



# WINS

CACFP

Phase 1

**Job Aids**

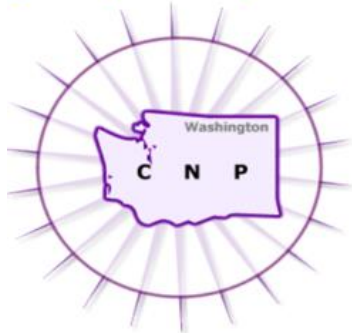
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## Introduction

### Child Nutrition Program 2000 (CNP2000) vs. Washington Integrated Nutrition System (WINS)

#### Child Nutrition Program

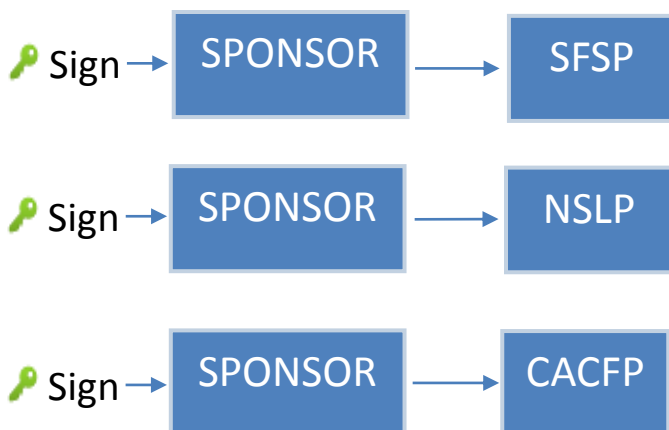


- Up to 3 applications (1 application per program per year)
- Up to 3 logins and passwords
- Program Application and Site application for each program
- Data is re-entered for each program
- Up to 3 claims, 1 per program

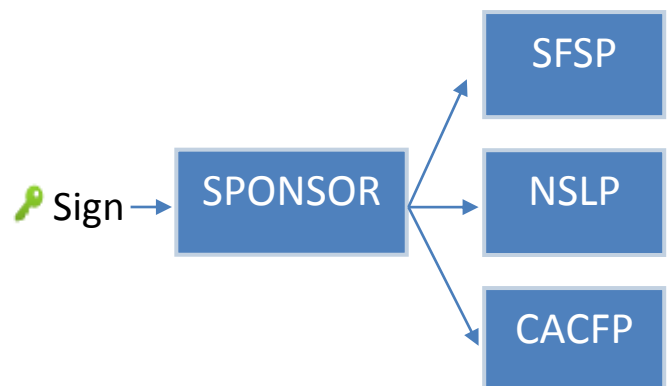


- 1 application for all programs
- 1 login and password with the ability for users to reset their own passwords
- Single data entry (Unified Program Application and Unified Site Application)
- Shared Calendar and Site Calendar
- One claim for all programs

## CNP 2000



## WINS



## The Benefits of WINS

The new functionality in WINS provides many benefits to both Child Nutrition Services and the Sponsors.

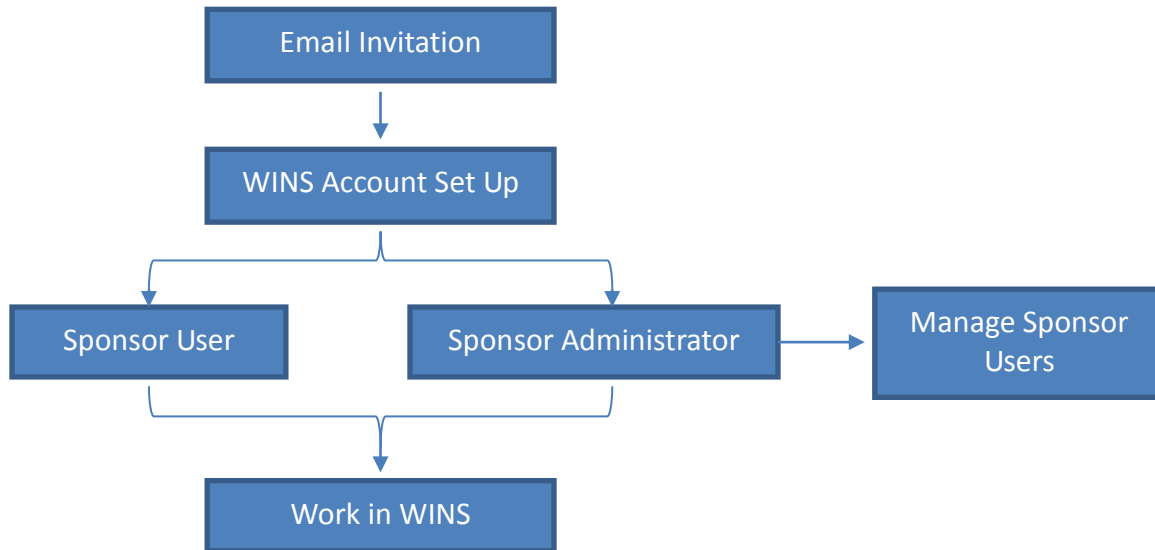
### For OSPI Child Nutrition Services

- **Integrated system** with access to all program records in one location
- **Improved system and data security**
- **Streamlined communication**
- **Automated notifications and alerts**
- **Improved internal checks and balances**
- **Reduced calls to customer service**
- **Streamlined application processing**
- **Increased accuracy** of data entry/reduced error

### For Sponsors

- **One user ID and password** for sponsors with multiple programs
- Able to **recover password with ease**
- **Single data entry and shared common data** within program and site application
- More **efficient communication** between sponsor and Child Nutrition Services
- **Easy to use Wizards** which will walk you step by step through data entry
- **Real time error messages** that provide immediate feedback
- **Comprehensive view of data** for sponsors with multiple programs

## Getting Started in WINS



<b>OSPI Email Invitation</b>	A new user will receive an email from WINS with instructions to set up your new account.
<b>WINS Account Set up</b>	The first time you access WINS you will complete a step-by-step process to set up your account.
<b>Sponsor User and Sponsor Administrator</b>	Depending on the level of access you have been granted you will either be a Sponsor Administrator or a Sponsor User.
<b>Manage Sponsor Users</b>	A Sponsor Administrator will be able to add, change and modify access to WINS for all of the sponsor users in your organization.
<b>Working In WINS</b>	Once you have received the email from OSPI and completed the account set up, you are ready to begin working in WINS.

## Assigned Roles in WINS

### Sponsor Administrator

- Is legally responsible for your organization's participation in Child Nutrition Programs.
- You will no longer need to submit a user authorization to OSPI for all system users.
- A single user authorization form will be required for the Sponsor Administrator. The Sponsor Administrator will then provide access to all other individuals within the organization.

### Sponsor User

- Is someone that needs access to WINS, but is not legally responsible for your organization's participation in Child Nutrition Programs.
- If you have been granted access to WINS by your organization's Sponsor Administrator, you are a Sponsor User.
- You no longer need to submit a user authorization form to OSPI to obtain WINS access.

## Account Set Up

Setup New Account

WELCOME TO WINS!

Welcome to WINS. Before you can get started you will need to setup your new account. We will walk you through a three step process to complete this. The first step is to create your system password. This step is shown below. After you setup your password you will need to tell us your birth date and town of birth. Finally, on step three you will setup three secret questions.

Enter your new password

Enter your new password below and click the Submit button.

Your Username: [ ]

New Password: [ ]

Confirm New Password: [ ]

Your password must be between 8 and 20 characters long and consist of 3 types of characters. The different character types are upper-case letters, lower-case letters, numbers and non-alphanumeric characters. The following is a list of the valid non-alphanumeric characters: ~ ` ! @ # \$ % ^ & \* ( ) . \_ + = { } | ; : ' < > , ? / \

Submit

Single Sign On

Welcome Edgar Waters - Sign Out

Home / Applications

Your Account

About the Site

Help Page

Sign Out

Your Account

Don't get locked out of your account! Please add another email and answer all of the secret questions to make sure you can always recover your password.

Edgar Waters

Username: EdgarWaters Email: edgarwaters@k12.wa.us

First Name: Edgar 2nd Email:

Middle Initial: Waters Phone:

Last Name: Waters Birth Date: / /

Logins Date: / /

Sponsor: Anacortes School District Town Of Birth: Seattle

Secret Question 1: Missing

Secret Question 2: Missing

Secret Question 3: Missing

Edit Account Change Username Change Password Edit Security Answers

Systems & Groups

Applications and Groups You cannot manage your own groups.

NOTE: These are not links.

Application	Group	Sponsor	Details
-------------	-------	---------	---------

Once you open the email, you will be directed to click on a link.

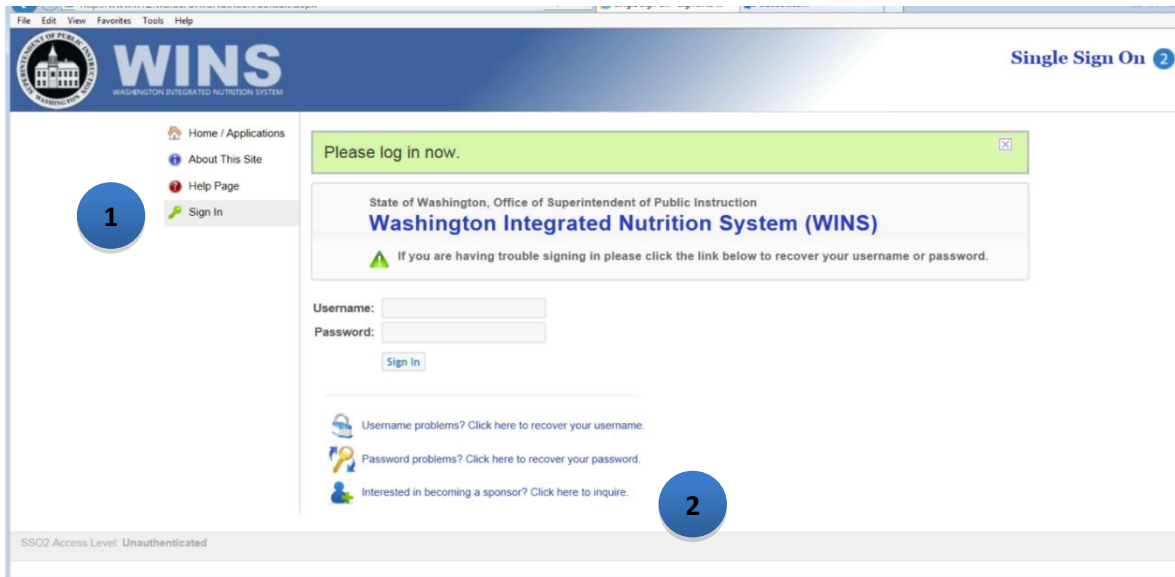
Click this link to set up your account. This action will launch a set of steps to complete your profile.

The first step is to set up and confirm your password. Type in your password and click Submit to go to the next step.

Next, enter the town you were born in and your date of birth. Click Submit. The birth date and town of birth are required to validate your identity if you need to reset your password.

For security, you must select three questions and then provide the answers. Click Submit. Security questions will be used so that you can reset your password without assistance.

## Account Login: Sponsor User



### Sign On Screen (1)

- Located on the left are four tabs:
- **Home/Applications**  
The home application tab returns to the home page regardless of what screen you are on.
- **About this Site**  
The About this site tab provides an overview of WINS to ensure visitors are attempting to sign into the correct system.
- **Help Page**  
The help page tab provides a link to the Child Nutrition Services website.
- **Sign In**  
The Sign In tab returns to the Sign On page.

### Recover Username (2)

- Click the link, "Username problems?" Click here to recover your username.
- A new window will launch.
- Enter your primary email address.
- Click Submit.
- You will receive an email with instructions on how to recover your username.

### Recover your Password (2)

- Click the Link Password Problems? Click here to recover your password.
- A new window will launch.
- Enter your primary email address.
- Click Submit.
- You will receive an email with instructions on how to recover your password.

### Applying to become A New Sponsor (2)

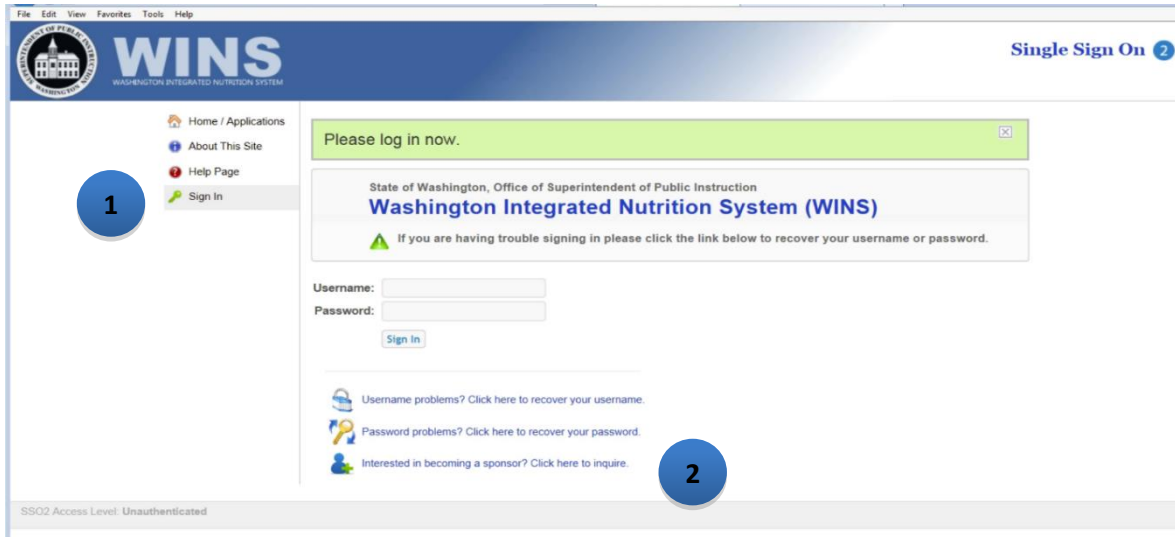
- Click the link Interested in becoming a new Sponsor? Click here to inquire.
- A window will launch with instructions and a new sponsor form.
- All of the fields must be completed.
- Click the Submit to OSPI button.
- This information will be reviewed and if approved an email will be sent with instructions to login to the WINS system.

**NOTE:** You have 10 attempts to login to WINS. WINS will notify you of the number of attempts and after that the system will lock you out. If you're a Sponsor User and you're locked out after 10 failed login attempts, contact your Sponsor Administrator.

**As a Sponsor User you will go directly into WINS when you login.**



## Account Login: Sponsor Administrator



### Sign On Screen (1)

- Located on the left are four tabs:
- **Home/Applications**  
The home application tab returns to the home page regardless of which screen you are on.
- **About this Site**  
The About this Site tab provides an overview of WINS to ensure visitors are attempting to sign into the correct system.
- **Help Page**  
The help page tab provides a link to the Child Nutrition Services website.
- **Sign In**  
The Sign In tab returns to the Sign on page.

### Recover Username (2)

- Click on the link, "Username problems?" Click here to recover your username.
- A new window will launch.
- Enter your primary email address.
- Click Submit.
- You will receive an email with instructions on how to recover your username.

### Recover your Password (2)

- Click the Link Password Problems? Click here to recover your password.
- A new window will launch.
- Enter your primary email address.
- Click Submit.
- You will receive an email with instructions on how to recover your password.

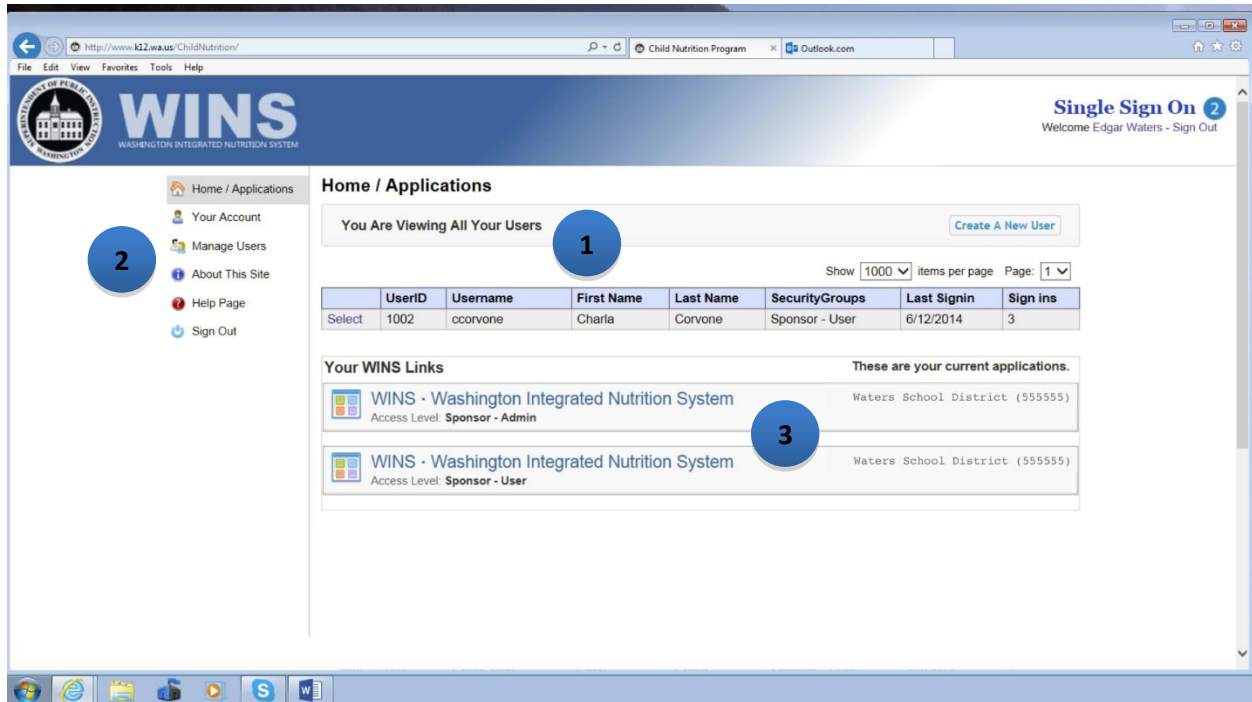
### Applying to become A New Sponsor (2)

- Click the link Interested in becoming a new Sponsor? Click here to inquire.
- A window will launch with instructions and a new sponsor form.
- All of the fields must be completed.
- Click the Submit to OSPI button.
- This information will be reviewed and if approved an email will be sent with instructions to login to the WINS system.

**NOTE:** You have 10 attempts to login to WINS. WINS will notify you of the number of attempts and after that the system will lock you out. If you're a Sponsor Administrator and you're locked out after 10 failed login attempts, contact OSPI.

\* If you are a Sponsor Administrator with only one role at one organization you will go directly into WINS. If you are a Sponsor Administrator with more than one role or more than one organization, you will go to the Home/Applications screen.

## Account Login: Sponsor Administrator (cont.)



### Home/Applications (1)

- Home/Applications tab shows you the users authorized in your organization and gives you an opportunity to select from the list of roles you've been authorized to perform in WINS.
- Located in the main page of the Home/Applications Page is a table that displays other users within your organization and their security access to WINS. Here you can create a new user or select a current user.

### Your Account (2)

- Once you are signed into the system, the Your Account tab enables you to update your WINS account information.

### Manage Users (2)

- Once you are signed into the system, the Manage Users tab enables you to create new users or select existing users to update or delete.

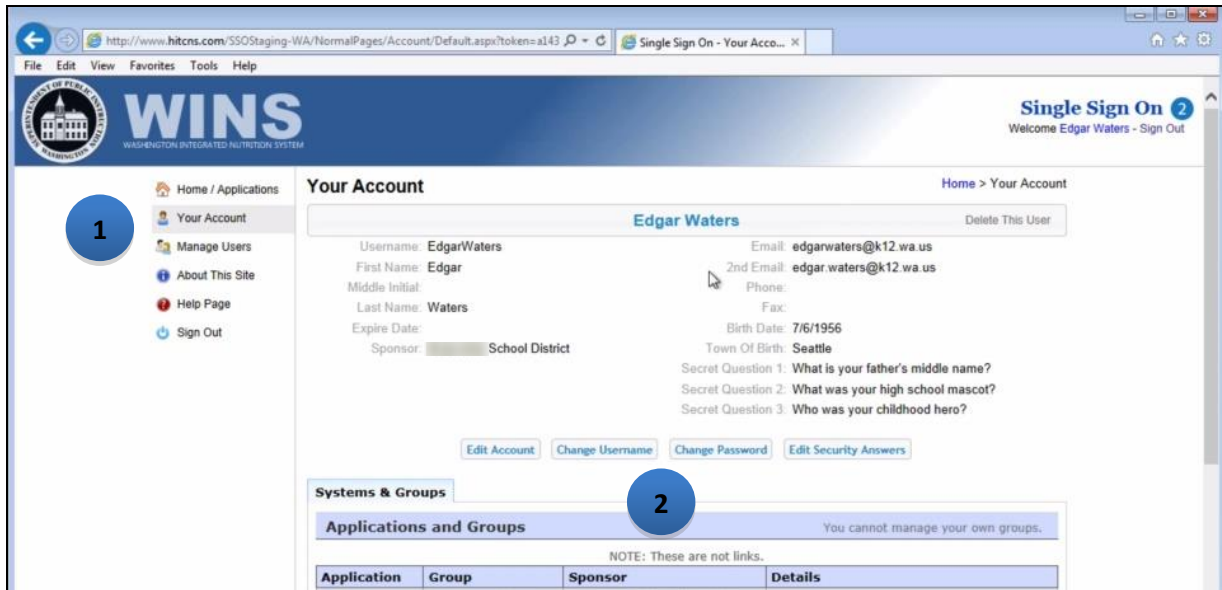
### Sign Out (2)

- The Sign Out tab logs you out of WINS and returns to the Sign On page.

