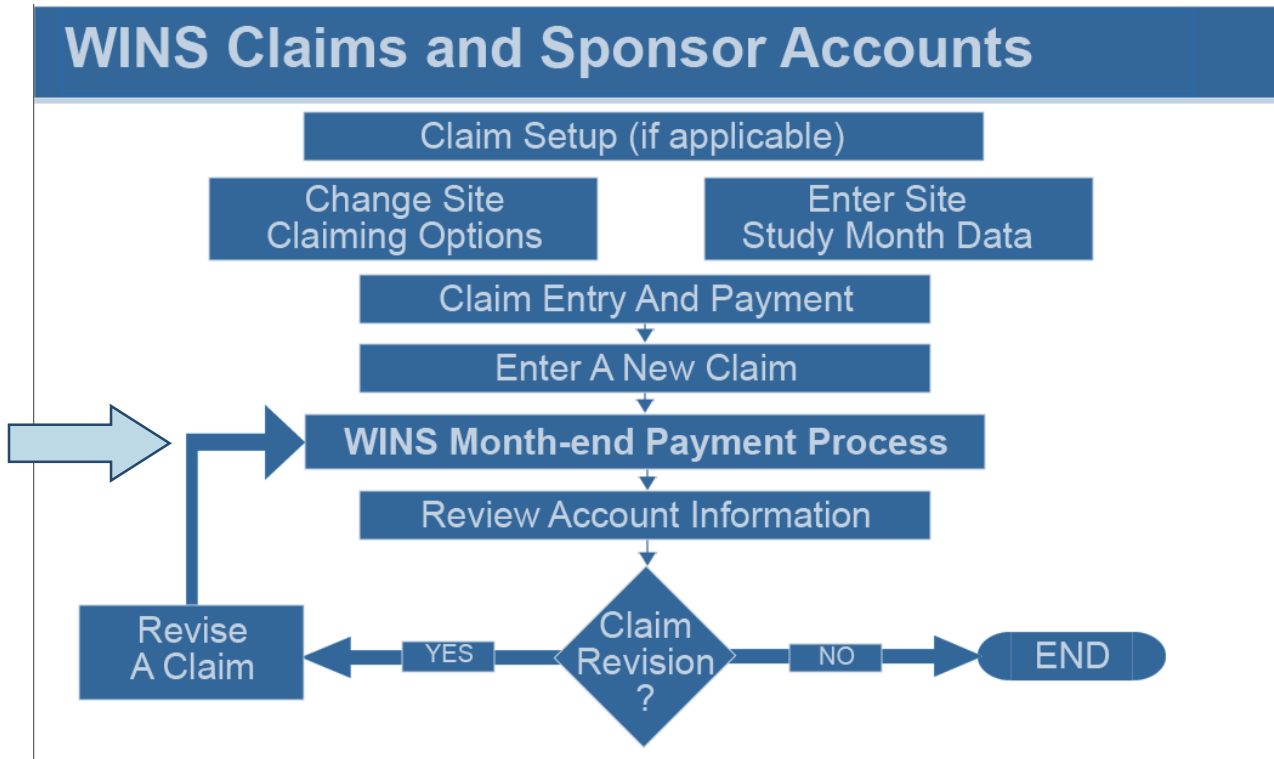
The screenshot shows the WINS Claims management interface. At the top, there are navigation tabs: Sponsor Profile, Applications, Sites, Shared Calendar, Budgets, Management Plans, Claims (selected), and Accounts. Below these are sub-tabs for Claims and Study Months. A 'Display Year' dropdown is set to 2014. A table titled 'CLAIMS' is displayed with the following data:

View	Edit	Delete	Period	Type	Claims	Revisions	Paid Amount	New Amount	+/-	Progress
			October 2014	Unified Site	3	0		\$1,526.26		1 2

Editing a Claim

- To edit an existing claim, click the Edit icon (1) for the claim month you need to edit.
- Follow the steps for entering new claim data. Make any updates to the claim data as needed, then click the Preview Errors button. When any errors have been resolved, click the Proceed to Calculation Summary link.
- The Claims Summary screen shows a detailed breakdown of the claim – for a CACFP claim, it may show the base claim amounts, state funded amounts, and information about meal pattern certification.
- To return to the main Claims screen, click the Return to Sponsor Profile button or the Close button.
- The Edit icon will be displayed for claims that have not yet been through a WINS Month-end Payment Process. If the claim has already been through a WINS Month-end Payment Process, then the Edit icon will not be shown and the Revise icon will be displayed for sponsors to update or add information to a previously processed claim.