### Your WINS Links (3)

- At the bottom of the Home/Applications page, you will see "Your WINS Links" that shows the roles and organizations available to you.
- Select the link for the role and organization you would like to enter WINS. You will be automatically routed to WINS.

## Edit Your Account



### How to Manage Your Account (1):

- Once you have logged into your account, you can change or update your account.
- Click the Edit your Account button located in the upper right of the WINS screen.
- This will open the Edit your Account page.

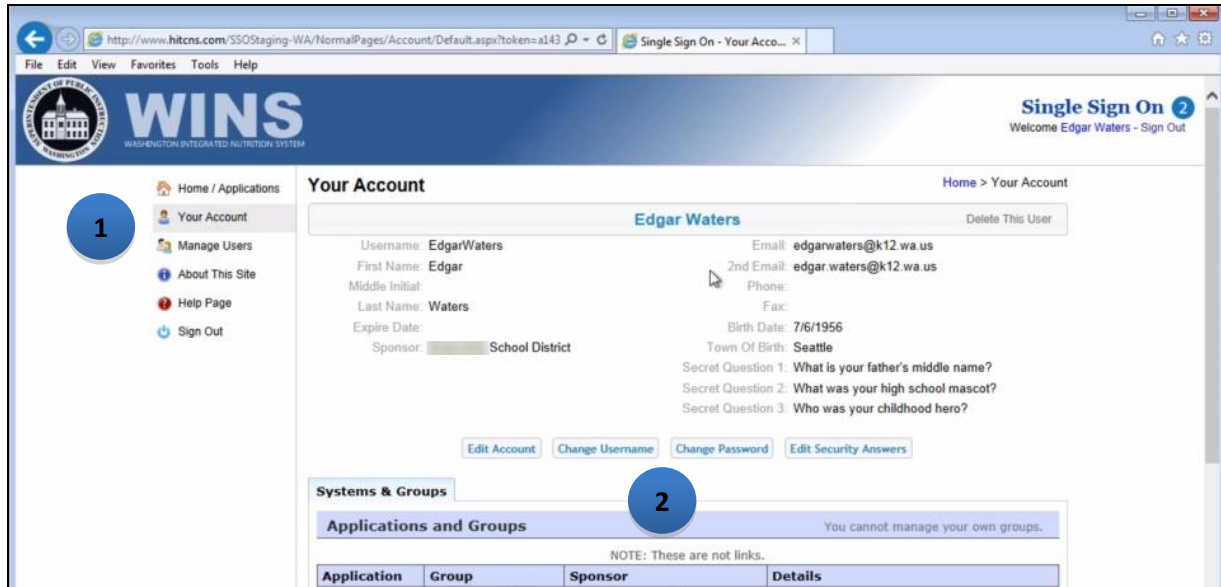
### Edit Account (2)

- Click this link to launch the Editing your account form.
- The form is a template that takes you through the process step by step.
- The red asterisks located to the right of an open text box indicate information that is required and must be filled out in order to click Submit.
- Enter the information in all required fields, click Submit.

### Change Username (2)

- Click the Change Username link and it will launch the form to change your username.
- Enter text in all required fields.
- Click Submit.

## Edit Your Account (cont)



### Change Password (2)

- Click the Change Password link to launch the form to change your password.
- Enter a password.
- Confirm the password.
- Click Submit.

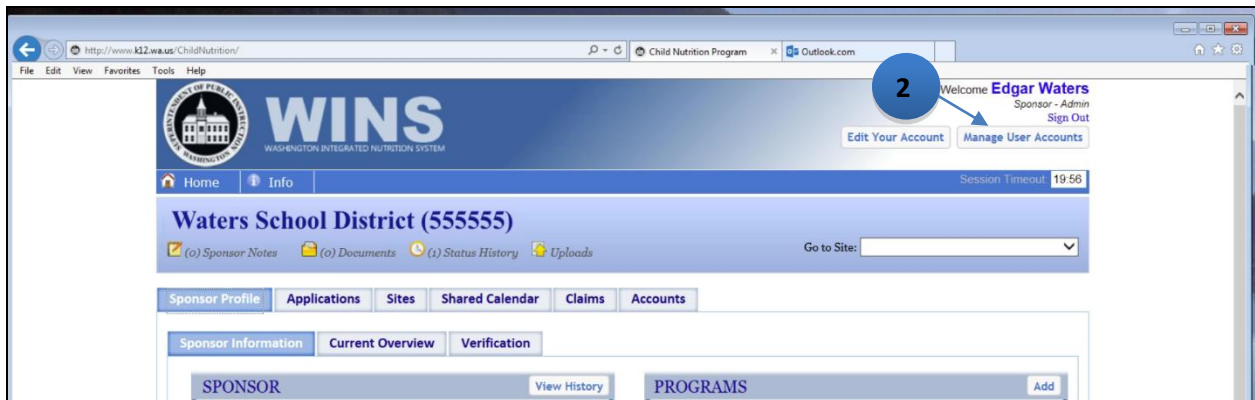
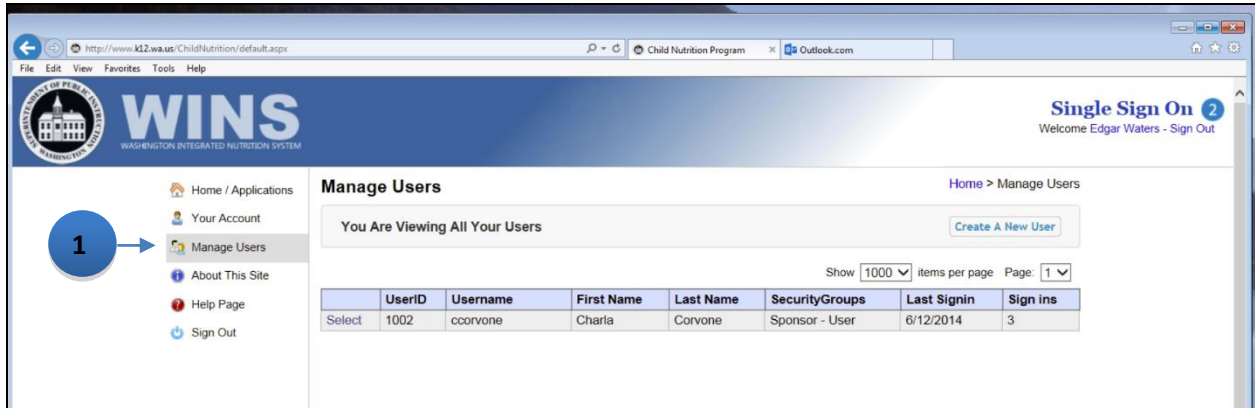
### Edit Security Answers (2)

- Click the Edit Security Answers link to launch the form to edit your security answers
- Click on the drop down arrows to select a secret question.
- Enter the answer.
- Click Submit.

### Systems and Groups (2)

- Located below the account information is the summary of system access granted by the Sponsor Administrator.
- The Systems and Groups tab will display the application, group, sponsor and details.
- These are the modules and programs in WINS that you have been authorized by the Sponsor Administrator to work in.

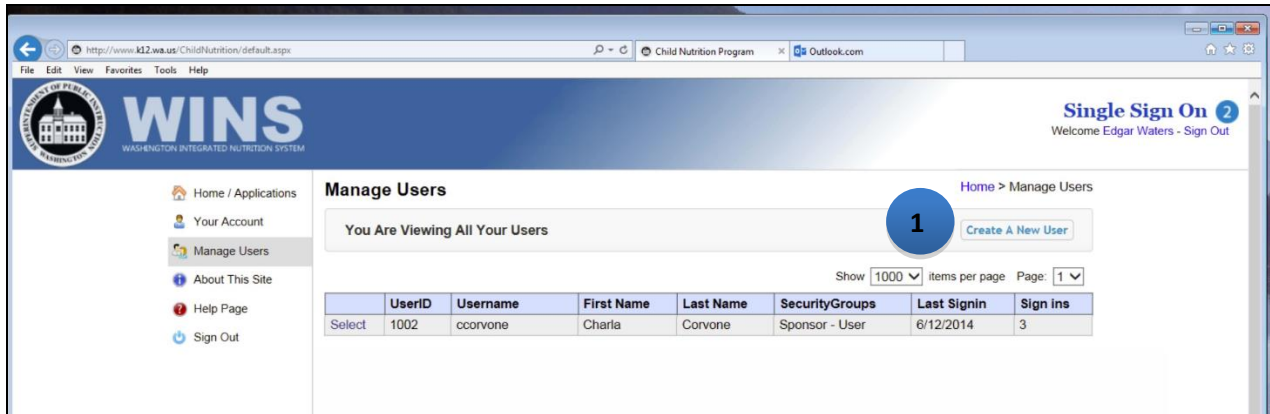
## Manage WINS Access for Sponsor Users



### Accessing Manage Users

- When you login to WINS as a Sponsor Administrator, there are two ways in which you can access the functions to Manage Users.
- On the Home/Application screen, you can click the Manage User link (1) – OR – in the upper right heading of any page within WINS you can click the Manage User Accounts button (2).

## Manage WINS Access for Sponsor Users (cont.)



### Create A New User

- Click the Create A New User button which will launch the form. (1)
- Fill in all the required information (name, username, password, email, etc.). Click Next.
- Verify the information, Click Create Account.
- Once the account is created, you must select the security access for the newly created user. They will either be a Sponsor Administrator or Sponsor User. A Sponsor Administrator is someone who will be able to add or update other users. A Sponsor User will not have this ability. Most often, you will be creating Sponsor Users.
- If you have selected Sponsor Administrator, click Submit and you are done. If you have selected Sponsor User, you will need to check which modules and which programs the user has responsibility for. Click Submit when you are done.
- WINS will then send an email notification to the new user. You will see the new user added to the list of users at your organization.



## Manage WINS Access for Sponsor Users (cont.)

**WINS** WASHINGTON INTEGRATED NUTRITION SYSTEM

Single Sign On 2  
Welcome Edgar Waters - Sign Out

Home / Applications | Your Account | Manage Users | About This Site | Help Page | Sign Out

### Viewing User Profile

Home > Manage Users > Viewing User Profile

**James Porter** [Delete This User](#) **1**

Username: jamesporter Email: jamesporter@k12.wa.us  
 First Name: James 2nd Email:  
 Middle Initial: Last Name: Porter Phone:  
 Last Name: Porter Fax:  
 Birth Date: 8/19/1959  
 Town Of Birth: Seattle  
 Secret Question 1: What is the name of your first pet?  
 Secret Question 2: What is your favorite pastime?  
 Secret Question 3: What is your favorite sports team?

[Edit Account](#) [Edit Sponsors](#) [Change Username](#) [Change Password](#) [Edit Security Answers](#)

#### Systems & Groups

**Applications and Groups** **2** [Manage groups for this user](#)

NOTE: These are not links.

Application	Group	Sponsor	Details
WINS	Sponsor - User	School District	(module) Applications (module) Claims (program) School Lunch (program) Fresh Fruit and Vegetable

### Updating Existing Users

- To update an existing user, find the user in the list. Click the 'Select' link. The User Profile screen will display. From here you can do the following:

### Delete User (1)

- If the User is assigned a role, then go to Manage Groups.
- Click on the "Manage groups for this User" link in the Application and Group header. You will have the ability to edit, delete, or add a group.
- Delete the group and return to the user's profile.
- In the upper right of the user header, click the "Delete this User Link" and this user is no longer associated with any group.

### Edit Account (2)

- Click the Edit Account button to launch the form to view or update the user account information. The red asterisks located to the right of an open text box indicates information that is required and must be filled out in order to click Submit.
- Enter the information in all required fields.
- Click Submit to save or Cancel to return.

### Edit Sponsors (2)

- Click the Edit Sponsors button to review sponsors associated with this user.
- To delete the Sponsor, click the Delete link.
- Click the Return to Profile link.

### Change Username (2)

- Click the Change Username button to launch the form to change the username.
- Enter the information in all required fields.
- Click Submit to save or Cancel to return.

## Manage WINS Access for Sponsor Users (cont.)

**Viewing User Profile** Home > Manage Users > Viewing User Profile

**James Porter** Delete This User

Username: jamesporter Email: jamesporter@k12.wa.us  
 First Name: James 2nd Email:  
 Middle Initial: Last Name: Porter Phone:  
 Last Name: Porter Fax:  
 Expire Date: Birth Date: 8/19/1959  
 Sponsor: School District Town Of Birth: Seattle  
 Secret Question 1: What is the name of your first pet?  
 Secret Question 2: What is your favorite pastime?  
 Secret Question 3: What is your favorite sports team?

Edit Account Edit Sponsors Change Username Change Password Edit Security Answers

**Systems & Groups** 1

**Applications and Groups** Manage groups for this user

NOTE: These are not links.

Application	Group	Sponsor	Details
WINS	Sponsor - User	School District	(module) Applications (module) Claims (program) School Lunch (program) Fresh Fruit and Vegetable

2

### Change Password (1)

- Click the Change Password button to launch the form to change the user's password.
- Enter and confirm the new password.
- Click Submit to save or Cancel to return.

### Edit Security Answers (1)

- Click the Edit Security Answers button to launch the form to change the user's security answers.
- Enter the information in all required fields.
- Click Submit to save or Cancel to return.

### Systems and Groups (2)

- Located below the account information is the summary of system access granted by the Sponsor Administrator.
- The Systems and Groups tab will display the application, group, sponsor and details. These are the modules and programs in WINS that you have been authorized by the Sponsor Administrator to work in.



## Manage WINS Access for Sponsor Users (cont.)

Application	Group	Sponsor	Details
WINS	Sponsor - Admin	School District	
WINS	Sponsor - User	School District	(module) Applications

System	Group	Sponsor	
WINS	Sponsor - Admin	School District	delete
WINS	Sponsor - User	School District	(module) Applications (module) Claims (program) School Lunch (program) Fresh Fruit and Vegetable

### Manage Groups for this User (1)

- Groups are the security roles for each user. They determine what Modules and Programs of WINS are accessible by users.
- Click the "Manage groups for this user" link in the Applications and Group header. You will have the ability to edit, delete, or add a group.

### Edit a Group (2)

- Click the Edit link.
- Check the applicable modules and programs for this user.
- Click Submit to save or Cancel to return.

### Delete a Group (3)

- Click the Delete link.
- A confirmation window opens.
- Click Yes to delete or No to return without deleting.

### Add a Group (4)

- Click the Add a Group link.
- Select a group for the user (either Sponsor User or Sponsor Administrator).
- Click Submit to save or Cancel to return.

## Navigation in WINS

©2014 Office of Superintendent of Public Instruction  
Home | OSPI | About | Contact | Sign Out

### How to Navigate in WINS

- There are four ways that you are able to access information, take action and move forward in WINS. They are Links, Buttons, Icons, and Tabs.

#### Links (1)

- Links will open a window with additional information or actions to be taken.

#### Buttons (2)

- Buttons will open a new window or take you to a new screen to perform an action.

#### Icons (3)

- Icons will open a new window or take you to a new screen where you can review information or perform an action.

#### Tabs /Sub Tabs (4)

- Navigation tabs allow you to move from screen to screen. Sub Tabs- are located within Navigation Tabs as needed to display additional information.

#### Forms

- Forms allow you to enter in all required data on a single screen. Not all programs are required to complete forms.

## Navigation in WINS (cont.)

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

Home Reports Info Help Session Timeout: 19:43

**AMERICA SCHOOL DISTRICT  
2015 UNIFIED APPLICATION**

SPONSOR

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

ADDRESSES

Edit	Delete	Type	Address	Attention
		Mailing	601 Crawford Street Kelso, Washington 98626-4315	
		Street	601 Crawford Street Kelso, Washington 98626-4315	

1 Preview Errors Show All Sections

2 Back Cancel Next

3

### Wizards

- In WINS, Wizards will provide you with a step-by-step guide to walk you through an action to completion. When you are working in a Wizard you will see specific navigation tools.
- You are able to navigate within the Wizard by clicking on the links in the bar on the left or you can navigate using the icons located at the bottom of the Wizard.

### Preview Errors (1)

- Clicking this icon will allow you to preview any errors.

### Show all Sections (1)

- Clicking this icon will show you all sections of the document you are working in.

### Back (2)

- Clicking this icon will take you back to the previous screen.

### Cancel (2)

- Clicking this icon will open a dialog box asking if you want to close the wizard or continue.

### Next (2)

- Clicking this icon advances you to the next screen.

### Help(3)

- Clicking this icon will take you to the page of the user guide that has relevant information.

## Locate and Access Key Information in WINS

### Layout of the WINS Home Screen

The screenshot shows the WINS Home Screen for America School District (159957). The page is divided into several sections:

- Navigation Bar:** Home, Reports, Info, and a session timeout of 19:35.
- Header:** WINS logo and user information: Welcome Edgar Waters, Sponsor - User, Sign Out, Edit Your Account.
- Sponsor Profile:** Applications, Sites, Shared Calendar, Claims, Accounts.
- Sponsor Information:**
  - Sponsor ID: 159957
  - Sponsor Type: Unknown
  - FEIN: 91-6008403
  - Entity Type: Public
  - Legal Entity Type: School District
  - Non-Profit: Yes
  - Tax Exempt via 501(c)(3): Yes
  - RCCI: No
  - Residential Camp: No
  - Tribes: No
- PROGRAMS:**

Program	Status	Status Date	Specialist
After School Snack Program	Eligible	6/25/2014	Lisa Kiser
School Breakfast Program	Eligible	6/25/2014	Lisa Kiser
School Lunch Program	Eligible	6/25/2014	Lisa Kiser
- YOUR WORK QUEUE:**

Entity	Action	Date	User
Stripes	School Breakfast Program Site	7/23/2013	CNP2000

#### WINS Message Center:

- If there are any specific messages from Child Nutrition Services, you will see them in a pop up window when you log on to WINS. After reading the message you can click the Close button and continue with your work.

#### Home Tab (1)

- Clicking on the Home tab while in WINS will take you back to this WINS Home screen.

#### Reports Tab (1)

- Clicking on the Reports Tab provides access to a Sponsor User Report.

#### Info Tab (1)

- About WINS – Click on this link to view summary information about WINS.
- Contact Us – Click on this link to view contact information for Child Nutrition Services.

#### In the upper right you will find the following (2):

- The Name of the user logged into the system
- The type of user – either Sponsor-User or Sponsor Administrator.
- The sign out link – Clicking this link will log you out of WINS.
- Session Time out – This shows you how long you have before timing out. Each WINS session will time out in 20 minutes and return you to the Sign On page.
- Edit Account Button – Clicking this link will take you to the Edit Account Page. If you are a Sponsor user you will not see this button, If you are a Sponsor Administrator you will have this button.
- Manage User Account Button – Clicking this link takes Sponsor Administrators to the Home/Applications page.

## Locate and Access Key Information in WINS (cont.)

### Layout of the WINS Home Screen – Sponsor Header

1

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

Home Reports Info Session Timeout: 19:35

**America School District (159957)**

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

Sponsor Profile Applications Sites Shared Calendar Claims Accounts

Sponsor Information Current Overview Verification

#### Sponsor Notes (1)

- Click this link to display a table with any notes created by the sponsor. Here you will be able to add, view, edit or delete notes.

#### Documents (1)

- Click this link to manage documents. Here you can upload, view or delete documents for this Sponsor.

#### Status History (1)

- Click on this link to display the Sponsor Status History screen which provides the history for this sponsor.

#### Uploads (1)

- Click this link to open the File Upload screen. Here you can upload files to OSPI. This feature will only need to be used by some sponsors.

#### Go To Site (2)

- Click the drop down menu to display all the active sites for this sponsor. You may click on a site name to go directly to that information. When you select a site you go directly that site profile screen.

## Locate and Access Key Information in WINS (cont.)

### Layout of the WINS Home Screen – Site Header

The screenshot shows the WINS Home Screen for a specific site. The header area is highlighted with a green background and contains the following elements:

- Navigation: Home, Reports, Info
- Session Timeout: 15:44
- Site Name and ID: **Flag Elementary (661499)** (circled with a '1')
- District: America School District
- Go to Site: [Dropdown menu]
- Links: (0) Site Notes, (0) Documents, (4) Status History (circled with a '2')

Below the header, the main content area is divided into several sections:

- SITE PROFILE** (with View History link):
 

Site ID:	661499
Site Status:	Active (7/2/2002)
Building Number:	3082
Non-Profit:	Yes
Tax Exempt via 501(c)(3):	Yes
Approved Programs:	
- ACTIVE PROGRAMS (YEAR 2014-15)**:
 

Program	Status	Status Date
Breakfast	Created	07/09/2014
Lunch	Created	07/09/2014
Snack	Created	07/09/2014
- PROGRAMS AVAILABLE TO APPLY FOR**: No Records Found
- SITE STAFF** (with Edit link):
 

Name	Title	Phone
Jennifer Brown	Administrator	
Jane Doe	Employee	
- ADDRESSES**:
 

Type	Address
Street	1609 Burcham St Kelso, Washington 98626

#### Site Header (1)

- When you are at the site level the Site Header will change color and include the Site Name and ID.

#### Site Notes (2)

- Click this link to display a table with any notes created for this site. Here you will be able to add, view, edit or delete notes.

#### Documents (2)

- Click this link to manage documents, Here you can upload, view or delete documents to this site.

#### Status History (2)

- Click this link to display the Site Status History screen, which provides the history for this site.

## Locate and Access Key Information in WINS (cont.)

### Layout of the WINS Home Screen



#### Home (1)

- Clicking this link will return you to the WINS Home screen.

#### OSPI (1)

- Clicking this link will take you to the OSPI website. This opens a new window so you may work in WINS while reviewing or looking up information in the OSPI website.

#### About (1)

- Clicking this link will display summary information about WINS.

#### Contact (1)

- Clicking this link will display contact information for Child Nutrition Services.

#### Sign Out (1)

- Clicking this link will log you out of WINS and return you to the Sign On page.



## Locate and Access Key Sponsor and Program Information

The screenshot shows the WINS web application interface. At the top left is the WINS logo with the text 'WASHINGTON INTEGRATED NUTRITION SYSTEM'. To the right, it says 'Welcome Edgar Waters' and 'Sponsor - User' with links for 'Sign Out' and 'Edit Your Account'. Below the logo is a navigation bar with 'Home', 'Reports', and 'Info' tabs. A session timeout of '19:35' is shown. The main header displays 'America School District (159957)' and a 'Go to Site:' dropdown menu. A row of icons includes 'Notes', 'Documents', 'Status History', and 'Uploads'. Below this is a secondary navigation bar with tabs for 'Sponsor Profile', 'Applications', 'Sites', 'Shared Calendar', 'Claims', and 'Accounts'. A third navigation bar shows sub-tabs for 'Sponsor Information', 'Current Overview', and 'Verification'. A blue circle with the number '1' highlights the 'Sponsor Profile' tab, and a blue circle with the number '2' highlights the 'Sponsor Information' sub-tab.

### Sponsor Profile Tab (1)

- This is your Home screen in WINS. This tab provides general information about the sponsor.

### Sponsor Information (2)

- This sub tab displays information such as the sponsor ID, the FEIN, sponsor address, sponsor staff, programs and DUNS number.

### Current Overview (2)

- This sub tab allows you to view at a glance the current status of all the parts of your annual program application.

### Verification (2)

- For NSLP Sponsors, this sub tab will enable you to complete the annual Federal reporting requirements. Otherwise, it will show "no records found".



## Locate and Access Key Sponsor and Program Information (cont.)

WINS WASHINGTON INTEGRATED NUTRITION SYSTEM

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

Home Reports Info Session Timeout: 19:06

**America School District (159957)**

(0) Sponsor Notes (1) Comments (2) Status History Uploads Go to Site:

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

**SPONSOR APPLICATIONS** [Renew Application](#)

View	Edit	Delete	Submit	History	Program Year	Type	Revision Count	Program	Application Status
					2013-14	Unified Application	0		
					2013-14	Legacy NSLP Application (History)	0	Breakfast Lunch Snack	Approved (10/2/2013) Approved (10/2/2013) Approved (10/2/2013)
					2013-14	Legacy SFSP Application (History)	0		
					2012-13	Legacy NSLP Application (History)	0	Breakfast Lunch Snack	Approved (8/7/2013) Approved (8/7/2013) Approved (8/7/2013)

### Applications (1)

- This tab takes you to the Sponsor Application page. Here you will find both your current (unified) and any historical (legacy) applications. You can view, edit, delete, revise, or submit the current application, as well as view the prior year's applications.

## Locate and Access Key Sponsor and Program Information (cont.)

**America School District (159957)**

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

Go to Site:

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

**SITES** 1  Show Inactive

Select	Site Name	Site Status	Calendar Status	Active Programs (Year 2014-15) Program	Application Status
<input checked="" type="checkbox"/>	Flag Elementary	Active	Not Started		Not Started
<input checked="" type="checkbox"/>	Stars Elementary	Active	Not Started		Not Started
<input checked="" type="checkbox"/>	Stripes Elementary	Active	Not Started		Not Started

**Flag Elementary (661499)** America School District

(0) Site Notes (0) OSPI Notes (0) Documents (4) Status History

Go to Site:

Site Profile Site Applications **Site Calendars** Claiming

**SITE APPLICATIONS**

View	History	Program Year	Type	Revision Count	Program	Application Status
		2013-14	Legacy NSLP Application (History)	0	Breakfast Lunch	Approved (8/7/2013) Approved (8/7/2013)
		2012-13	Legacy NSLP Application (History)	0	Breakfast Lunch	Approved (8/24/2012) Approved (8/24/2012)

### Sites Tab (1)

- This tab takes you to the Sites page which lists all your active sites. If you click on the Check Mark icon to select a site, you will go to that Site and will see the following sub tabs.

### Site Profile (2)

- This sub tab displays Site Profile information. Here you can edit the profile for each site. Additionally, you can view the programs approved for this site and submit a request for approval for a new program at this site.

### Site Application (2)

- This sub tab displays the Site Applications, both the new Unified Applications and Legacy Applications. You can add, view, edit, delete, revise or submit the current application as well as view prior year's applications.

### Site Calendar (2)

- This sub tab displays the Site Calendars. You can add, view, edit, delete, revise or submit the current Site Calendar.

### Claiming (2)

- This sub tab displays the claiming options for the site. If you participate in CACFP, this tab also displays the study months information.

## Locate and Access Key Sponsor and Program Information (cont.)

Sponsor - Admin  
Sign Out  
Edit Your Account Manage User Accounts

Home Reports Info Session Timeout: 19:48

Waters School District (555555)  
(0) Sponsor Notes (0) Documents (1) Status Uploads Go to Site: [Dropdown]

Sponsor Profile Applications Sites Shared Calendar Claims Accounts

Schedules Holidays Non-Operating Days

SHARED SCHEDULES Add

View	Edit	Delete	Name
			New Weekly Schedule

### Shared Calendars Tab (1)

- This tab takes you to the Shared Calendars page. Here you can create a shared schedule and enter the holidays and non-operating days that are the same for multiple sites.

### Schedules (2)

- This sub tab displays the shared schedule. You can add, view, edit, and delete the schedule to be applied to the sites you have selected.

### Holidays (2)

- This sub tab displays the shared holidays. You can add, view, edit, and delete the holidays to be applied to the sites you have selected.

### Non-Operating Days (2)

- This sub tab displays the shared non-operating days. You can add, view, edit, and delete the non-operating days to be applied to the sites you have selected.

## Locate and Access Key Sponsor and Program Information (cont.)

WA State Enterprises (159426)

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

Go to Site:

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

### CHILD AND ADULT CARE CENTER'S BUDGET

View	Edit	Delete	History	Program Year	Revision Count	Status	Revenue Amount	Revenue Approved	Costs Amount	Costs Approved
				2014-15	0	Created (7/14/2014)	\$100.00	\$0.00	\$100.00	\$0.00
				2013-14	1	Created (5/28/2014)	\$1,655,706.00	\$0.00	\$1,655,706.00	\$0.00
				2012-13	0	Approved (9/27/2012)	\$1,648,880.00	\$0.00	\$1,648,880.00	\$0.00

WA State Enterprises (159426)

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

Go to Site:

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

### MANAGEMENT PLAN FOR SPONSORS WITH MULTIPLE CENTERS

View	Edit	Delete	History	Program Year	Revision Count	Status	Is Complete?
				2014-15	0	Created (7/13/2014)	Yes
				2013-14	0	Returned (6/25/2014)	Yes

### MANAGEMENT PLAN FOR CENTERS (LEGACY)

View	History	Program Year	Revision Count	Status	Is Complete?
		2013-14	0	Approved (10/9/2013)	Yes
		2012-13	0	Approved (9/27/2012)	Yes
		2011-12	0	Approved (10/4/2011)	Yes

### Budgets (1)

- This tab take you to the Budgets page. You can view your historical (legacy) budgets and add, view, edit, delete, revise or submit your current year's budget.

### Management Plans (2)

- This tab takes you to the Management Plans page. You can view your historical (legacy) management plans and add, view, edit, delete, revise or submit your current year's management plan.

## Locate and Access Key Sponsor and Program Information (cont.)

**USA Services (159272)**

(0) Sponsor Notes (0) Documents (2) Status History 1

Go to Site:

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

**CHILD NUTRITION SPONSOR'S FINANCIAL REPORT** Add

View	History	Program Year	Revision Count	Status	Total Amount
		2013-14	0	Approved (1/6/2014)	\$112,897.38
		2012-13	0	Approved (1/8/2013)	\$93,889.27
		2011-12	0	Approved (1/10/2012)	\$89,443.24

**WINS**  
WASHINGTON INTEGRATED NUTRITION SYSTEM

Welcome **Edgar Waters**  
Sponsor - User  
Sign Out  
Edit Your Account

Home Reports Info Session Timeout: 19:35

**America School District (159957)**

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

Go to Site:

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

Claims Claiming Options

Display Year: 2014

**CLAIMS** ADD CLAIM:

View	Revise	Period	Type	Claims	Revisions	Paid Amount	New Amount	+/-	Progress
		March 2014	Legacy NSLP Sponsor	1	0	\$112.897	\$112.897		1
		February 2014	Legacy NSLP Sponsor	1	0	\$93.889	\$93.889		1
		January 2014	Legacy NSLP Sponsor	1	0	\$89.443	\$89.443		1

### CNFRs (1)

- This tab takes you to the Child Nutrition Financial Reports page. You can view your historical (legacy) CNFR and add, view, edit, delete, revise or submit your current year's CNFR.

### Claims (2)

- This tab takes you to the Claims page where you can review claims information. The sub tabs located on this page are:
  - **Claims**  
This sub tab displays a list of your claims and the amounts paid each month. You can enter a new monthly claim, or you can view or revise a monthly claim for any prior month as needed.
  - **Claiming Options**  
This sub tab is only available to sponsors who participate in the School Meal programs. Here you can review the claiming options applicable for each site.
  - **Study Months**  
This sub tab is only available to sponsors who participate in CACFP. Here you can review and revise the study month data, which is used to determine percentages and payments for future claim months.

## Locate and Access Key Sponsor and Program Information (cont.)

### Accounts Tab (1)

- This tab takes you to the Accounts page where you can review accounting information. The sub tabs located on this page are:

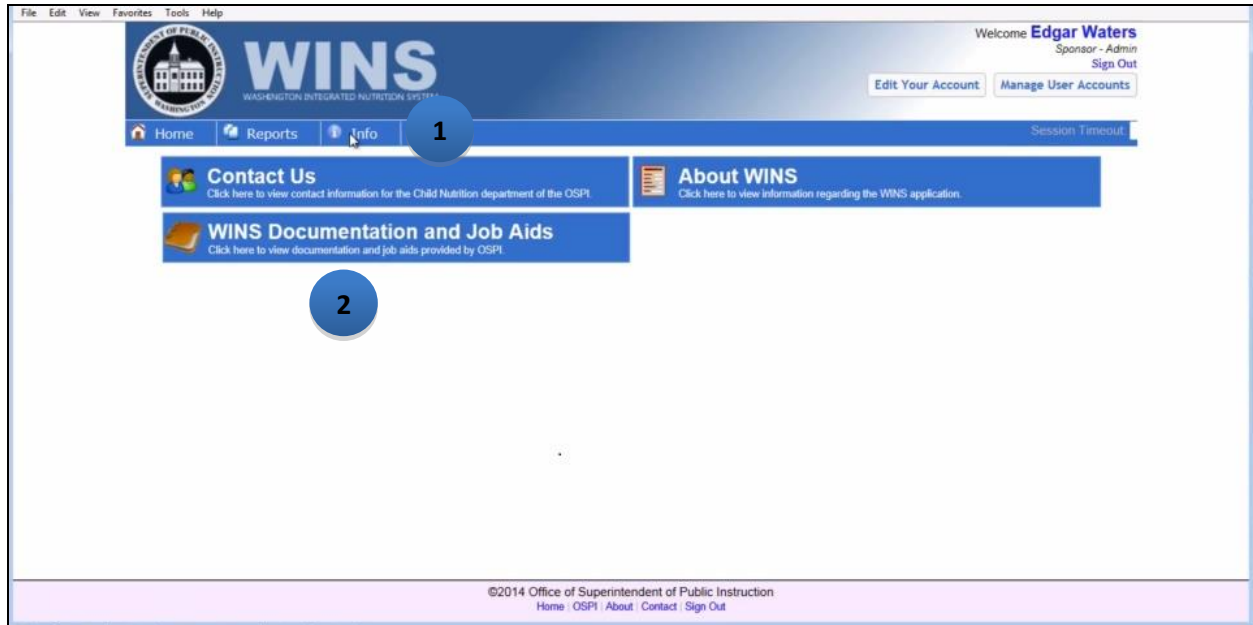
### Summary Sub Tab (2)

- For most sponsors the only information they will see here is the summary page. This sub tab provides details about the next payment to be made as well as details about payments made in prior months.

### Additional Sub Tabs (2)

- If you have any of the following items, you will see information on these sub tabs. If you do not, then you will see "no records found".
- Payables and Receivables (2)
  - This sub tab displays any open payables or receivables on your current WINS account.
- Advances (2)
  - This sub tab displays any authorized advances to your WINS account.
- Checks Received (2)
  - This sub tab displays any checks received and applied to your WINS account.
- Invoices (2)
  - This sub tab displays any outstanding invoices on your WINS account.

## Online Help and Job Aids



### WINS Documentation

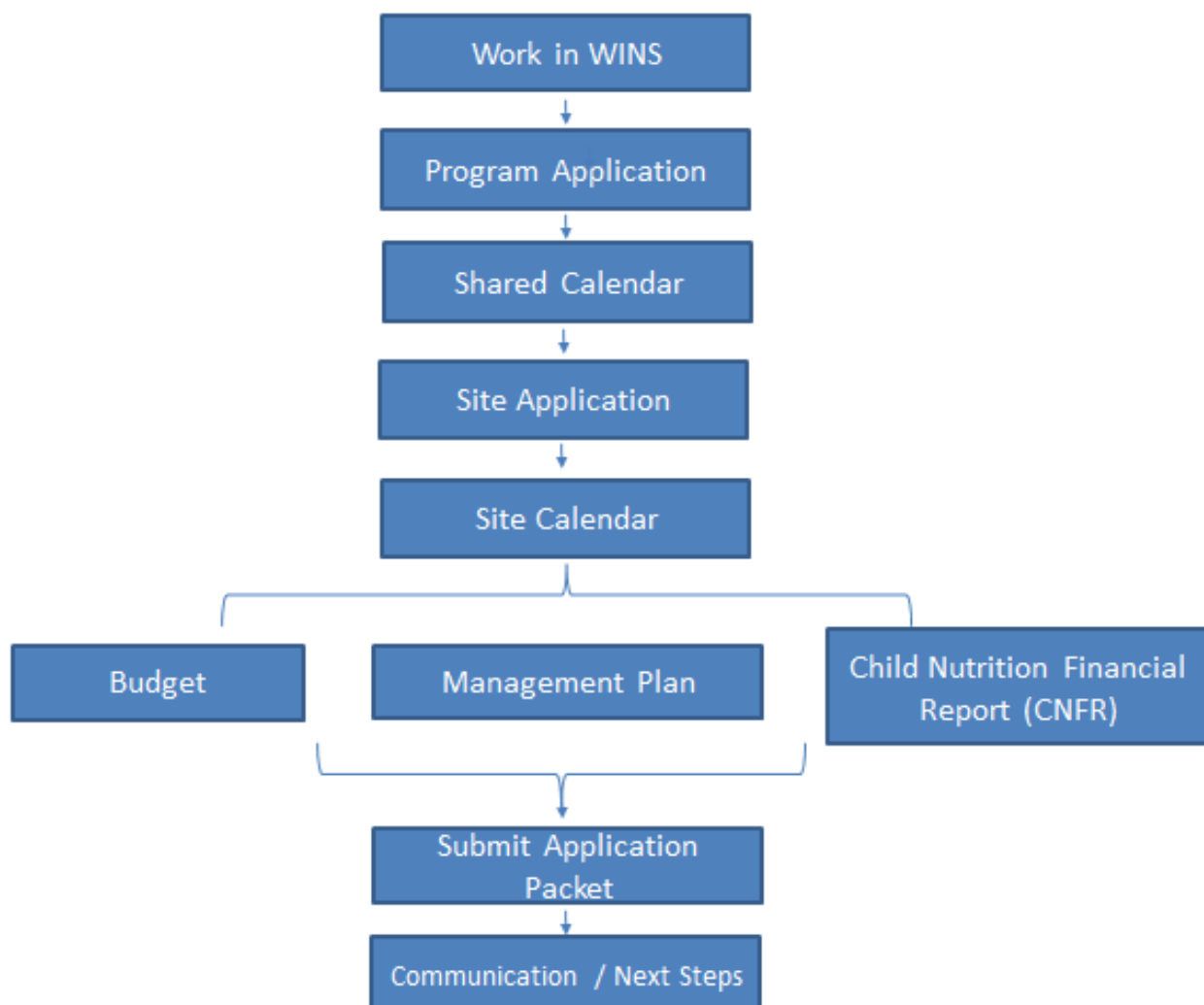
- To locate WINS documentation, click on the Info tab in the WINS header. (1)
- Click WINS Documentation and Job Aids and the screen will display the files available. (2)
- Click the View Icon to open the file.

### Job Aids

- To locate WINS Job Aids, click on 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.

## Completing a WINS Application Packet

### Key Steps to Complete the Application Packet





## Key Steps to Complete the Application Packet (cont.)

### Program Application

- In WINS a sponsor can create a Unified Program Application for all of the programs they are eligible for. The program application has the following features:
  - **A single point of entry for shared, common data**
  - **Easy-to-use Wizard** - the Wizard provides you with a step-by-step guide to walk you through completion of the Program Application.
  - **Real time error notification** that will alert you to errors in your application *before* you submit your application to OSPI.

### Shared Calendar

- A Shared Calendar can be created at the program level and pushed to each of the site within your organization. This dramatically speeds up the time to enter calendar information for each site. After the Shared Calendars have been applied to the appropriate sites, the specifics of each Site Calendar can be updated to meet the unique needs of that site.

### Site Application

- In WINS, Site Applications for all national programs are unified into one application called the Unified Application. The site application has the following
  - **Common data / single entry**
  - **Easy-to-use Wizard**
  - **Real time error notification**

### Site Calendar

- The Site Calendar is the tool used to track and manage the meals provided to ensure compliance with USDA regulations. In addition, it can post holidays and other non-operational days. The Site Calendar has the following
  - **Common data / single entry**
  - **Easy-to-use Wizard**
  - **Real time error notification**

### Required Program Specific Components

- Depending on your sponsor (organization) type, you may be required to complete specific components prior to submitting the Program Application.

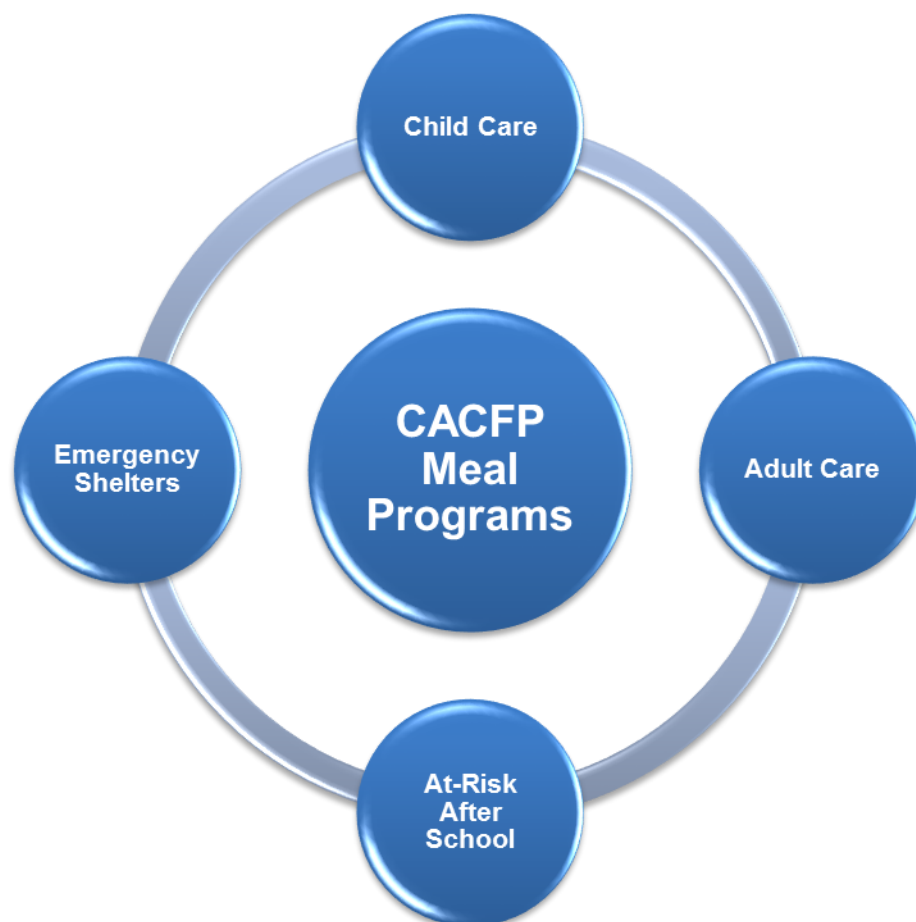
### Submit Application

- Once all of the required data is entered, the sponsor may submit the application. The Application Packet contains items required by OSPI to complete your application. The standard Application Packet will contain the Sponsor Application, Site Applications, and Site Calendars for each site.