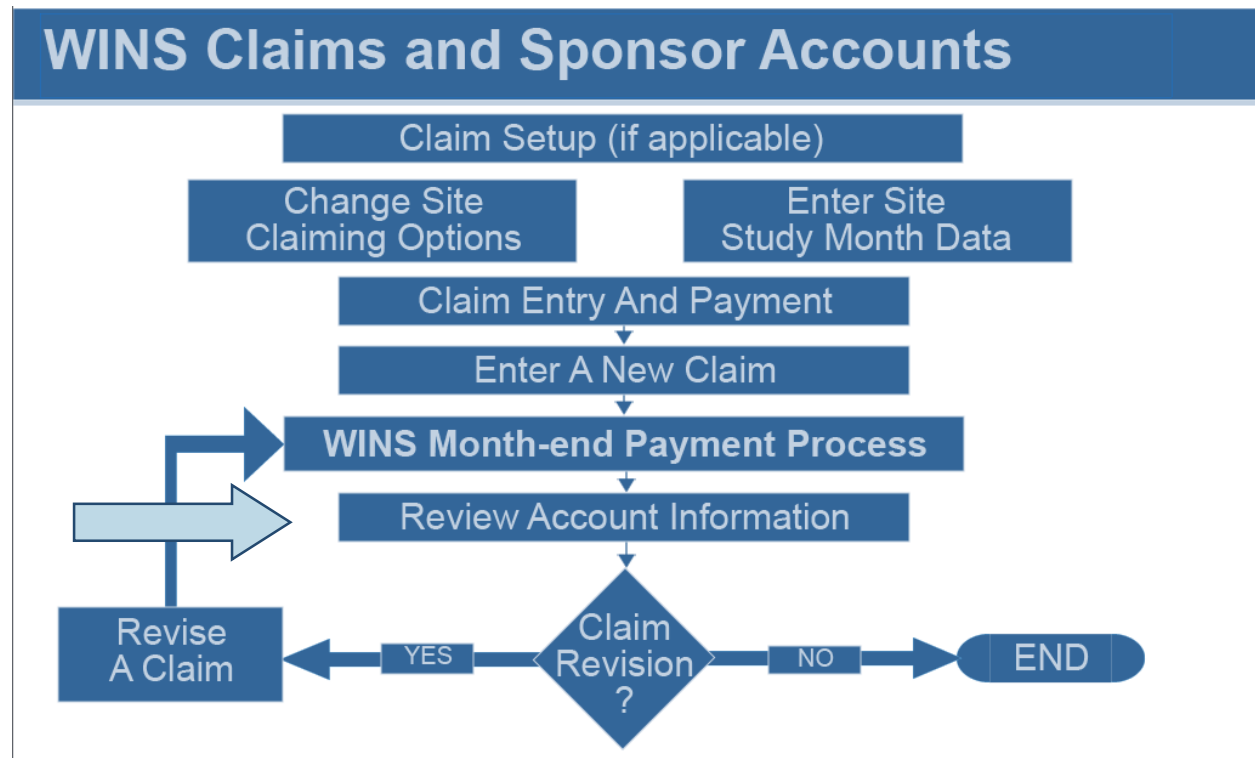
WINS Month-end Payment Process



WINS Month end Payment Process

- Any claims that have been entered and have a status of 'OK to Pay' will be processed during the WINS Month-end Payment Process.
- This is an automated process in WINS. If claim data has been entered and is 'OK to Pay', the claim will be processed and payment sent to the sponsor at the end of the month.
- If one site is incomplete or has errors, the progress bar will show in red with the status of 'In Error'. At the monthly cut off, the claim for that site will not be processed.
- If one site has multiple programs (for example, School Breakfast and Lunch) and one of those programs is 'OK to Pay' and the other is 'In Error', the site will show in orange with the status of 'Partially OK to Pay'. At the monthly cut off, the program that is 'OK to Pay' will be processed and the program that is 'In Error' will not.
- After the WINS Month-end Payment Process has been completed, information under the Accounts tab will include details of upcoming WINS payments.

Review Account Information



Review Account Information (cont.)