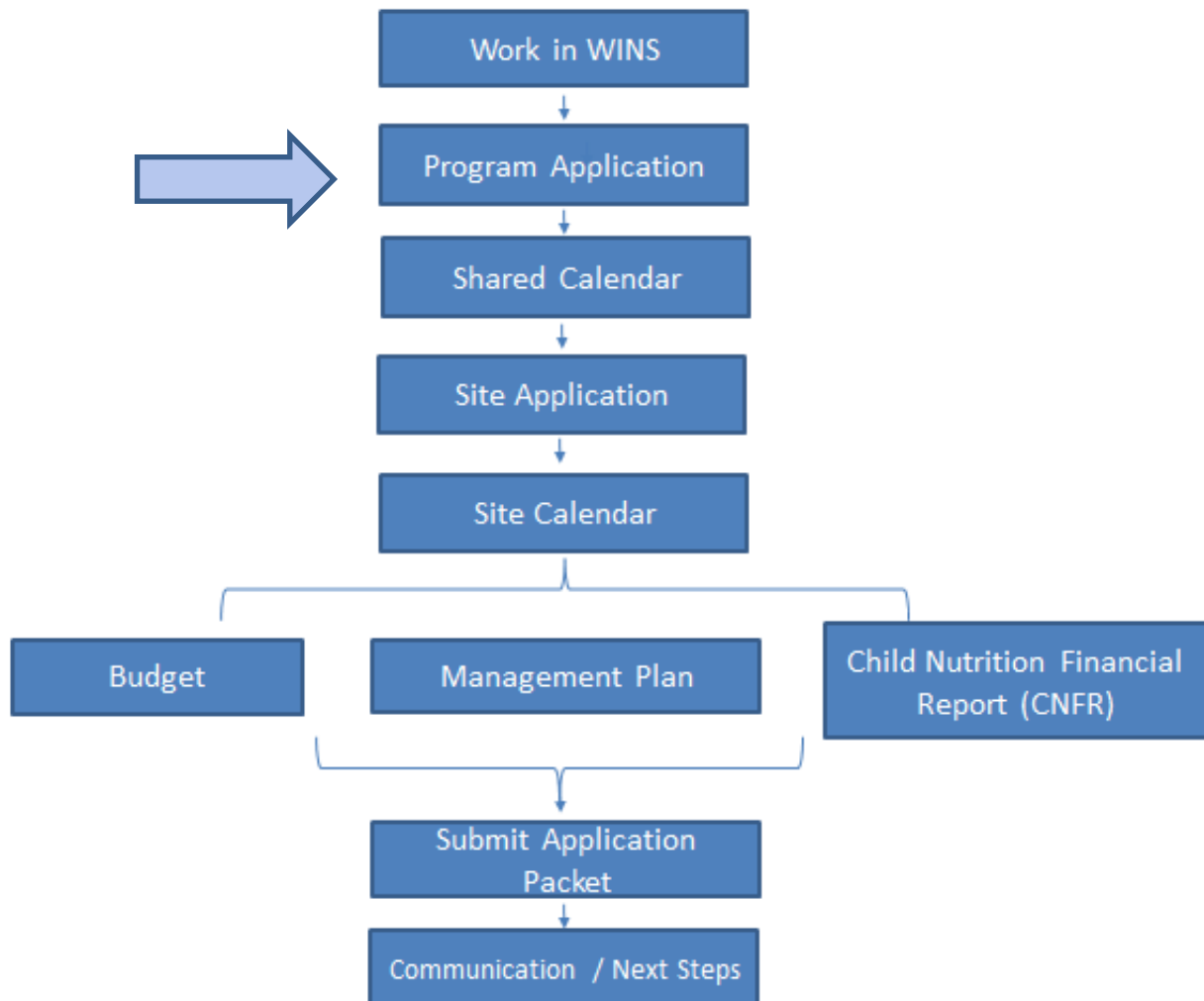
### Communication / Next Steps

- Sponsors are able to review, edit, and revise applications. They will also receive direct communication and updates via WINS.

## Program Application: CACFP Meal Programs



## Program Application for CACFP Meal Programs



## Program Application for CACFP Meal Programs (cont.)

The screenshot shows the WINS web application interface. At the top, there is a header with the WINS logo and the text 'WASHINGTON INTEGRATED NUTRITION SYSTEM'. To the right, it says 'Welcome Edgar Waters' and 'Sponsor - Admin' with a 'Sign Out' link. Below the header, there are navigation tabs: 'Home', 'Reports', and 'Info'. A 'Session Timeout' indicator shows '19:48'. The main content area is titled 'WA State Enterprises (159426)' and includes a 'Go to Site:' dropdown menu. Below this, there are several tabs: 'Applications', 'Sites', 'Shared Calendar', 'Budgets', 'Management Plans', 'Claims', and 'Accounts'. A yellow arrow points to the 'Applications' tab. Underneath, there is a 'SPONSOR APPLICATIONS' section with a 'Renew Application' button, also highlighted with a yellow arrow. A table lists several applications with columns for 'View', 'History', 'Program Year', 'Type', 'Revision Count', 'Program', and 'Application Status'. The table contains six rows of data, all for 'Child Care' programs, with application statuses ranging from 'Approved (7/13/2009)' to 'Approved (3/27/2014)'. The 'Application Status' column uses green text to indicate approved applications.

View	History	Program Year	Type	Revision Count	Program	Application Status
		2013-14	Legacy CACFP Application ( <a href="#">History</a> )	0	Child Care	Approved (3/27/2014)
		2012-13	Legacy CACFP Application ( <a href="#">History</a> )	0	Child Care	Approved (4/26/2013)
		2011-12	Legacy CACFP Application ( <a href="#">History</a> )	0	Child Care	Approved (10/19/2011)
		2010-11	Legacy CACFP Application ( <a href="#">History</a> )	0	Child Care	Approved (10/19/2010)
		2009-10	Legacy CACFP Application ( <a href="#">History</a> )	0	Child Care	Approved (10/15/2009)
		2008-09	Legacy CACFP Application ( <a href="#">History</a> )	0	Child Care	Approved (7/13/2009)

### Click the Application Tab

- The Applications screen shows any new applications created in WINS (called a 'Unified Application') and any old applications created in CNP 2000 (called a 'Legacy Application'). Here you can view, edit, delete, and renew the applications. An application's status is shown using different colors. Green indicates an approved application and okay to submit a claim. Red indicates a problem and yellow indicates the application has been created but has not been submitted to OSPI for review.
- Click the Renew Application button to create a new application. This opens the Unified Program Application Wizard.

## Program Application for CACFP Meal Programs (cont.)

**WA STATE ENTERPRISES**  
2015 UNIFIED APPLICATION

**PROGRAMS**

You are approved to apply for the following programs. Please indicate which programs you wish to work on at this time. When you have made your selection, click Next. (Note: If a program is grayed out, you do not have security permission to work on that program.)

Child Care Program

Cancel Next

**ADDRESSES**

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

**ADDRESSES** Add

Edit	Delete	Type	Address	Attention
		Street	203 W Reynolds Ave Centralia, Washington 98531-3313	
		Mailing	1703 N Pearl Centralia, Washington 98531-5517	

**CONTACTS**

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

**REQUIRED CONTACTS** Manage Staff

Complete?	Contact Type	Contact	Required For
No	Business CEO/President	<input type="text"/>	CACFP
No	CACFP Program Contact	<input type="text"/>	CACFP
No	Claim Contact	<input type="text"/>	CACFP
No	Second Program Contact	<input type="text"/>	CACFP

### Programs

- The Programs screen will display a list of program a Sponsor is approved to operate. The program selections may vary for different sponsors. Note: You have the option to work on other programs or sections at a later time.
- The first items located on the left navigation bar are Addresses, Contacts, Civil Rights, and Audit. Once entered, this information will be applied to all programs that the sponsor participates.

### Addresses

- The Address screen opens and you can edit or add addresses as needed. Click Next to continue.

### Contacts

- The Contact screen opens. Here you can select the required contact from the drop down menu. If the contact person is not listed in the drop down menu then you can add them by clicking the Manage Staff button.

## Program Application for CACFP Meal Programs (cont.)

Home Reports Info Help Session Timeout: 19:47

**WA STATE ENTERPRISES**  
2015 UNIFIED APPLICATION

SPONSOR

ADDRESSES

**CONTACTS**

CIVIL RIGHTS AUDITS

CACFP

PROGRAM HISTORY  
FINANCIAL VIABILITY  
ADMINISTRATIVE  
TRAINING  
MEAL REQUIREMENTS  
GOVERNING BOARD

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

**REQUIRED CONTACTS** [Manage Staff](#)

Complete?	Contact Type	Contact	Required For
Yes	Business CEO/President	Smith, John	CACFP
Yes	CACFP Program Contact	Brown, Jennifer	CACFP
Yes	Claim Contact	Smith, Sally	CACFP
No	Second Program Contact		CACFP

CONTACTS

CIVIL RIGHTS AUDITS

CACFP

PROGRAM HISTORY  
FINANCIAL VIABILITY  
ADMINISTRATIVE  
TRAINING  
MEAL REQUIREMENTS  
GOVERNING BOARD  
RECORD KEEPING

REVIEW

APPLICATION ERRORS

revise your current application.

You are creating a staff member for your organization. You need to fill out at least all the required fields shown below. When you are finished click the Save button.

**NEW PERSON SETUP**

Name: Prefix  First \*  Middle  Last \*  Suffix

Gender:  \*

E-mail Address:

Enter the person's title for WA State Enterprises

Title:  \*

You may optionally add a phone number. If you choose to add a phone number enter all the required fields denoted with an \*.

Phone Number: (  )  -  \* Extension:

Phone Type:  \*

### Manage Staff

- Here you can search for the contact you are looking for and select them OR you can click the ADD button and add the contact. If you do not find the contact person you are looking for, click the Add button. Here you can enter the contact information. Click Save. Once you have added the contact, click Close to return to the Contact page. You will be able to select the added contact from the drop down menu.
- Once all the required contacts have been selected, click Next to continue.

### Errors and Required Information

- **NOTE:** At any time working in the Application Wizard, you can see errors real time. If you do not complete a required step or input required information, (noted with a red asterisks) you will see a RED X appear in the left navigation bar next to the section with an error. OR you can click the Preview Errors button in the wizard navigation tool bar located at the bottom of the screen.

## Program Application for CACFP Meal Programs (cont.)

**WA STATE ENTERPRISES**  
2015 UNIFIED APPLICATION

— SPONSOR —  
ADDRESSES  
CONTACTS

**CIVIL RIGHTS**

AUDITS

— CACFP —  
PROGRAM HISTORY  
FINANCIAL VIABILITY  
ADMINISTRATIVE  
TRAINING

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

Does this institution and all its facilities accept all participants regardless of race, color, age, gender, disability, or national origin?  \*

Has the institution ever been found to be in noncompliance with the civil rights laws of any federal agency?  \*

Is the "And Justice For All" poster displayed in a prominent location at the meal service site?  \*

— SPONSOR —  
ADDRESSES  
CONTACTS  
CIVIL RIGHTS

**AUDITS**

— CACFP —  
PROGRAM HISTORY

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

Did your organization expend \$500,000 or more in total federal funds in your most recently completed fiscal year? (Consider all federal funds, regardless of the source.)  \*

— SPONSOR —  
ADDRESSES  
CONTACTS  
CIVIL RIGHTS  
AUDITS

— CACFP —  
**PROGRAM HISTORY**  
FINANCIAL VIABILITY  
ADMINISTRATIVE  
TRAINING  
MEAL REQUIREMENTS  
GOVERNING BOARD  
RECORD KEEPING

— REVIEW —  
APPLICATION ERRORS

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

Does the institution participate on the CACFP in other states?  \*

Is the institution, board president, director, owner, or other persons responsible for the management of the program on the CACFP National Disqualified List?  \*

Has the institution, or any of its principals, been declared ineligible to participate in any other publicly-funded program for violating that program's requirements within the last 7 years? (Publicly-funded means any program or grant paid for with federal, state or local money.)  \*

Has the institution or any of its principals been convicted of any business-related crime during the past 7 years that indicated a lack of business integrity?  \*

List the publicly funded programs in which your institution and its principals have participated in the last 7 years:

### Civil Rights

- The Civil Rights screen opens and you will be asked to respond to specific questions regarding civil rights policies by clicking the drop down arrow and selecting the appropriate answer. Click Next to continue.

### Audits

- The Audit screen opens and you will be asked to respond to a specific question regarding federal funds. Click Next to continue.
- **NOTE: Depending on your response to each question, you may be required to provide additional information.**

### Program History

- The Program History screen asks required questions about the institution. Click the drop down arrows and select the appropriate response. Click Next to continue.



## Program Application for CACFP Meal Programs (cont.)

**WA STATE ENTERPRISES**  
**2015 UNIFIED APPLICATION**

— SPONSOR —

ADDRESSES  
CONTACTS  
CIVIL RIGHTS  
AUDITS

— CACFP —

PROGRAM HISTORY

FINANCIAL VIABILITY

ADMINISTRATIVE  
TRAINING  
MEAL REQUIREMENTS  
GOVERNING BOARD  
RECORD KEEPING

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

What year was your organization established? (YYYY)  \*

What sources of income are available for your program? (Examples: Head Start grants, tuition, child care subsidies, tribal funds, etc.) (OSPI may require organizations to return funds due to meal over claims.)

Enter your response here:

\*

How does your organization track how the CACFP reimbursement is spent and ensure that all reimbursement is only used for CACFP-allowable costs?



**WA STATE ENTERPRISES**  
**2015 UNIFIED APPLICATION**

— SPONSOR —

ADDRESSES  
CONTACTS  
CIVIL RIGHTS  
AUDITS

— CACFP —

PROGRAM HISTORY  
FINANCIAL VIABILITY

ADMINISTRATIVE

TRAINING  
MEAL REQUIREMENTS  
GOVERNING BOARD  
RECORD KEEPING

— REVIEW —

APPLICATION ERRORS

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

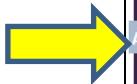
How many hours a month will be spent on operating food service labor?  \*  
(Operating labor refers to staff time for meal preparation, serving, and cleanup.)

How many hours a month will be spent on CACFP administrative labor?  \*  
(Administrative labor refers to staff time for planning, record keeping, training, and monitoring.)

In the list below, select the position of the person responsible for each required duty in the operation of the CACFP.

Assures that an accurate study month is completed annually:  \*

Ensures that enrollment information is collected/updated annually:  \*



### Financial Viability

- The Financial Viability screen asks the financial questions concerning sources of income and tracking reimbursement procedures. Click Next to continue.

### Administrative

- The Administrative screen is separated in two parts. The first part addresses how many hours a month will be spent on operating food service labor; and how many hours will be spent on CACFP administrative labor. Enter the hours in the open text boxes.
- The second part lists required duties for operation. Click the drop down arrow and select the person responsible for each duty. Click Next to continue.



## Program Application for CACFP Meal Programs (cont.)

**WA STATE ENTERPRISES**  
 2015 UNIFIED APPLICATION

SPONSOR

ADDRESSES  
CONTACTS  
CIVIL RIGHTS  
AUDITS

CACFP

PROGRAM HISTORY  
FINANCIAL VIABILITY  
ADMINISTRATIVE

TRAINING

MEAL REQUIREMENTS  
GOVERNING BOARD  
RECORD KEEPING

REVIEW

APPLICATION ERRORS

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

CACFP training for key staff will be provided when they are hired and at least one time per year thereafter. Records from each training session will include the agenda, date, and a sign-in with all participants' signatures. The required topics are:  \*

- CACFP meal pattern
- Meal counts
- Claims submission and review procedures
- Recordkeeping requirements
- Reimbursement system
- Civil rights

Our organization will assure that the appropriate person(s) attend the annual mandatory state agency training.  \*

Our organization will address on-going staff training needs, and communicate CACFP changes and organization policies and procedures to all staff:  \*

Institution attended required OSPI training:  \*

Institution training date:  mm/dd/yyyy \*

Preview Errors Show All Sections
Back Cancel Next

**WA STATE ENTERPRISES**  
 2015 UNIFIED APPLICATION

SPONSOR

ADDRESSES  
CONTACTS  
CIVIL RIGHTS  
AUDITS

CACFP

PROGRAM HISTORY  
FINANCIAL VIABILITY  
ADMINISTRATIVE  
TRAINING

MEAL REQUIREMENTS

GOVERNING BOARD  
RECORD KEEPING

REVIEW

APPLICATION ERRORS

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

Meals provided and claimed for reimbursement will meet the meal pattern:  \*

---

Check all of the resources and methods used to ensure adequate amounts of food items are purchased, prepared, and served to participants to meet or exceed the USDA minimum portion requirements: \*

Written Recipe: <input checked="" type="checkbox"/>	CN Labels: <input checked="" type="checkbox"/>	CACFP Food Chart: <input checked="" type="checkbox"/>	Creditable Foods Guide: <input checked="" type="checkbox"/>
Food Buying Guide: <input type="checkbox"/>	Online Food Buying Guide Calculator: <input type="checkbox"/>	Production Records: <input checked="" type="checkbox"/>	Other: <input type="checkbox"/>

---

The food service will comply with applicable State and local health and sanitation requirements:  \*

### Training

- The Training screen will ask questions specific to training. Click the drop down arrow to select the appropriate response. Click Next to continue.

### Meal Requirements

- The Meal Requirements screen asks you to answer specific questions regarding meal services. Click the drop down arrow and text boxes to select the appropriate response. Click Next to continue.

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## Program Application for CACFP Meal Programs (cont.)

**WA STATE ENTERPRISES**  
2015 UNIFIED APPLICATION

SPONSOR

ADDRESSES  
CONTACTS  
CIVIL RIGHTS  
AUDITS

CACFP

PROGRAM HISTORY  
FINANCIAL VIABILITY  
ADMINISTRATIVE  
TRAINING  
MEAL REQUIREMENTS

**GOVERNING BOARD**


RECORD KEEPING

REVIEW

APPLICATION ERRORS

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

Our organization is a corporation (non-profit or for-profit) that has a governing board?  \*

**GOVERNING BOARD MEMBERS**   \*

No Records Found

Does the governing board review CACFP policies, position descriptions, finance reports, and the director's performance?  \*

Preview Show All  
Errors Sections

Back Cancel Next

SPONSOR

ADDRESSES  
CONTACTS  
CIVIL RIGHTS  
AUDITS

CACFP


PROGRAM HISTORY  
FINANCIAL VIABILITY  
ADMINISTRATIVE  
TRAINING  
MEAL REQUIREMENTS

**GOVERNING BOARD**

RECORD KEEPING

REVIEW

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

Board Member: Joe Doe \*  

Area of Expertise:  \*

Relationship to other board members or institution employees:

Leave blank if no relation.

### Governing Board

- The Governing Board screen will ask you if your organization is a corporation that has a governing board. Click the drop down arrow to select the appropriate answer. If you are a non-profit or for profit organization and you have a governing board, you will be asked for additional information.
- To add governing board members, Click the Add button, this screen will give you the Select Board Member button. When you click Select Board Member, you will go to the Manage Staff screen where you can search for the board member you are looking for and select them OR you can click the ADD button and add the board member.
- Once you have added the board member, you can select them by clicking the Select icon, then enter their area of expertise. Click Save and then click Next to continue.

## Program Application for CACFP Meal Programs (cont.)

SPONSOR

ADDRESSES  
CONTACTS  
CIVIL RIGHTS  
AUDITS

CACFP

PROGRAM HISTORY  
FINANCIAL VIABILITY  
ADMINISTRATIVE  
TRAINING  
MEAL REQUIREMENTS  
GOVERNING BOARD

**RECORD KEEPING**

REVIEW  
APPLICATION ERRORS

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

**Your organization must retain CACFP records for at least three years, plus the current year. Current year records must always be readily available upon request.**

Name of location where Current year records stored?:

Address of location where Current year records stored?:

Name of location where Prior year records stored?:

Address of location where Prior year records stored?:

Do you store any CACFP records off-site?:  \*

ADDRESSES  
CONTACTS  
CIVIL RIGHTS  
AUDITS

CACFP

PROGRAM HISTORY  
FINANCIAL VIABILITY  
ADMINISTRATIVE  
TRAINING  
MEAL REQUIREMENTS  
GOVERNING BOARD  
RECORD KEEPING

**APPLICATION ERRORS**

REVIEW

This section shows the errors that currently exist on the application.

View	Section	Severity	Error
	Audits	Error	Entry for 'organization expend \$500,000 or more in federal funds' is required.
	Training	Error	Entry for 'CACFP training for key staff' is required.

Show All Sections

SPONSOR

ADDRESSES  
CONTACTS  
CIVIL RIGHTS  
AUDITS

CACFP

PROGRAM HISTORY  
FINANCIAL VIABILITY  
ADMINISTRATIVE  
TRAINING  
MEAL REQUIREMENTS  
GOVERNING BOARD  
RECORD KEEPING

**AUDITS**

REVIEW  
APPLICATION ERRORS

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

**Entry for 'organization expend \$500,000 or more in federal funds' is required.**

Did your organization expend \$500,000 or more in total federal funds in your most recently completed fiscal year? (Consider all federal funds, regardless of the source.)  \*

Id: 1859296  
Update Info: Edgar Waters - 7/11/2014 10:05 PM  
Create Info: Edgar Waters - 7/11/2014 6:40 PM

Preview Errors

### Record Keeping

- The Record Keeping screen will ask you two required questions about the storage of records and the maintenance of keeping records when the organization no longer participates in CACFP. Click Next to continue.

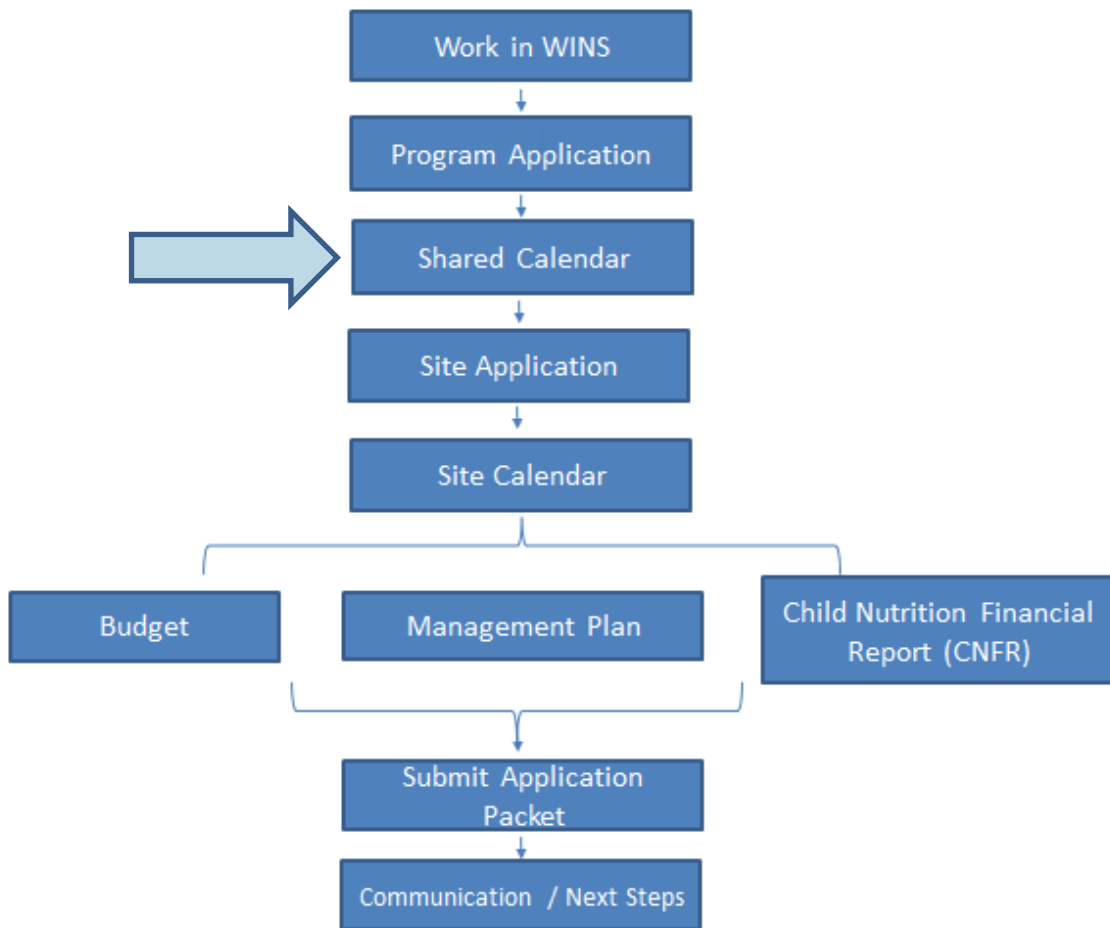
### Review

- The Application Errors screen gives you an overview of the errors that exist on the application. By clicking the View icon next to the error, you will be taken back to that screen to review and make edits. Once you have entered or edited the information, click Next.
- If there are no errors click Done. You will return to the Sponsor Application screen. Here you will see the option to View, Edit, and Submit. It is recommended that you complete all of the components required for the application before you submit.

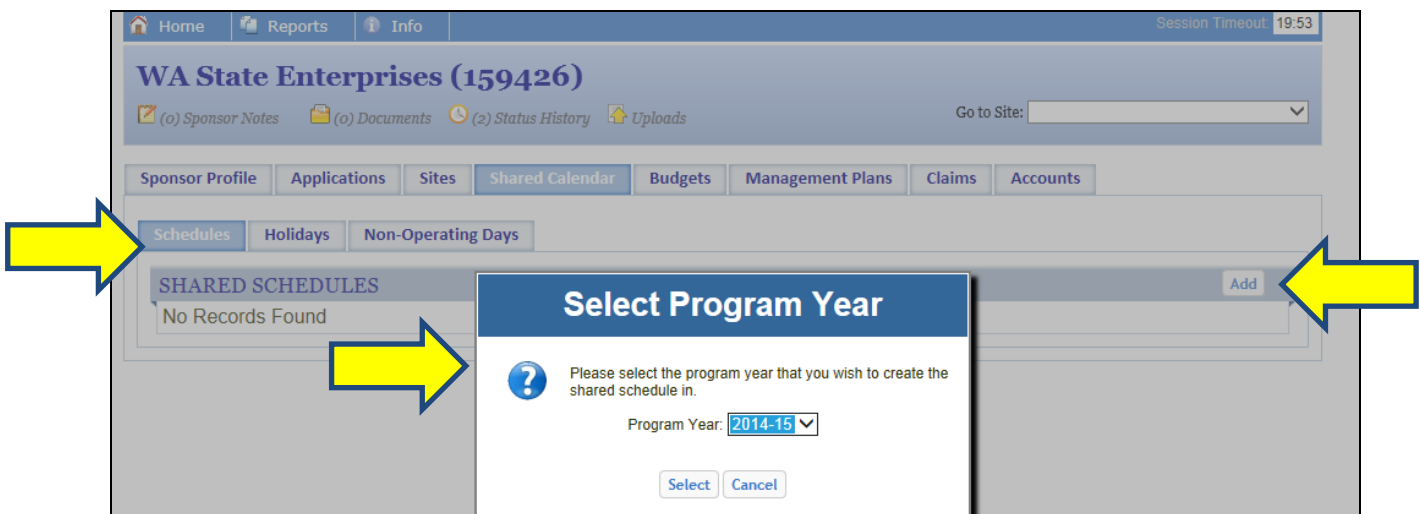
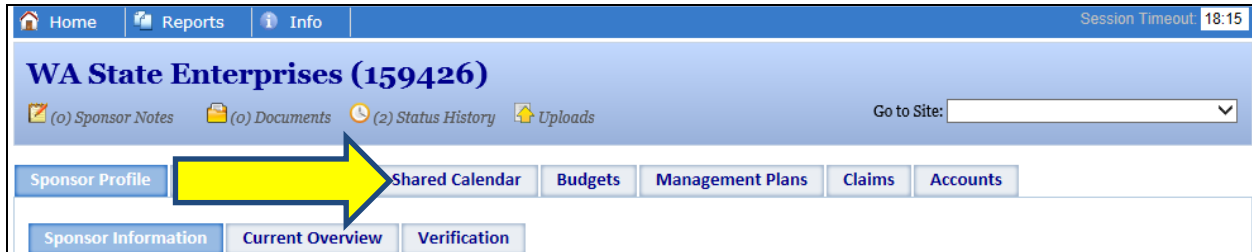


# Sponsors with Multiple Sites

## Shared Calendar for Sponsors with Multiple Sites



## Shared Calendar for Sponsors with Multiple Sites (cont.)



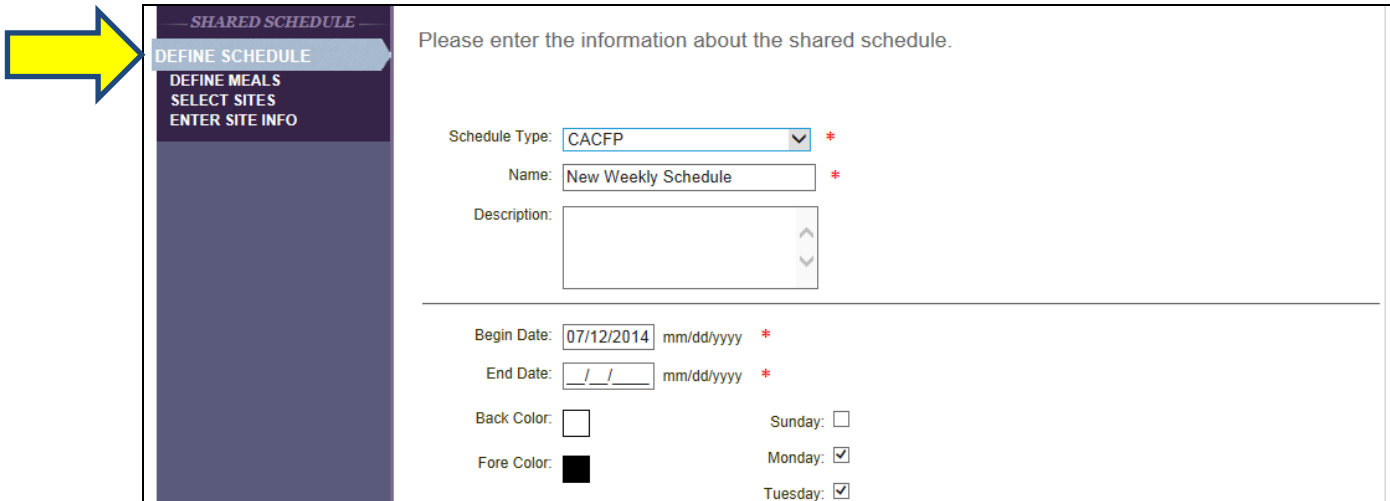
### Shared Calendar Tab

- Click the Shared Calendar Tab and you open the screen where you can add a new schedule and edit or view an existing schedule. After you have created a shared schedule you can click the View icon to view the schedule or the Delete icon to remove it. If you click Delete you will see a dialogue box asking if you are sure.

### Add a New Shared Schedule

- Click the Add button
- A pop up window will open and ask you to select the program year. Click the drop down arrow, then Select the program year, Click Select and the Define Schedule screen opens. Enter the required information, schedule type, name, and begin and end date. Click Next to continue.

## Shared Calendar for Sponsors with Multiple Sites (cont.)



SHARED SCHEDULE

DEFINE SCHEDULE

DEFINE MEALS

SELECT SITES

ENTER SITE INFO

Please enter the information about the shared schedule.

Schedule Type: CACFP \*

Name: New Weekly Schedule \*

Description:

---

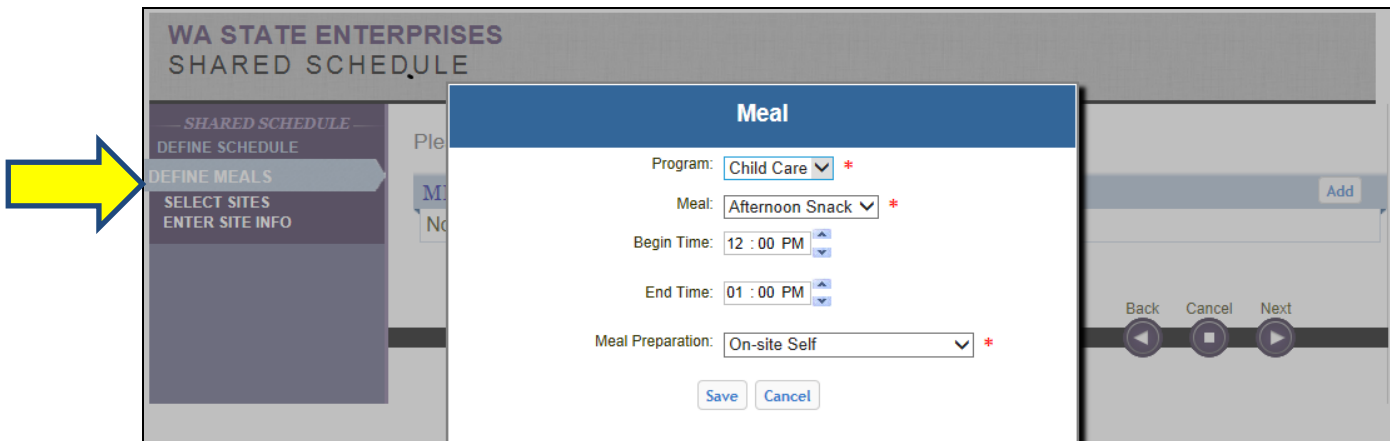
Begin Date: 07/12/2014 mm/dd/yyyy \*

End Date: / / mm/dd/yyyy \*

Back Color:  Sunday:

Fore Color:  Monday:

Tuesday:



WA STATE ENTERPRISES  
SHARED SCHEDULE

SHARED SCHEDULE

DEFINE SCHEDULE

DEFINE MEALS

SELECT SITES

ENTER SITE INFO

Meal

Program: Child Care \*

Meal: Afternoon Snack \*

Begin Time: 12 : 00 PM

End Time: 01 : 00 PM

Meal Preparation: On-site Self \*

Save Cancel

Back Cancel Next

### Define Schedule

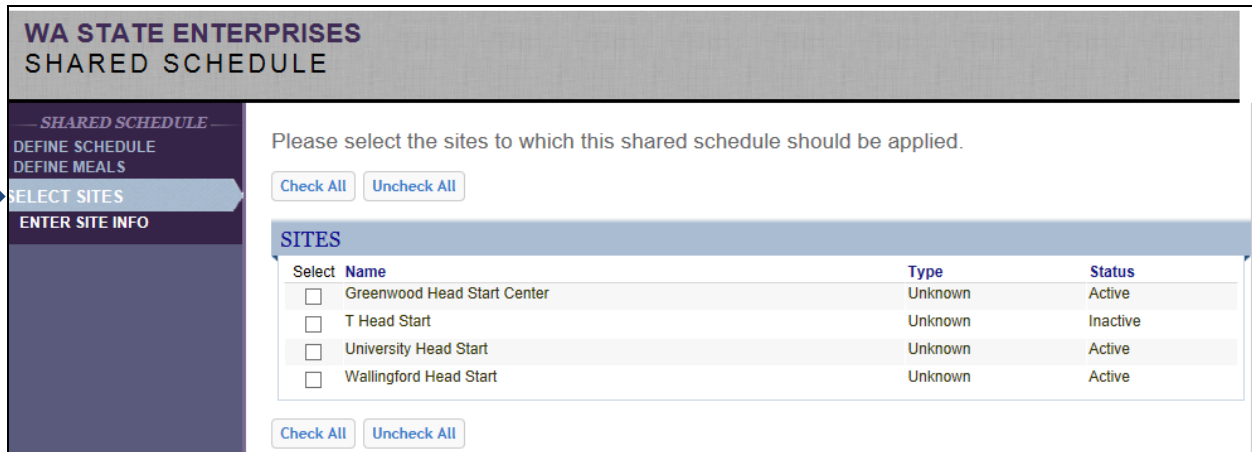
- After you select the program year and click Select, the Define Schedule screen opens. Enter the required information, schedule type, name, and begin and end date. Click Next to continue.

### Define Meals

- Click the Add button and the meal dialogue box will open. Click the drop down arrows to select program, meal, and meal preparation. You will also enter the specific times for this meal. Click Save. The schedule is now listed on this page. You can View, Edit, or Delete by clicking on the icons. Click Next to continue.



## Shared Calendar for Sponsors with Multiple Sites (cont.)




**WA STATE ENTERPRISES  
SHARED SCHEDULE**

--- SHARED SCHEDULE ---  
 DEFINE SCHEDULE  
 DEFINE MEALS  
**SELECT SITES**  
 ENTER SITE INFO

Please select the sites to which this shared schedule should be applied.

**SITES**

Select	Name	Type	Status
<input type="checkbox"/>	Greenwood Head Start Center	Unknown	Active
<input type="checkbox"/>	T Head Start	Unknown	Inactive
<input type="checkbox"/>	University Head Start	Unknown	Active
<input type="checkbox"/>	Wallingford Head Start	Unknown	Active



**WA STATE ENTERPRISES  
SHARED SCHEDULE**

--- SHARED SCHEDULE ---  
 DEFINE SCHEDULE  
 DEFINE MEALS  
 SELECT SITES  
**ENTER SITE INFO**

Please enter the information for each site so that the shared schedule can be applied correctly.

**ENTER SITE INFORMATION**

Site Name	Program	Meal	Begin Time	End Time
Greenwood Head Start Center	Child Care	Lunch	01 : 00 PM	02 : 00 PM
University Head Start	Child Care	Lunch	01 : 00 PM	02 : 00 PM
Wallingford Head Start	Child Care	Lunch	01 : 00 PM	02 : 00 PM

### Select Sites

- To select the site you can either click on the Check Box next to the site OR click on the Check All button. You can undo this action by clicking the Uncheck button. Once you have selected the sites, click Next to continue.

### Enter Site Info

- The Enter Site Info screen will allow you to modify the begin time and end time for each site as needed. Click Save to save the shared schedule to all selected sites.

## Shared Calendar for Sponsors with Multiple Sites (cont.)

**WA State Enterprises (159426)**

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

Go to Site:

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

Holidays Non-Operating Days

**SHARED HOLIDAYS** Add

View	Edit	Delete	Holiday	Date	Site Group
			Thanksgiving	11/27/2014	HolidaySchedule1

**SHARED HOLIDAY**

— SHARED HOLIDAY —

SELECT HOLIDAYS SELECT SITES

Please enter your shared Holidays in the grid below.

Description: Thanksgiving Date: 11/27/214 mm/dd/yyyy Save Cancel

July, 2014

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

**SHARED HOLIDAY**

SELECT HOLIDAYS SELECT SITES

Please select the sites that are affected by the Holidays defined in the previous step.

Check All Uncheck All

**SITES**

Select	Name	Type	Status
<input type="checkbox"/>	Greenwood Head Start Center	Unknown	Active
<input type="checkbox"/>	T Head Start	Unknown	Inactive

### Holidays Tab

- Click on the Holidays tab to open the Shared Holidays screen where you add, view or edit a Holiday. To add a holiday, click the Add button.

### Select Holidays

- The Select Holidays screen opens. The Site Group Name will default to Holiday Schedule. If you have the same holidays for all your sites, you can use this same group name. If you have different holidays at some sites, you will use a different group name to identify the holidays for each. Click the Add button. Enter a description of the holiday and the date. Click Save. Click Next.

### Select Sites

- The Select Sites screen opens. To select the site you can either click on the Check Box next to the site OR click on the Check All button. For this training we are only selecting three sites. You can undo this action by clicking the Uncheck button. Once you have selected the sites, click Save to return to the Shared Holidays screen.

## Shared Calendar for Sponsors with Multiple Sites (cont.)

**WA State Enterprises (159426)**

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

Go to Site:

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

Schedule **Non-Operating Days**

**SHARED NON-OPERATING DAYS** Add

View	Edit	Delete	Non-Operating Day	Date	Site Group
			Staff in service	10/15/2014	NonOperatingSchedule1

**SHARED NON-OPERATING DAY**

SHARED NON-OPERATING DAY

OPERATING DAYS

LECT SITES

Please enter your shared Non-Operating Days in the grid below.

Description:  Date:  mm/dd/yyyy Save Cancel

July, 2014

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

SHARED NON-OPERATING DAY

NON-OPERATING DAYS

SELECT SITES

Please select the sites that are affected by the Non-Operating Days defined in the previous step

Check All Uncheck All

**SITES**

Select	Name	Type	Status
<input type="checkbox"/>	Greenwood Head Start Center	Unknown	Active
<input type="checkbox"/>	T Head Start	Unknown	Inactive
<input type="checkbox"/>	University Head Start	Unknown	Active
<input type="checkbox"/>	Wallingford Head Start	Unknown	Active

Check All Uncheck All

### Non-Operating Days Tab

- Click on the Non-Operating Days tab to open the Shared Non-Operating Days screen where you add, view or edit a non-operating day. To add a non-operating day, click the Add button.