America Schools District (159957)

(1) Sponsor Notes (o) Documents (o) Status History Uploads Go to Site:

Sponsor Profile Applications Sites Shared Calendar Claims **Accounts** 1

2 Summary Earnings Summary Payables & Receivables Advances Checks Received Invoices

NEXT PAYMENT DETAILS

Payment Details - What you would be paid if the payment process were ran today.

Source	Account	Claim Period	Transaction Count	Amount
Claim - Original	NSLP - Public Section4	9/1/2014	3	\$4,771.40
Claim - Original	NSLP - Public Lunch Meal Pattern Certification Reimbursement	9/1/2014	3	\$134.28
Claim - Original	NSLP - Public K-3 Reduced State Lunch	9/1/2014	3	\$71.20
Claim - Original	NSLP - Public School Breakfast	9/1/2014	2	\$1,518.36

America Schools District (159957)

(1) Sponsor Notes (o) Documents (o) Status History Uploads Go to Site:

Sponsor Profile Applications Sites Shared Calendar Claims Accounts

Summary **Earnings Summary** 3 Payables & Receivables Advances Checks Received Invoices

PROGRAM SUMMARY FILTER

Program: From: 07/01/2014 today mm/dd/yyyy To: 12/01/2014 today mm/dd/yyyy

Search Clear Search

PROGRAM SUMMARY FOR ALL PROGRAMS, 7/1/2014 - 12/1/2014

Overview

Earned Amount: \$0.00
Adjusted Amount: \$0.00

SPONSOR PROGRAM SUMMARIES

No Records Found

Accounts (1)

- The Accounts tab provides claim information such as a claim summary, earnings summary, payables and receivables, advances, checks received and invoices. Sponsors are encouraged to view the information to better understand the components that determine the actual payment amount provided each month.

Summary (2)

- The Summary screen provides details about the next payment and details about past payments.
- The Next Payment Details section outlines the anticipated payment the sponsor is expected to receive based upon the claim data entered thus far. It is an estimate of the expected payment for claims data entered, but not yet processed.
- The Previous Payment Details section outlines past payments made by WINS. Users can select the month and view all the payment details for that specific monthly WINS payment cycle.

Earnings Summary (3)

- The Earnings Summary screen provides a summary of prior WINS earnings based on the filter criteria selected. Users may filter by program, as well as 'from' and 'to' dates.

Review Account Information (cont.)

WINS WASHINGTON INTEGRATED NUTRITION SYSTEM

Welcome **Edgar Waters**
Sponsor - User
[Sign Out](#)
[Edit Your Account](#)

Home Info Session Timeout: 19:26

America Schools District (159957)

(1) Sponsor Notes (0) Documents (0) Status History Uploads Go to Site:

Sponsor Profile Applications Sites Shared Calendar Claims **Accounts**

Summary Earnings Summary **1** Payables & Receivables Advances Checks Received Invoices

ACCOUNT PAYABLES/RECEIVABLES
No Records Found

WINS WASHINGTON INTEGRATED NUTRITION SYSTEM

Welcome **Edgar Waters**
Sponsor - User
[Sign Out](#)
[Edit Your Account](#)

Home Info Session Timeout: 19:46

America Schools District (159957)

(1) Sponsor Notes (0) Documents (0) Status History Uploads Go to Site:

Sponsor Profile Applications Sites Shared Calendar Claims **Accounts**

Summary Earnings Summary Payables & Receivables **2** Advances Received Invoices

ADVANCES
No Records Found

Payables & Receivables (1)

- The Payables & Receivables screen details any outstanding payables and receivables. Payables and receivables are normally from a claim revision that results in a different payment amount. If the revision results in an increase, the payment amount will be automatically sent to the sponsor. If the revision results in a lower amount, the difference will be an 'accounts receivable' to be collected from future payments.

Advances (2)

- The Advances screen details any advances that have been previously provided by OSPI. Advances are provided in very rare circumstances. Most sponsors will always show 'no records found'.

Review Account Information (cont.)

The screenshot shows the WINS interface for America Schools District (159957). The user is logged in as Edgar Waters. The 'Accounts' menu is expanded, and the 'Checks Received' tab is selected, indicated by a blue circle with the number '1'. Below the tabs, the 'SPONSOR CHECKS' section displays 'No Records Found'.

The screenshot shows the WINS interface for America Schools District (159957). The user is logged in as Edgar Waters. The 'Accounts' menu is expanded, and the 'Invoices' tab is selected, indicated by a blue circle with the number '2'. Below the tabs, the 'SPONSOR INVOICES' section displays 'No Records Found'.