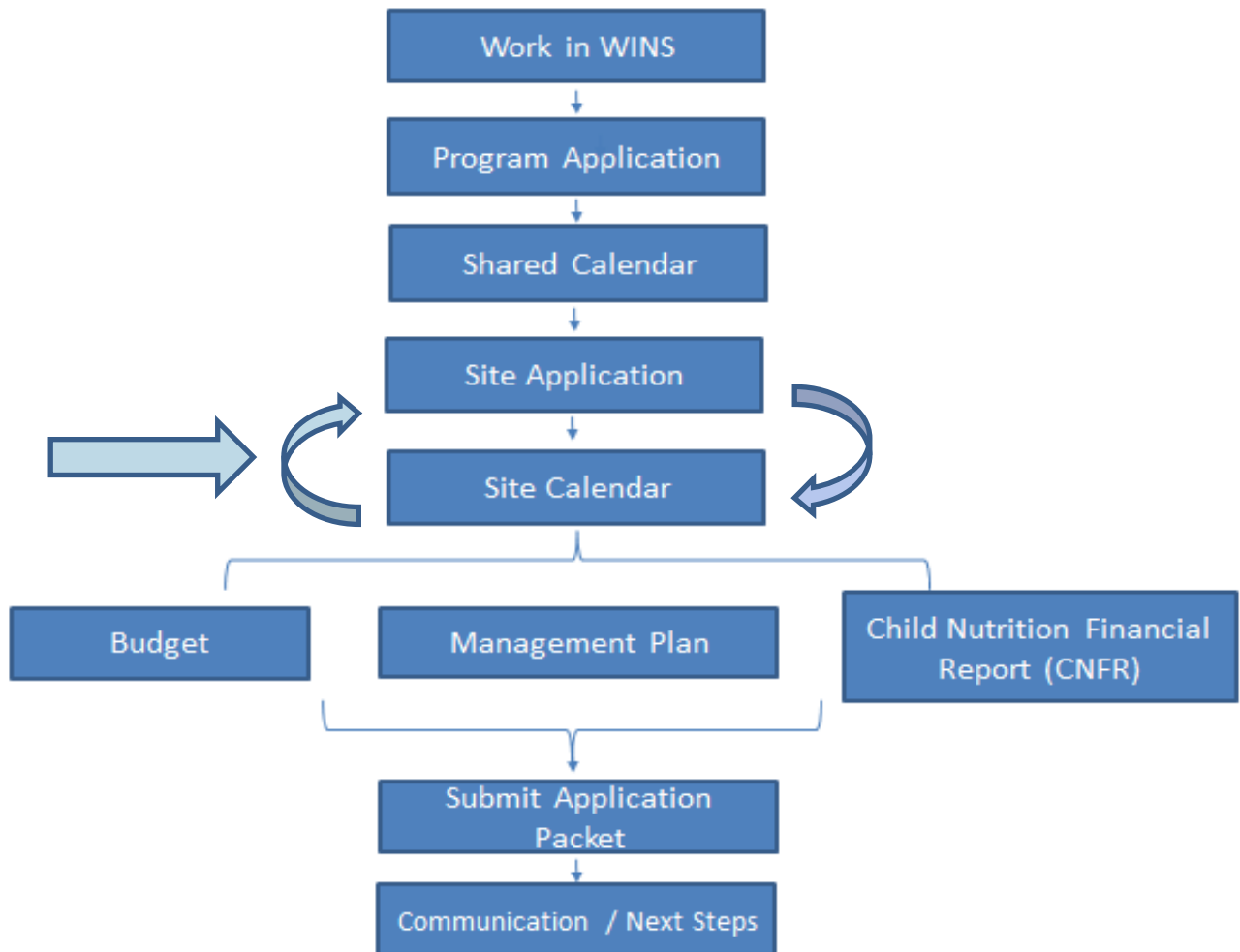
### Select Non-Operating Days

- Click the Add button and the Select Non-Operating Day screen opens. The Site Group Name will default to Non-Operating Schedule. If you have the same non-operating days for all your sites, you can use this same group name. If you have non-operating days at some sites, you will use a different group name to identify the non-operating days for each. Click the Add button. Enter a description of the non-operating day and the date. Click Save and the non-operating day is saved. Click Next.

### Select Sites

- The Select Sites screen opens. To select the site you can either click the Check Box next to the site OR click on the Check All button. You can undo this action by clicking the Uncheck button. Once you have selected the sites, click Save to return to the Shared Non-Operating Days screen.

## Site Application



**As a Sponsor with multiple sites, you will need to complete a Site Application and a Site Calendar for each site before you are able to submit your complete Program Application.**

## Multi-Site Sponsors: Site Application

**WA State Enterprises (159426)**

(0) Sponsor Notes (4) OSPI Notes (0) Documents (2) Status History Uploads

Go to Site:

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

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

Select Site	Name	Site Status	Calendar Status	Active Programs (Year 2014-15) Program	Application Status
<input checked="" type="checkbox"/>	Green Care for Kids	Active	Not Started		Not Started
<input checked="" type="checkbox"/>	Happy Kid Care	Active	Not Started		Not Started

**Greenwood Head Start Center (664424)** WA State Enterprises

(0) Site Notes (0) Documents (2) Status History

Go to Site:

**Site Applications** Site Calendars Claiming

**SITE APPLICATIONS** [Renew Application](#)

View	Edit	Delete	Submit	History	Program Year	Type	Revision Count	Program	Application Status
					2013-14	Unified Application	0		
					2013-14	Legacy CACFP Application (History)	0	Child Care	Approved (3/27/2014)
					2012-13	Legacy CACFP Application (History)	0	Child Care	Approved (4/26/2013)

### Select a Site

- With multiple sites, click the Site tab at the sponsor level and then click on the Check Mark icon next to the site you want to work on. You will know you are at the individual site level as the Site Header will be green and you will see a button in the upper right corner that when clicked will return you to the Sponsor level. You may also access a site from the Current Overview page.

### Go to the Site Application Tab

- The Site Applications screen shows any new applications created in WINS (called a 'Unified Application') and any old applications created in CNP 2000 (called a 'Legacy Application'). Here you can view, edit, delete, and renew the applications. An application's status is shown using different colors. Green indicates an approved application and ok to submit a claim. Red indicates a problem and yellow indicates the application has been created but has not been submitted to OSPI for review.
- Click on the **Renew Application** button to create a new application. This opens the Unified Program Application Wizard.

## Multi-Site Sponsors: Site Application (cont.)

**GREENWOOD HEAD START CENTER  
WA STATE ENTERPRISES  
2015 UNIFIED APPLICATION**

--- SELECT ---

**PROGRAMS**

You are approved 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. (Note: If a program is grayed out, you do not have security permission to work on that program.)

Child Care Program

--- SITE ---

**ADDRESSES**

CONTACTS

--- CACFP ---

RACIAL/ETHNIC ORGANIZATION  
LICENSE/PERMIT  
AGE OF ENROLLED

--- CHILD CARE ---  
SERVICES PROVIDED

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

**ADDRESSES** Add

Edit	Delete	Type	Address	Attention
		Street	91 SW Chehalis Avenue Suite 102 Chehalis, Washington 98532	

--- SITE ---

ADDRESSES

**CONTACTS**

--- CACFP ---

RACIAL/ETHNIC ORGANIZATION  
LICENSE/PERMIT  
AGE OF ENROLLED

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

**REQUIRED CONTACTS** Manage Staff

Complete?	Contact Type	Contact	Required For
Yes	CACFP Site Contact	Smith, John	Child Care

### Programs

- The Programs screen will display a list of approved programs. The program selections may vary for different sponsors. Note: You have the option to re-enter applications and work on additional programs or sections at a later time.

### Addresses

- The Address screen opens and you can edit or add addresses as needed. Click Next to continue.

### Contacts

- The Contact screen opens. Here you can select the required contact from the drop down menu. If the contact person is not listed in the drop down menu then you can add them by clicking on the Manage Staff button.

### Manage Staff

- Here you can search for the contact you are looking for and select them OR you can click the Add button and add the contact. If you do not find the contact person you are looking for, click the Add button. Here you can enter the contact information. Click Save once you have added the contact. Click Close to return to the Contact page. You will be able to select the added contact from the drop down menu. Once all the required contacts have been selected, click Next to continue.

## Multi-Site Sponsors: Site Application (cont.)

— SITE —  
ADDRESSES  
CONTACTS

— CACFP —

**RACIAL/ETHNIC**

ORGANIZATION  
LICENSE/PERMIT  
AGE OF ENROLLED

— CHILD CARE —  
SERVICES PROVIDED

— REVIEW —  
APPLICATION ERRORS

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

Ethnicity:

Hispanic or Latino:  \*

Not Hispanic or Latino:  \*

Race:

White:  \*

Black or African American:  \*

— SITE —  
ADDRESSES  
CONTACTS

— CACFP —

RACIAL/ETHNIC

**ORGANIZATION**

LICENSE/PERMIT  
AGE OF ENROLLED

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

Organization Type:  \*

Id: 1859305  
Update Info: Edgar Waters - 7/12/2014 3:36 PM  
Create Info: Edgar Waters - 7/12/2014 3:36 PM  
[Preview](#) [Show All](#)

### Racial / Ethnic

- This screen will ask you to list the number of children by racial/ethnic group.

### Organization

- Select the type of organization that you are non-profit or for profit.



## Multi-Site Sponsors: Site Application (cont.)

**GREENWOOD HEAD START CENTER  
WA STATE ENTERPRISES  
2015 UNIFIED APPLICATION**

**LICENSE/PERMIT**

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

Is this a licensed child care center? Yes \*

Is the license non-expiring? Yes \*

License Capacity: 100 \*

License Number: \*

License Document: [Select Document](#)

Ages of Enrollment: from \* through \*

**Document Manager**

Current Location: Site

[Add File to Current Folder](#) [Create a New Folder](#)

### License/Permit

- This screen will ask you questions about licensing and inspection. Enter the correct information and upload your license.

### To Upload your License

- Click the Select Document button.
- The Document Manager pop box will open.
- Click the Add File to Current Folder button.
- Type in the title of the document and click the Browse button.
- This will open the file folders on your computer. Select the document and click Open.
- You will see the document now listed in the file text field in the Document Manager pop up box.
- Click the Save button and you will see the document listed in the Document Manager pop up box.
- Click the Close button to close the pop up box.
- Next enter the ages of enrollment for the license. Click Next to continue.

## Multi-Site Sponsors: Site Application (cont.)

**GREENWOOD HEAD START CENTER  
WA STATE ENTERPRISES  
2015 UNIFIED APPLICATION**

**SITE**  
ADDRESSES  
CONTACTS

**CACFP**  
RACIAL/ETHNIC ORGANIZATION LICENSE/PERMIT

**AGE OF ENROLLED**

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

Are infants (under 1 year of age) enrolled?  \*

Is the site claiming infants (under 1 year of age)?  \*

Ages of Participants: from  Year through  Year \*



**SITE**  
ADDRESSES  
CONTACTS

**CACFP**  
RACIAL/ETHNIC ORGANIZATION LICENSE/PERMIT  
AGE OF ENROLLED

**CHILD CARE**

**SERVICES PROVIDED**

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

Will this center provide Child Care services?  \*

Will this center provide Outside School Hours services?  \*

Will this center provide Head Start services?  \*

Will this center provide ECEAP services?  \*

Will this center provide Emergency Shelter services?  \*



**SITE**  
ADDRESSES  
CONTACTS

**CACFP**  
RACIAL/ETHNIC ORGANIZATION LICENSE/PERMIT  
AGE OF ENROLLED

**CHILD CARE**  
SERVICES PROVIDED

**REVIEW**

**APPLICATION ERRORS**

This section shows the errors that currently exist on the application.

**APPLICATION ERRORS**  
No Errors Found

Show All Sections

Back Cancel Done



### Age of Enrolled

- This screen will ask you additional questions about enrollment. Click on the drop down arrow and select the appropriate information and then enter the age of the children enrolled in the program.

### Child Care Services Provided

- This screen will ask you questions about the type of services that you offer. Click the drop down arrows and select the appropriate response. If you answer "Yes" to the question about At-risk Program you will be asked to enter additional information. Click Next to continue.

### Review

- The Application Errors screen gives you an overview of what errors exist on the application and need to be completed. By clicking the View icon next to the error, you will be taken back to that screen to review and make edits. Once you have entered or edited the information, click Next.
- If there are no errors and you click Next, you will return to the Site Application screen. Here you will see the option to View, Edit, and Submit. It is recommended that you complete all of the required for the application before you submit.

## Single Site Sponsors: Site Application

The screenshot shows the WINS application interface. At the top, it says 'Welcome Colleen Moen, Sponsor User'. Below this is a navigation bar with 'Home', 'Search', 'Reports', 'Tools', and 'Info'. The main content area shows 'WA State Enterprises (159426)' with a 'Sponsor Profile' tab selected. Underneath, there are tabs for 'Applications', 'Sites', 'Shared Calendar', 'Budgets', 'Management Plans', 'Claims', and 'Accounts'. The 'SITES' section shows a table with one entry: 'Green Care for Kids' with a checkmark in the 'Select' column. A yellow arrow points to this checkmark. Below this, the 'Greenwood Head Start Center (664424)' page is shown, with a green header and a 'Go to Site' dropdown. A yellow arrow points to the 'Site Applications' tab. Below this, the 'SITE APPLICATIONS' table is shown with a 'Renew Application' button. A yellow arrow points to this button.

Select	Name	Site Status	Calendar Status	Active Programs (Year 2014-15)	Application Status
<input checked="" type="checkbox"/>	Green Care for Kids	Active	Not Started		Not Started

View	Edit	Delete	Submit	History	Program Year	Type	Revision Count	Program	Application Status
					2013-14	Unified Application	0		
					2013-14	Legacy CACFP Application (History)	0	Child Care	Approved (3/27/2014)
					2012-13	Legacy CACFP Application (History)	0	Child Care	Approved (4/26/2013)

### Select a Site

- Click the Site tab at the sponsor level and then click on the Check Mark icon next to the site you want to work on. You will know you are at the individual site level as the Site Header will be green and you will see a button in the upper right corner that when clicked will return you to the Sponsor level. You may also access a site from the Current Overview page.

### Go to the Site Application Tab

- The Site Applications screen shows any new applications created in WINS (called a 'Unified Application') and any old applications created in CNP 2000 (called a 'Legacy Application'). Here you can view, edit, delete, and renew the applications. An application's status is shown using different colors. Green indicates an approved application and ok to submit a claim. Red indicates a problem and yellow indicates the application has been created but has not been submitted to OSPI for review.
- Click on the **Renew Application** button to create a new application. This opens the Unified Program Application Wizard.

## Single Site Sponsors: Site Application (cont.)

**GREENWOOD HEAD START CENTER  
WA STATE ENTERPRISES  
2015 UNIFIED APPLICATION**

--- SELECT ---

**PROGRAMS**

You are approved 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. (Note: If a program is grayed out, you do not have security permission to work on that program.)

Child Care Program

--- SITE ---

**ADDRESSES**

CONTACTS

--- CACFP ---

RACIAL/ETHNIC ORGANIZATION LICENSE/PERMIT AGE OF ENROLLED

--- CHILD CARE SERVICES PROVIDED ---

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

**ADDRESSES** Add

Edit	Delete	Type	Address	Attention
		Street	91 SW Chehalis Avenue Suite 102 Chehalis, Washington 98532	

--- SITE ---

ADDRESSES

**CONTACTS**

--- CACFP ---

RACIAL/ETHNIC ORGANIZATION LICENSE/PERMIT AGE OF ENROLLED

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

**REQUIRED CONTACTS** Manage Staff

Complete?	Contact Type	Contact	Required For
Yes	CACFP Site Contact	Smith, John	Child Care

### Programs

- The Programs screen will display a list of approved programs. The program selections may vary for different sponsors. Note: You have the option to re-enter applications and work on additional programs or sections at a later time.

### Addresses

- The Address screen opens and you can edit or add addresses as needed. Click Next to continue.

### Contacts

- The Contact screen opens. Here you can select the required contact from the drop down menu. If the contact person is not listed in the drop down menu then you can add them by clicking on the Manage Staff button.

### Manage Staff

- Here you can search for the contact you are looking for and select them OR you can click the Add button and add the contact. If you do not find the contact person you are looking for, click the Add button. Here you can enter the contact information. Click Save once you have added the contact. Click Close to return to the Contact page. You will be able to select the added contact from the drop down menu. Once all the required contacts have been selected, click Next to continue.

## Single Site Sponsors: Site Application (cont.)

— SITE —  
ADDRESSES  
CONTACTS

— CACFP —

**RACIAL/ETHNIC**

ORGANIZATION  
LICENSE/PERMIT  
AGE OF ENROLLED

— CHILD CARE —  
SERVICES PROVIDED

— REVIEW —  
APPLICATION ERRORS

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

Ethnicity:

Hispanic or Latino:  \*

Not Hispanic or Latino:  \*

Race:

White:  \*

Black or African American:  \*

— SITE —  
ADDRESSES  
CONTACTS

— CACFP —

RACIAL/ETHNIC

**ORGANIZATION**

LICENSE/PERMIT  
AGE OF ENROLLED

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

Organization Type:  \*

Id: 1859305  
Update Info: Edgar Waters - 7/12/2014 3:36 PM  
Create Info: Edgar Waters - 7/12/2014 3:36 PM  
[Preview](#) [Show All](#)

### Racial / Ethnic

- This screen will ask you to list the number of children by racial/ethnic group.

### Organization

- Select the type of organization that you are non-profit or for profit.

## Single Site Sponsors: Site Application (cont.)

**GREENWOOD HEAD START CENTER  
WA STATE ENTERPRISES  
2015 UNIFIED APPLICATION**

**LICENSE/PERMIT**

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

Is this a licensed child care center? Yes \*

Is the license non-expiring? Yes \*

License Capacity: 100 \*

License Number: \*

License Document: [Select Document](#)

Ages of Enrollment: from \* through \*

**Document Manager**

Current Location: Site

[Add File to Current Folder](#) [Create a New Folder](#)

### License/Permit

- This screen will ask you questions about licensing and inspection. Enter the correct information and upload your license.

### To Upload your License

- Click the Select Document button.
- The Document Manager pop box will open.
- Click the Add File to Current Folder button.
- Type in the title of the document and click the Browse button.
- This will open the file folders on your computer. Select the document and click Open.
- You will see the document now listed in the file text field in the Document Manager pop up box.
- Click the Save button and you will see the document listed in the Document Manager pop up box.
- Click the Close button to close the pop up box.
- Next enter the ages of enrollment for the license. Click Next to continue.

## Single Site Sponsors: Site Application (cont.)

**GREENWOOD HEAD START CENTER  
WA STATE ENTERPRISES  
2015 UNIFIED APPLICATION**

**SITE**  
ADDRESSES  
CONTACTS

**CACFP**  
RACIAL/ETHNIC ORGANIZATION LICENSE/PERMIT

**AGE OF ENROLLED**

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

Are infants (under 1 year of age) enrolled?  \*

Is the site claiming infants (under 1 year of age)?  \*

Ages of Participants: from  Year through  Year \*

**SITE**  
ADDRESSES  
CONTACTS

**CACFP**  
RACIAL/ETHNIC ORGANIZATION LICENSE/PERMIT AGE OF ENROLLED

**CHILD CARE**

**SERVICES PROVIDED**

You are viewing information as entered for this application. If changes are needed, please edit or revise your current application.

Will this center provide Child Care services?  \*

Will this center provide Outside School Hours services?  \*

Will this center provide Head Start services?  \*

Will this center provide ECEAP services?  \*

Will this center provide Emergency Shelter services?  \*

**SITE**  
ADDRESSES  
CONTACTS

**CACFP**  
RACIAL/ETHNIC ORGANIZATION LICENSE/PERMIT AGE OF ENROLLED

**CHILD CARE**  
SERVICES PROVIDED

**REVIEW**

**APPLICATION ERRORS**

This section shows the errors that currently exist on the application.

**APPLICATION ERRORS**  
No Errors Found

Show All Sections

Back Cancel Done

### Age of Enrolled

- This screen will ask you additional questions about enrollment. Click on the drop down arrow and select the appropriate information and then enter the age of the children enrolled in the program.

### Child Care Services Provided

- This screen will ask you questions about the type of services that you offer. Click the drop down arrows and select the appropriate response. If you answer "Yes" to the question about At-risk Program you will be asked to enter additional information. Click Next to continue.

### Review

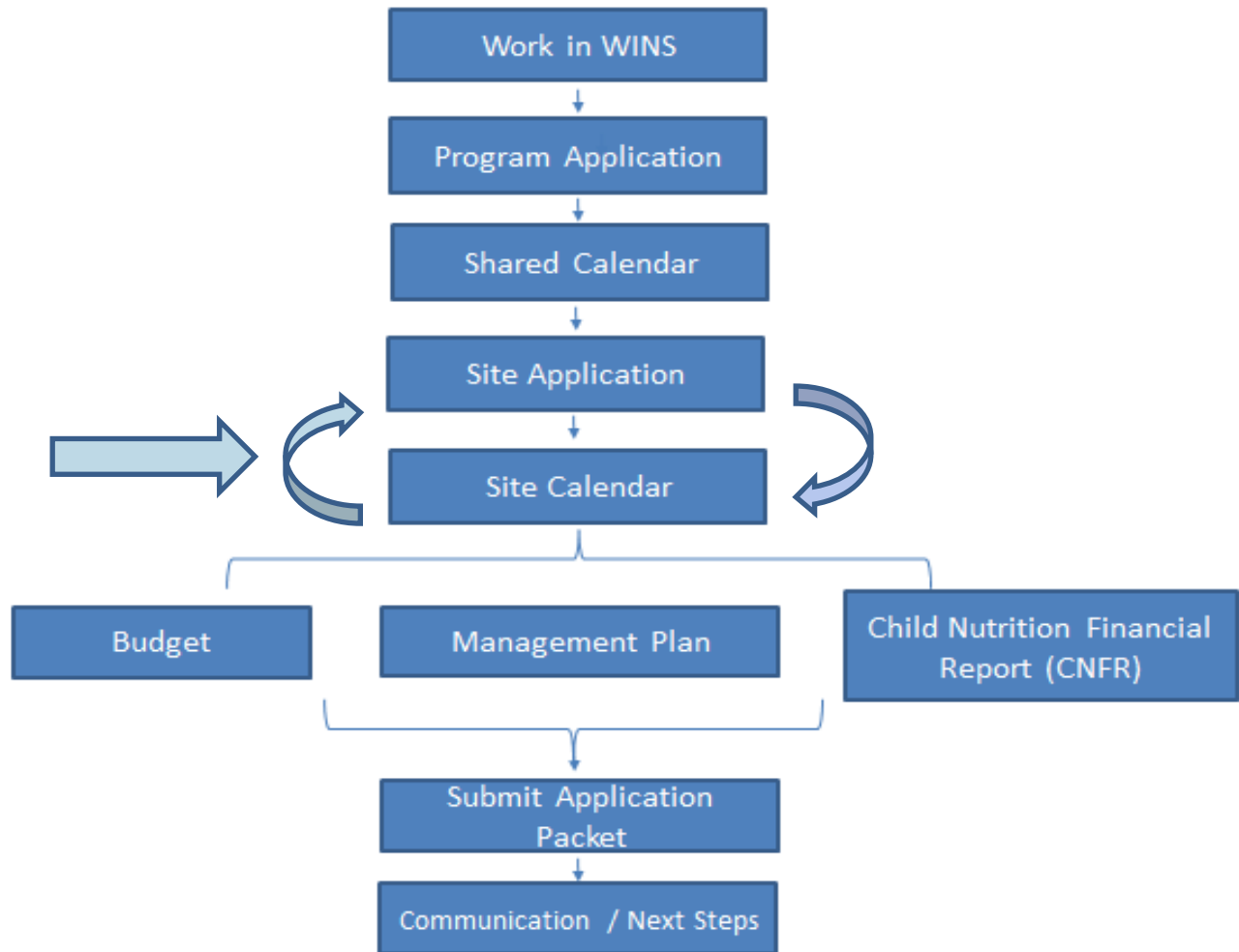
- The Application Errors screen gives you an overview of what errors exist on the application and need to be completed. By clicking the View icon next to the error, you will be taken back to that screen to review and make edits. Once you have entered or edited the information, click Next.
- If there are no errors and you click Next, you will return to the Site Application screen. Here you will see the option to View, Edit, and Submit. It is recommended that you complete all of the required for the application before you submit.





# Sponsors with Multiple Sites

## Multi-Site Sponsors



As a Sponsor with multiple sites, the information you entered in the Shared Calendar is used to create the Site Calendar.

It is important to note that you will need to verify the information for each site and enter additional information as required.

When you complete a Site Application and Site Calendar for one of your other sites, you will go back to the Sponsor Profile, Site Application Tab and select the next site. You will repeat the Site Application and Site Calendar for each site.

## Multi-Site Sponsors: Site Calendar

WA State Enterprises (159426)

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

Go to Site:

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

SITES  Show Inactive

Select Site	Name	Site Status	Calendar Status	Active Programs (Year 2014-15) Program	Application Status
<input checked="" type="checkbox"/>	Greenwood Head Start Center	Active	In Error (7/1/2014)	Child Care	Created (7/12/2014)
<input checked="" type="checkbox"/>	University Head Start	Active	In Error (7/12/2014)		
<input checked="" type="checkbox"/>	Wallingford Head Start	Active	In Error (7/12/2014)		Not Started

Greenwood Head Start Center (664424)

(0) Site Notes (1) Documents (2) Status History

Go to Site:

Site Profile Site **Site Calendars** Claiming

SITE CALENDARS

View	Edit	Delete	Submit	Program Year	Revision Count	Current Status
				2014-15	0	In Error

(0) Site Notes (1) Documents (2) Status History

Return to Site Profile

2014-15 Site Calendar, Revision 0

Site--> Site Calendar

Schedules **Holidays** Non-Operating Days Summary View Calendar View

SCHEDULES

View	Edit	Delete	Name	Type	Start Date	End Date	Monday?	Tuesday?	Wednesday?	Thursday?	Friday?
			New Weekly Schedule	CACFP	10/1/2014	9/30/2015	Yes	Yes	Yes	Yes	Yes

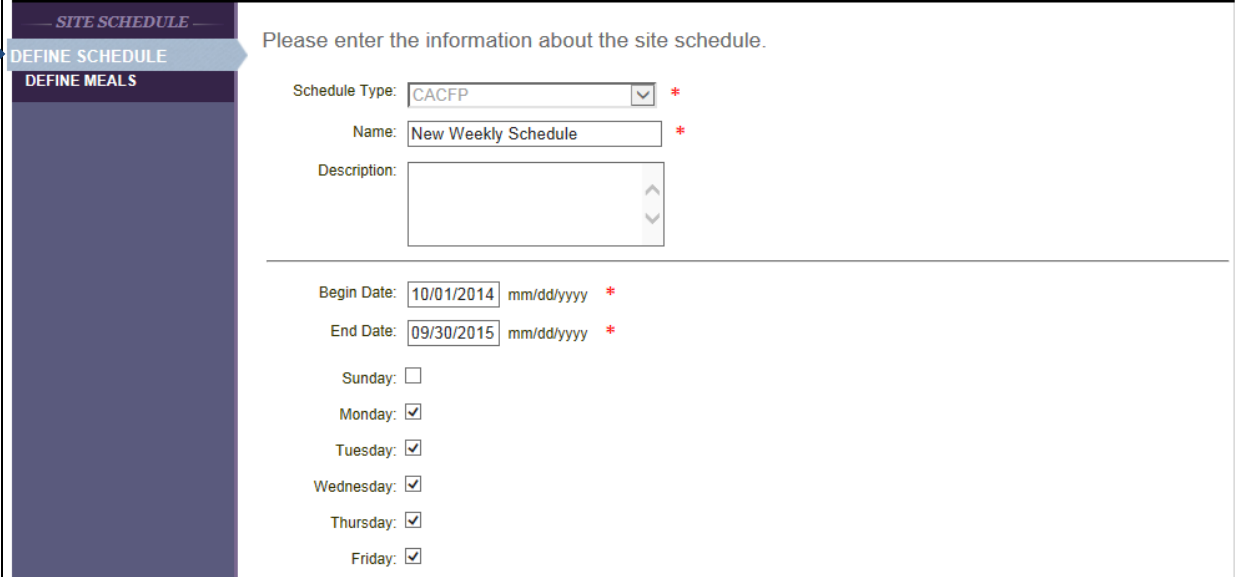
### Site Calendars Tab

- The Site Calendar screen allows you to view, edit, add, delete and submit the listed calendar. Click the Edit icon to add specific information to this Site Calendar. Click the Edit icon to revise the Site Calendar. With multiple sites you have created a Shared Calendar so you will see a Site Calendar on this page for the program year in error status. Click Edit and you will see tabs for working with the Site Calendar. You may also access a Site Calendar from the Current Overview page.

### Schedules Tab

- The Schedules screen shows the weekly schedule you created using the Shared Calendar. Click the Edit icon to revise this schedule.

## Multi-Site Sponsors: Site Calendar (cont.)



**SITE SCHEDULE**

DEFINE SCHEDULE

DEFINE MEALS

Please enter the information about the site schedule.

Schedule Type:  \*

Name:  \*

Description:

---

Begin Date:  mm/dd/yyyy \*

End Date:  mm/dd/yyyy \*

Sunday:

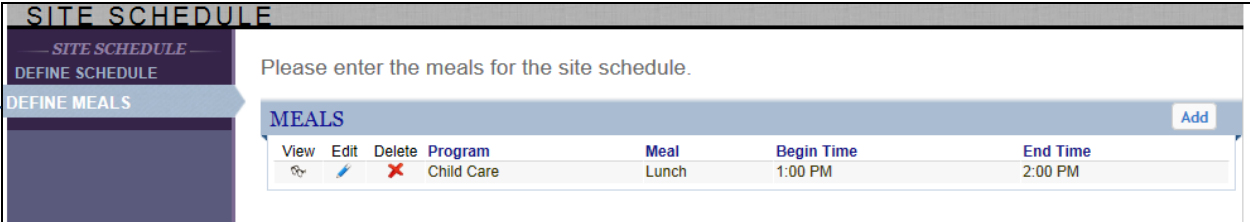
Monday:

Tuesday:

Wednesday:

Thursday:

Friday:



**SITE SCHEDULE**

SITE SCHEDULE

DEFINE SCHEDULE

DEFINE MEALS

Please enter the meals for the site schedule.

**MEALS** Add

View	Edit	Delete	Program	Meal	Begin Time	End Time
			Child Care	Lunch	1:00 PM	2:00 PM

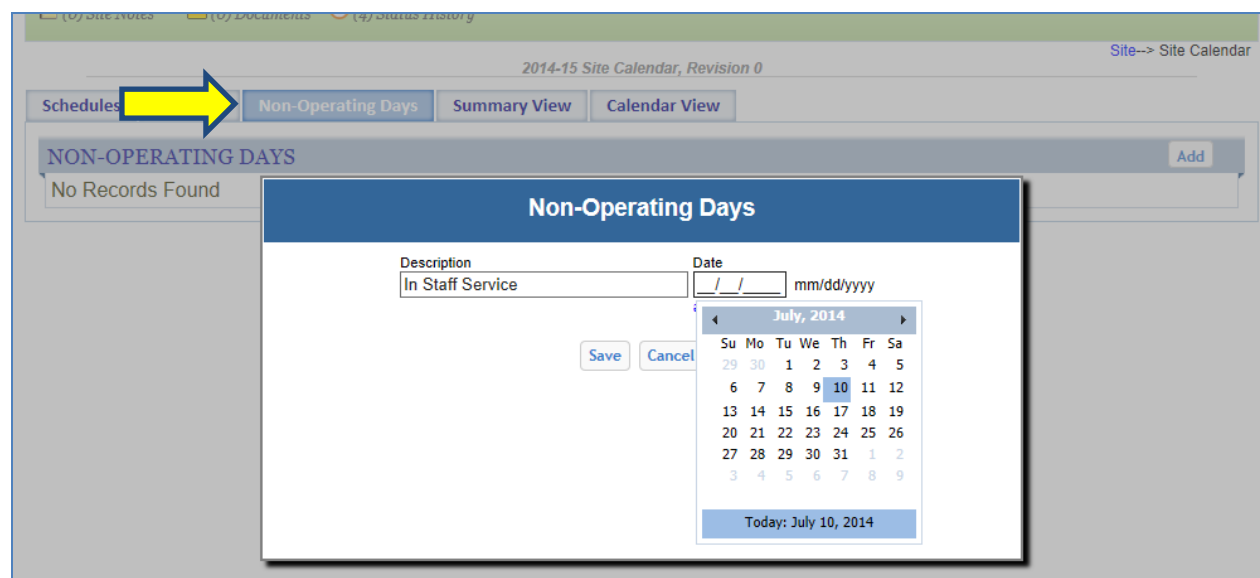
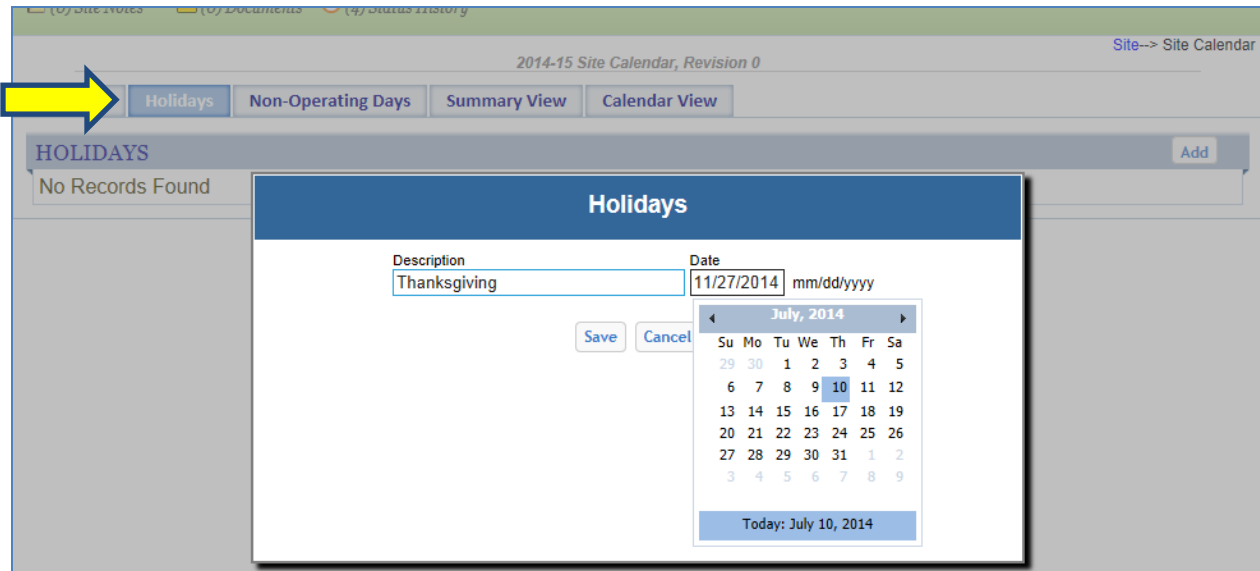
### Define Schedule

- The Define Schedule screen will already be completed from the Shared Calendar. Click Next to continue.

### Define Meals

- The Define Meals Screen will show the meals you entered on the Shared Calendar. Click Edit to open the Meal dialogue box. You will need to enter the required information. After doing so, click Save to close the Meal dialogue box. Then click Save again to save the changes to the schedule. To add Meals, Click the Add button and follow the same steps.

## Multi-Site Sponsors: Site Calendar (cont.)



### Holidays Tab

- Click the Holiday tab. The Holiday screen will open. If you have entered holidays at the sponsor level you will see them listed here. You can add or delete a holiday from the calendar.

### Non-Operating Days Tab

- Click the Non-Operating Days Tab. The Non-Operating Day screen will open. If you have entered non-operating days with Shared Calendar at the sponsor level you see them here. You can add or delete a non-operating day from the calendar.

## Multi-Site Sponsors: Site Calendar (cont.)

The screenshot displays the '2014-15 Site Calendar, Revision 0' interface. At the top, there are tabs for 'Schedules', 'Holidays', 'Non-Operating Days', 'Summary View', and 'Calendar View'. A yellow arrow points to the 'Summary View' tab. Below these tabs are sections for 'Holidays', 'Non-Operating Days', and 'New Weekly Schedule'. The 'New Weekly Schedule' section shows a table with columns for 'View', 'Edit', 'Delete', 'Program/Meal', 'Start Time', 'End Time', '2nd Chance?', 'Meal Preparation', 'Vendor', 'Meal Location', 'ADA Count', 'CAP Count', 'Camper Count', 'Free Count', 'Reduce Count', and 'Paid Count'. Two rows of data are visible, both for 'Child Care' meals. A 'Return to Site Profile' button is located in the upper right corner, with a yellow arrow pointing to it. Below this, the 'Calendar View' tab is selected, showing a calendar grid for July 2014. A yellow arrow points to the 'Calendar View' tab. On the left side of the calendar view, there is a 'NAVIGATE CALENDAR' widget with a monthly calendar and a 'SCHEDULES' list with checkboxes for 'Holidays', 'Non-Operating Days', and 'New Weekly Schedule'. A yellow arrow points to the 'Return to Site Profile' button at the bottom left of the calendar view.

### Summary View Tab

- Click the Summary View and you have a summary table of the Site Calendar. Here you can add, edit, or delete a meal, holiday, or non-operating day on one screen.

### Calendar View Tab

- Click the Calendar View tab and you can complete all actions for the Site Calendar in one location. The information is simply displayed in a different layout with links.

### Returning to Site Profile

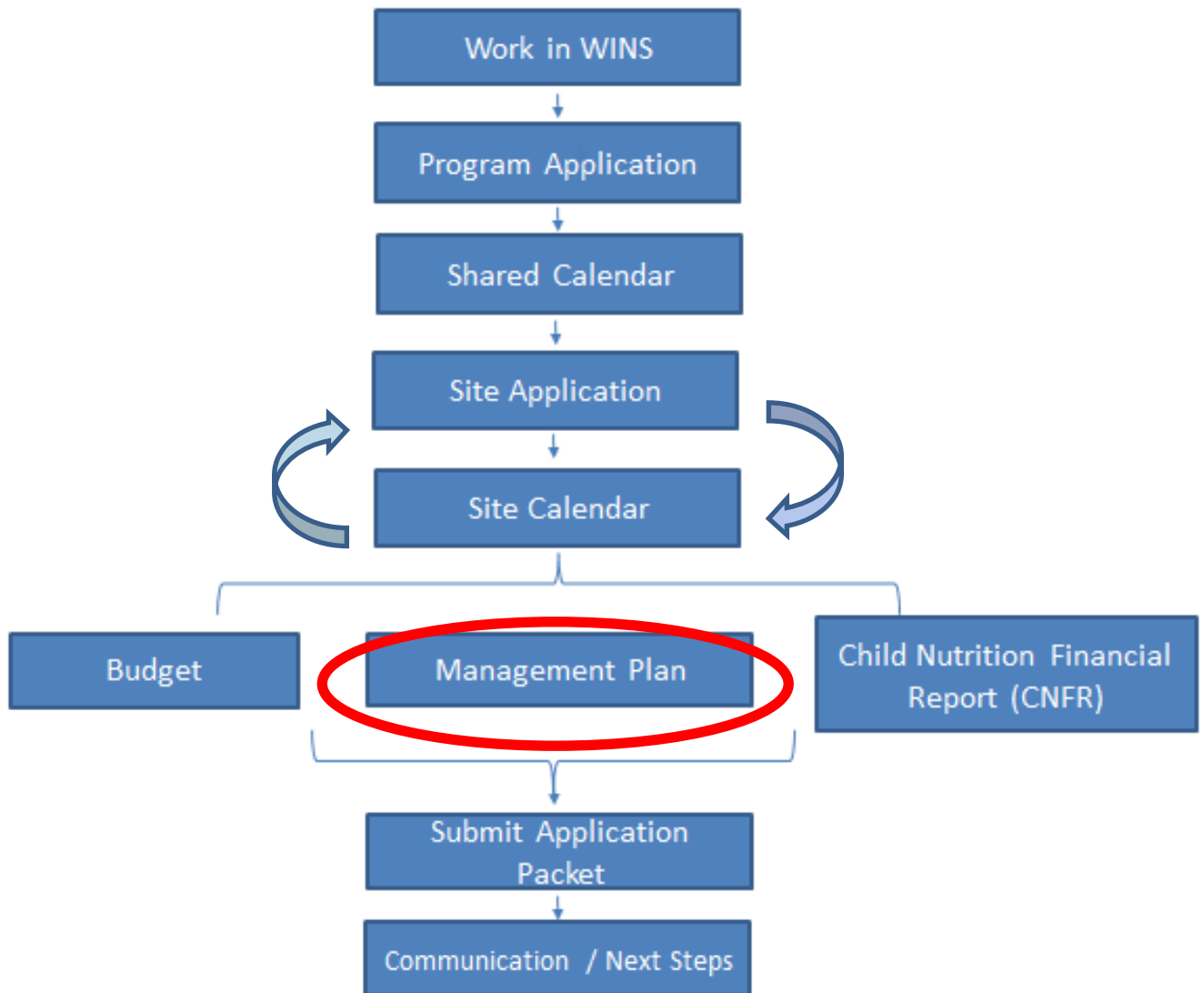
- Once you have completed the Site Calendar edits, you will click the Return to Site Profile button in the upper right section of the Site Header. This will return you to the Site Calendar page.
- When you return to the Site Calendar page, you will see the option to View, Edit, and Submit. It is recommended that you complete all of the components required for the application before you submit.
- Returning to Sponsor Profile / Site Calendar Tab**
  - From the Site Calendars page, click the Sponsor button located in the upper right section of the Site Header. This will take you back to the Sites tab. Here you will be able to select another site to complete a Site Application and Site Calendar.



Required Program  
Specific Components



## Required Program Specific Components for Sponsors with Multiple Sites: Management Plan



## Required Program Specific Components for Sponsors with Multiple Sites: Management Plan

WA State Enterprises (159426)

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

Go to Site:

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

**MANAGEMENT PLAN FOR SPONSORS WITH MULTIPLE CENTERS** [Add](#)

View	History	Program Year	Revision Count	Status	Is Complete?
		2013-14	0	Returned (6/25/2014)	Yes

**MANAGEMENT PLAN FOR CENTERS (LEGACY)**

View	History	Program Year	Revision Count	Status	Is Complete?
		2013-14	0	Approved (10/9/2013)	Yes
		2012-13	0	Approved (9/27/2012)	Yes

WA State Enterprises (159426)

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

Return to Sponsor Profile

Go to Site:

Sponsor--> Management Plan

You are viewing the original version. (Current)

< Previous Version Next Version >

**2014-15 MANAGEMENT PLAN FOR SPONSORS WITH MULTIPLE CENTERS**

Edit	Category	Is Complete?
	Part I: Management and Administrative Structure	No
	Part II: Program Accountability	No
	Part III: Monitoring	No

## Management Plan Overview

- **Only sponsors with two or more Centers on CACFP are required to complete a Management Plan.**
- Clicking the Management Plans tab on the Sponsor Profile will open the Management Plan screen. Here you can View, Edit, or Submit the Management Plan.
- The Management Plan in WINS is quite different from the previous system. Therefore, sponsors that participated in CACFP prior to the 2015 fiscal year will see “Legacy” Management Plans in the lower portion of the screen as well as the current WINS Management Plan. These “Legacy” Management Plans are for view only.

## Management Plan for Sponsors with Multiple Centers

- Click the Add button to enter a Management Plan. When first started, all sections will be red, indicating they are incomplete. All three sections will need to be reviewed and completed.

## How to Edit a Category

- Click the Edit icon next to each category to open that section of the Management Plan. Each section will ask you to enter or confirm required information. Once you have completed a section of the form, click Save.

## Required Program Specific Components for Sponsors with Multiple Sites: Management Plan (cont.)

[Return to Sponsor Profile](#)

**WA State Enterprises (159426)** [Return to Management Plan Profile](#)

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

Sponsor--> Management Plan--> Part I: Management and Administrative Structure

You are viewing the original version. (Current)

< Previous Version    Next Version >

Yes \* Our organization has a written Outside Employment Policy. This policy restricts employees with responsibilities and duties for the CACFP from obtaining outside employment within or outside this institution that interferes with the completion of those CACFP responsibilities. In addition, any employment outside of the C responsibilities and duties may not constitute a real or apparent conflict of interest with the CACFP.