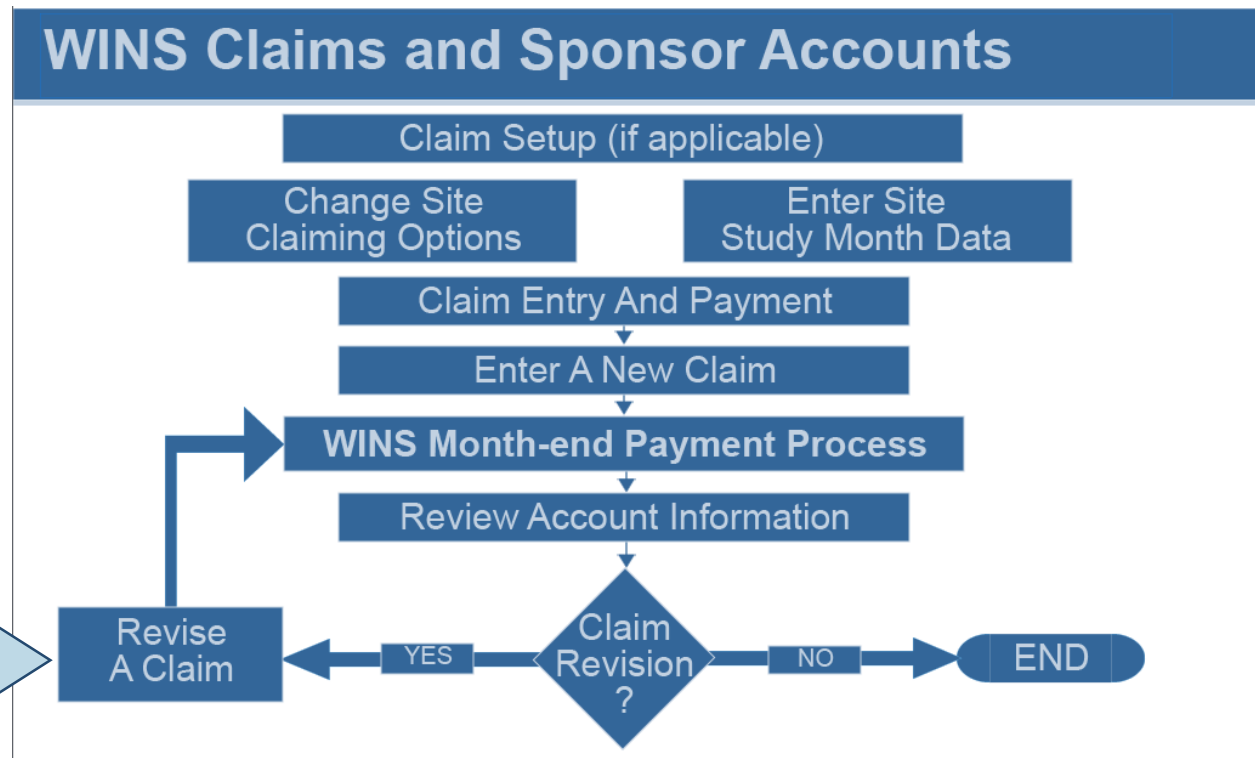
Checks Received (1)

- The Checks Received screen details any checks or payments from the sponsor that have been received by OSPI. If you send OSPI a check to pay for an invoice, OSPI will show the receipt of your check here.

Invoices (2)

- The Invoices screen details any invoices that OSPI has created and sent to the sponsor for payment.

Revise a Claim



Revise a Claim (cont.)

The screenshot shows the WINS web application interface. At the top, there is a navigation bar with 'Home', 'Reports', and 'Info'. Below this is a header for 'America School District (159957)' with various utility icons and a 'Go to Site' dropdown. The main content area has tabs for 'Sponsor Profile', 'Applications', 'Sites', 'Shared Calendar', 'Claims', and 'Accounts'. The 'Claims' tab is selected, and a sub-tab 'Claiming Options' is also visible. A table titled 'CLAIMS' displays data for the year 2014. The table has columns for 'View', 'Revise', 'Period', 'Type', 'Claims', 'Revisions', 'Paid Amount', 'New Amount', '+/-', and 'Progress'. Three rows of data are shown for March, February, and January 2014. A red box highlights the 'Revise' icon (a circular arrow) for the January 2014 claim. Two blue circles with the number '1' point to the 'Claims' tab and the 'Claiming Options' sub-tab. A blue circle with the number '2' points to the 'Revise' icon for the January 2014 claim.