---

No more than 15% of the meal reimbursement can be spent on costs for administering the CACFP. Administrative costs are the supervisory costs associated with administering the CACFP and include site reviews, meal claiming, training time, compiling the study month, and completing the application and subsequent renewal. Explain how you will assure that no more than 15% of the meal reimbursement will be spent on administrative costs. \*

Explain here

---

Yes \* Our organization will do preapproval visits to each proposed site(s).

---

Yes \* The sites participating under our sponsorship are part of our legal entity.

[Return to Sponsor Profile](#)

**WA State Enterprises (159426)**

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

Sponsor--> Management Plan

You are viewing the original version. (Current)

< Previous Version    Next Version >

**2014-15 MANAGEMENT PLAN FOR SPONSORS WITH MULTIPLE CENTERS**

Edit	Category	Is Complete?
	Part I: Management and Administrative Structure	Yes
	Part II: Program Accountability	No
	Part III: Monitoring	No

### Part I: Management and Administrative Structure

- Click the Edit icon and answer the questions in this section that provides information about the management of your program. Click Save and you will return to the previous screen.

## Required Program Specific Components for Sponsors with Multiple Sites: Management Plan (cont.)

Home Reports Info Session Timeout: 19:19

**WA State Enterprises (159426)** [Return to Sponsor Profile](#)  
[Return to Management Plan Profile](#)

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

You are viewing the original version. (Current) Sponsor--> Management Plan--> Part II: Program Accountability

[< Previous Version](#) [Next Version >](#)

- \* All sites will receive CACFP training for key staff at least one time per year. At a minimum, the topics included will be CACFP meal pattern, meal counts, claims submission and review procedures, recordkeeping requirements, reimbursement system, and civil rights. We will keep records from each training session that includes the agenda, date, and sign-in with all participants' signatures.
- \* Prior to CACFP approval of a new site, our organization will train new staff on CACFP requirements.
- \* Our organization has CACFP policies and procedures in writing that assign CACFP responsibilities and duties, and ensure compliance with civil rights requirements.

[Save](#) [Cancel](#)

**WA State Enterprises (159426)** [Return to Sponsor Profile](#)

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

You are viewing the original version. (Current) Sponsor--> Management Plan

[< Previous Version](#) [Next Version >](#)

**2014-15 MANAGEMENT PLAN FOR SPONSORS WITH MULTIPLE CENTERS**

Edit	Category	Is Complete?
<a href="#">Edit</a>	Part I: Management and Administrative Structure	Yes
<a href="#">Edit</a>	Part II: Program Accountability	Yes
<a href="#">Edit</a>	Part III: Monitoring	No

[Cancel](#)

### Part II: Program Accountability

- Click the Edit icon and answer the questions about the training, policies, and procedures that are in place that will assure the program is administered correctly and that staff are accountable. Click Save and you will return to the previous screen.

## Required Program Specific Components for Sponsors with Multiple Sites: Management Plan (cont.)

### Part III: Monitoring

- Sponsors with multiple centers are required to monitor their centers to assure that program rules are being met. Click the Edit icon. You will be asked to identify members in your organization who are responsible for monitoring. To add staff members, click the Add button. Click Select Staff Member, to search, select, or add a staff member, then click Save. Next answer the questions about monitoring. Click Save and you will return to the previous screen.

### Submit

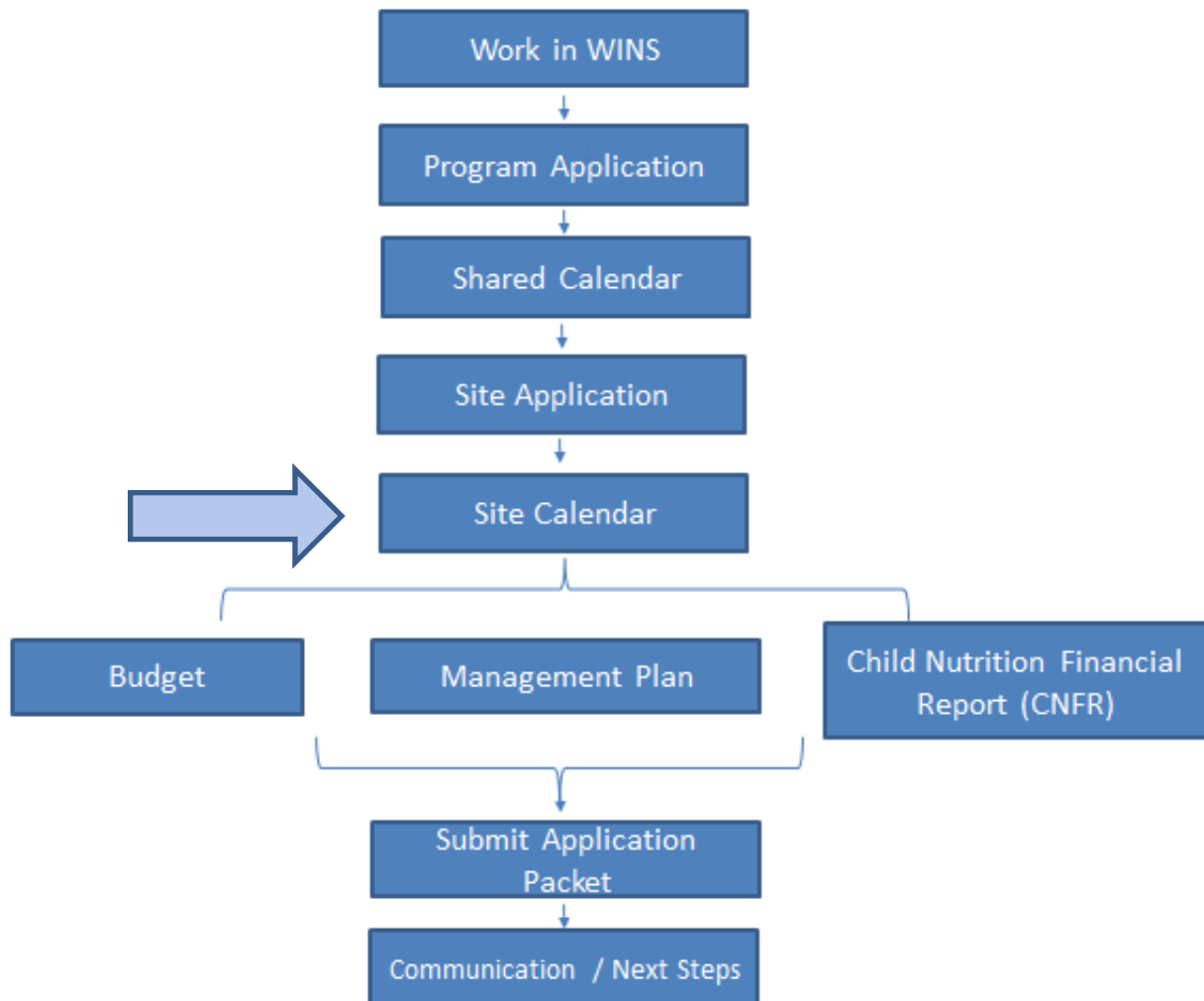
- When you have completed all sections of the plan and the color coding is all Yes/Green. It is recommended that you do not submit the Management Plan until you have completed all components of the Application Packet. Click on any tab to exit this screen. Your data will be saved as you saved each section.
- When it's time to submit, click the Submit to OSPI button.



# Single Site Sponsors



## Single Site Sponsors



## Single Site Sponsors: Site Calendar

**Greenwood Head Start Center (664424)** WA State Enterprises

(0) Site Notes (1) Documents (2) Status History Go to Site:

Site Profile Site **Site Calendars** Claiming

**SITE CALENDARS** Add

No Records Found

**SITE SCHEDULE**

DEFINE SCHEDULE

DEFINE MEALS

Please enter the information about the site schedule.

Schedule Type:  \*

Name:  \*

Description:

---

Begin Date:  mm/dd/yyyy \*

End Date:  mm/dd/yyyy \*

Sunday:

Monday:

Tuesday:

**SITE SCHEDULE**

DEFINE SCHEDULE

DEFINE MEALS

Please enter the meals for the site schedule.

**MEALS** Add

View	Edit	Delete	Program	Meal	Begin Time	End Time
			Child Care	Lunch	1:00 PM	2:00 PM

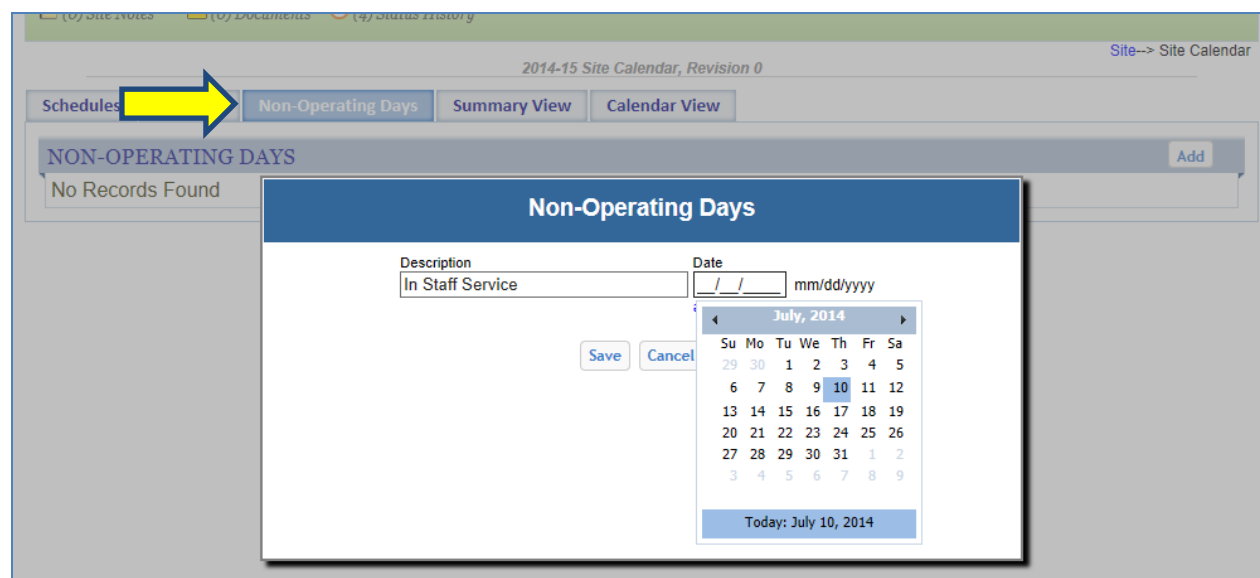
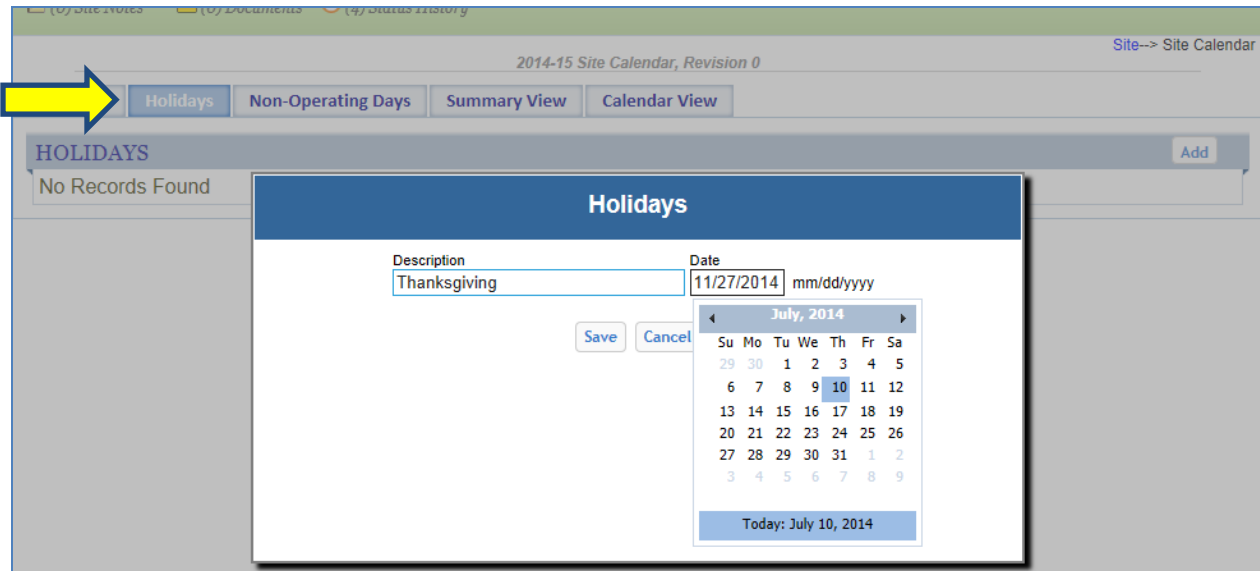
### Site Calendars Tab

- The Site Calendar screen allows you to view, edit, add, delete and submit the listed calendar.

### Adding a New Schedule

- You can also set a new schedule by clicking on the ADD button located in the header of the Schedules link on the left of the Calendar View screen. **Clicking Edit or Add will display the following:**
- **Define Schedule**
  - The Define Schedule screen will ask you specific questions about this site schedule. Select or enter the appropriate responses and click Next to continue.
- **Define Meals**
  - The Define Meals Screen will open. When you click Edit, you will open the Meal dialogue box; enter in the required information. After doing so, click Save to close the Meal dialogue box. Then click Save again to save the changes to the schedule. To add Meals, click the Add button and follow the same steps.

## Single Site Sponsors: Site Calendar (cont.)



### Holidays Tab

- Click the Holiday tab. The Holiday screen will open. You can add or delete a holiday from the calendar.

### Non-Operating Days Tab

- Click the Non-Operating Days Tab. The Non-Operating Day screen will open. You can add or delete a non-operating day from the calendar.

## Single Site Sponsors: Site Calendar (cont.)

The screenshot displays the '2014-15 Site Calendar, Revision 0' interface. At the top right, a 'Return to Site Profile' button is highlighted with a yellow arrow. Below the navigation tabs, the 'Summary View' tab is selected and highlighted with a yellow arrow. The interface shows sections for 'Holidays', 'Non-Operating Days', and 'New Weekly Schedule'. A table lists existing meals with columns for Program/Meal, Start Time, End Time, 2nd Chance?, Meal Preparation, Vendor, Meal Location, ADA Count, CAP Count, Camper Count, Free Count, Reduce Count, and Paid Count. Below this, the 'Calendar View' tab is selected and highlighted with a yellow arrow. A 'Calendar Actions' panel on the left includes a 'NAVIGATE CALENDAR' widget showing a monthly view for July 2014, a 'SCHEDULES' list with checkboxes for Holidays, Non-Operating Days, and New Weekly Schedule, and a 'Return to Site Profile' button highlighted with a yellow arrow.

### Summary View Tab

- Click the Summary View and you have a summary table of the Site Calendar. Here you can add, edit, or delete a meal, holiday, or non-operating day on one screen.

### Calendar View Tab

- Click the Calendar View tab and you can complete all actions for the Site Calendar in one location. The information is simply displayed in a different layout with links.

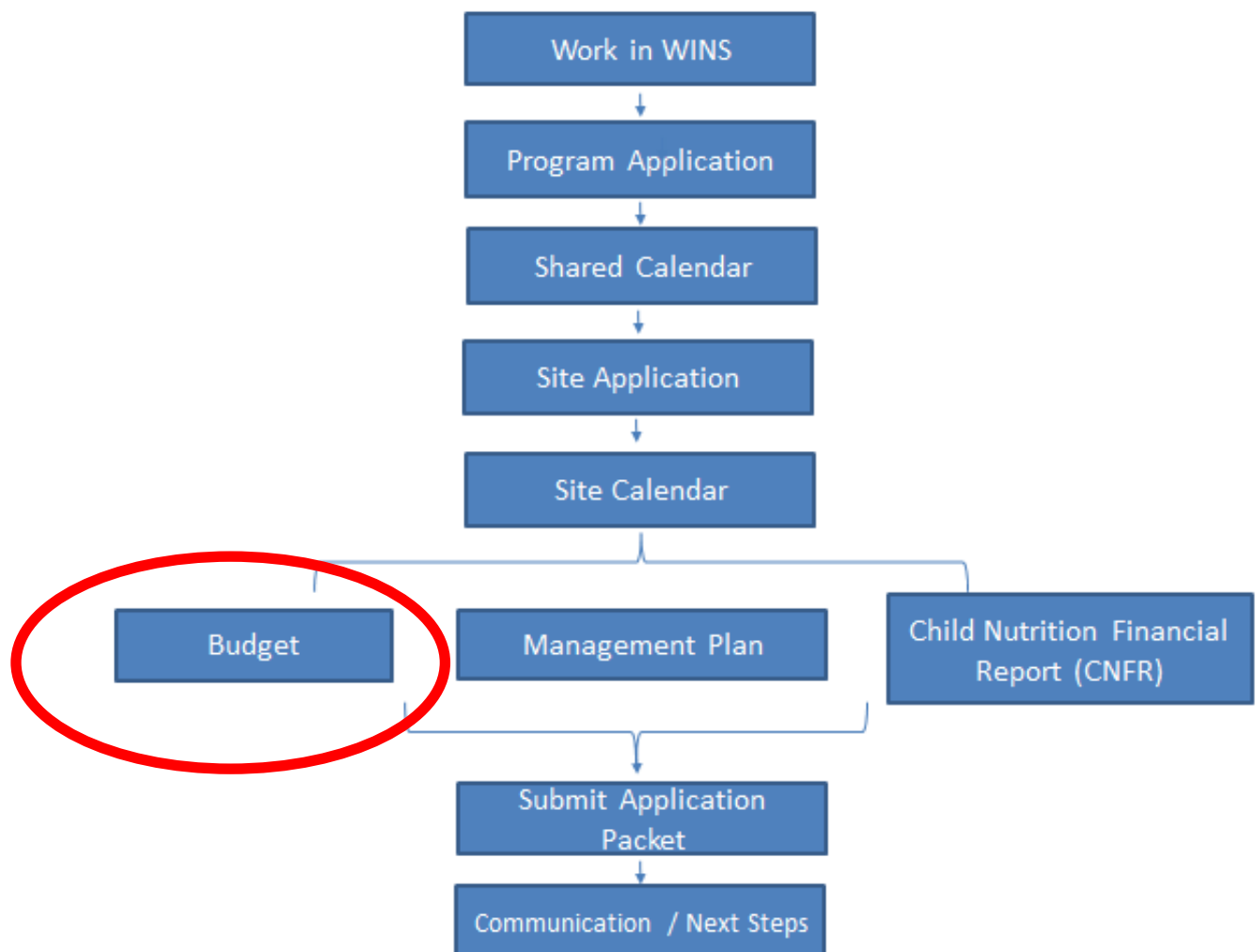
### Returning to Site Profile

- Once you have completed the Site Calendar edits, you will click the Return to Site Profile button in the upper right section of the Site Header. This will return you to the Site Calendar page.
- When you return to the Site Calendar page, you will see the option to View, Edit, and Submit. It is recommended that you complete all of the components required for the application before you submit.
- Returning to Sponsor Profile Tab**
  - From the Site Calendars page, click the Sponsor button located in the upper right section of the Site Header. This will take you back to the Sites tab on the Sponsor Profile page.



Required Program  
Specific Components

## CACFP Meal Programs: Required Program Specific Components



## Required Program Specific Components: Budget

The screenshot shows the WA State Enterprises (159426) interface. The 'Budgets' tab is selected in the navigation menu. The table below displays the budget history for the CHILD AND ADULT CARE CENTER'S BUDGET.

View	History	Program Year	Revision Count	Status	Revenue Amount	Revenue Approved	Costs Amount	Costs Approved
		2013-14	1	Created (5/28/2014)	\$1,655,706.00	\$0.00	\$1,655,706.00	\$0.00
		2012-13	0	Approved (9/27/2012)	\$1,648,880.00	\$0.00	\$1,648,880.00	\$0.00
		2011-12	0	Approved (10/3/2011)	\$1,516,456.00	\$0.00	\$1,516,456.00	\$0.00
		2010-11	0	Approved (10/6/2010)	\$1,939,843.00	\$0.00	\$1,378,609.00	\$0.00
		2009-10	0	Approved (10/1/2009)	\$1,709,038.00	\$0.00	\$1,552,024.00	\$0.00
		2008-09	0	Approved (10/1/2008)	\$2,300,611.00	\$0.00	\$1,556,293.00	\$0.00

### Budget Tab

- Click on the Budget tab on the Sponsor Profile to open the CACFP Food Service Budget. Here you will see the previous budgets entered for the programs on this Sponsor. You will have the ability to view, revise an approved budget or add a new budget for the next fiscal year.

### View Budget

- When you click the View icon you are in View Only mode and no change can be made.
- Once a budget has been approved, clicking the Revise icon will display the approved budget. On the top of the screen are options to click Previous Revision or Next Revision.

### Add Budget

- To enter your budget for a new fiscal year, click the Add button.



## Required Program Specific Components: Budget (cont.)

Home Reports Info Session Timeout: 15:17

**WA State Enterprises (159426)** [Return to Sponsor Profile](#)

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

Sponsor--> Budget Profile

**BUDGET PROFILE**

Prepared By: [Edgar