View	Revise	Period	Type	Claims	Revisions	Paid Amount	New Amount	+/-	Progress
		March 2014	Legacy NSLP Sponsor	1	0	\$22,865.99			1
		February 2014	Legacy NSLP Sponsor	1	0	\$23,777.15			1
		January 2014	Legacy NSLP Sponsor	1	0	\$23,775.34			1

Revise a Claim

- Click the Claims tab (1).
- Click the Revise icon for the claim month you wish to revise (2).

Revise a Claim (cont.)

America School District (159957)

(0) Sponsor Notes (0) Documents (2) Status History Uploads Go to Site:

1
OK to Pay

Filter Claim Month: January Claim Year: 2014

Revision #1 of 1 Revision Type: Sponsor Revision Created by: Bradley Andrews 11/15/2014 10:48:57 AM
Updated by: Bradley Andrews 11/15/2014 10:48:57 AM

Sponsor Claim **\$23,775.34**

NSLP (CONSOLIDATED)

		Enrolled Children (as of October 31st)				
Free-Eligible		381				
Reduced-Eligible		48				
Paid-Eligible		181				
Total		610				

	Breakfast (Regular)	Breakfast (Severe Need)	Lunch	Afterschool Snack (Regular)	Afterschool Snack (Area Eligible)
Free-Eligible	0	377	377	0	0
Reduced-Eligible	0	43	43	0	--
Paid-Eligible	0	181	181	0	--
Total-Eligible	0	601	601	0	0

	Breakfast (Regular)	Breakfast (Severe Need)	Lunch	Afterschool Snack (Regular)	Afterschool Snack (Area Eligible)
Operating Days	0	19	19	0	0
Site Counts	0	2	2	0	0
Adult Meals		3	77	0	

Total
Other Revenue Dollars 361.20

	Breakfast (Regular)	Breakfast (Severe Need)	Lunch	Afterschool Snack (Regular)	Afterschool Snack (Area Eligible)
Free Meals Served	0	2477	5555	0	0
Reduced Meals Served	0	200	K-3: 215	0	--
			PreK & 4-12: 371		
Paid Meals Served	0	159	1098	0	--
Total Meals Served	0	2636	7239	0	0

(0) **1** [Preview Errors](#) **2** [Proceed to Calculation Summary >>](#)

Revise a Claim (cont.)

- The screen displays the data as entered on the original claim. Make any adjustments necessary, then click the Preview Errors button (1). If errors are shown, you will need to correct them. When all errors have been corrected, click the Proceed to Calculation Summary link (2).

Revise a Claim (cont.)

America School District (159957) 2 → [Return to Sponsor Profile](#)

Go to Site:

1
OK to Pay

Filter Claim Month: January Claim Year: 2014

Revision #1 of 1 Revision Type: Sponsor Revision

Sponsor Claim **\$23,427.34 (-\$348.00)**

Breakfast \$4,696.05 (-\$348.00)

Meal Reimbursement \$4,696.05 (-\$348.00)					
Meal	Rate Type	Eligibility	Rate	Count	Amount
Breakfast	Severe Need	Free	1.890000	2377	4492.53
	Regular	Free	1.580000	0	0.00
	Severe Need	Reduced	1.590000	100	159.00
	Regular	Reduced	1.280000	0	0.00
	Severe Need	Paid	0.280000	159	44.52
	Regular	Paid	0.280000	0	0.00

Lunch \$18,731.29

Meal Reimbursement \$18,210.95					
Meal	Rate Type	Eligibility	Rate	Count	Amount
Lunch	Lunch (High)	Free	2.950000	5555	16387.25
	Lunch (High)	Reduced	2.550000	586	1494.30
	Lunch (High)	Paid	0.300000	1098	329.40

State Copy \$86.00					
Meal	Rate Type	Eligibility	Rate	Count	Amount
Lunch	Lunch (K-3 Reduced)	Reduced K-3	0.400000	215	86.00

Meal Pattern Certification \$434.34					
Meal	Rate Type	Eligibility	Rate	Count	Amount
Lunch	Standard	Total	0.060000	7239	434.34

3 → [<< Back to Data Entry](#)

Revise a Claim (cont.)

- The claim is recalculated and the screen shows a detailed breakdown of the adjusted claim, with the difference between the original and revised claim (1).
 - To return to the main Claims screen, click the Return to Sponsor Profile button at the top of the screen or the Close button at the bottom (2).
- Note: To return to the data entry screen, click the Back to Data Entry link (3).

Revise a Claim (cont.)

America School District (159957)

(0) Sponsor Notes (0) Documents (2) Status History Uploads

Go to Site:

Sponsor Profile Applications Sites Shared Calendar **Claims** Accounts

Claims Claiming Options

Display Year: 2014

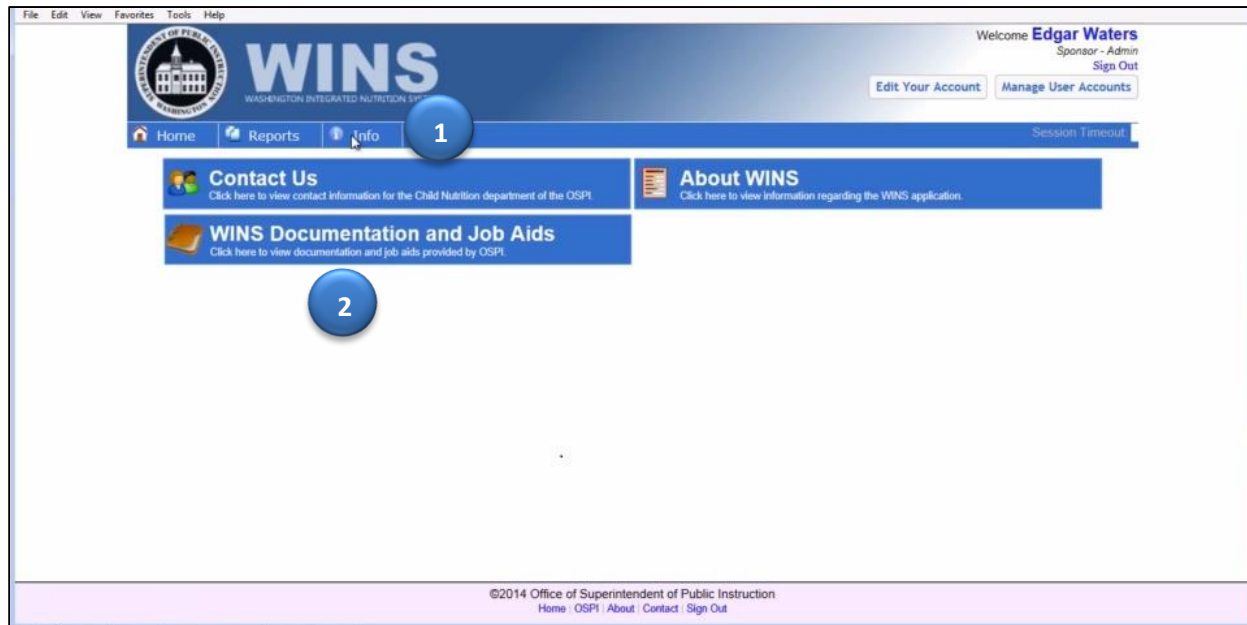
CLAIMS ADD CLAIM:

View	Edit	Delete	Revise	Period	Type	Claims	Revisions	Paid Amount	New Amount	+/-	Progress
				March 2014	Legacy NSLP Sponsor	1	0	\$22,865.99			1
				February 2014	Legacy NSLP Sponsor	1	0	\$23,777.15			1
				January 2014	Legacy NSLP Sponsor	1	1	\$23,775.34	\$23,427.34	(\$348.00)	1

Revise a Claim (cont.)

- The Claim screen shows the revised claim, with the original paid amount, the new amount to be paid, and the difference (1).
Note: If you hover with the mouse over the green progress bar, you see the status is 'OK to Pay'.

Online Help and Job Aids



WINS Documentation

- To locate WINS documentation, click the Info tab in the WINS header. (1)
- Click WINS Documentation and Job Aids and the screen will display the files available. (2)
- Click the View icon to open the file.

Job Aids

- To locate WINS Job Aids, click the Info tab in the WINS header. (1)
- Click WINS Documentation and Job Aids and the screen will display the files available. (2)
- WINS Job Aids can also be accessed through a link on the Child Nutrition Services website.

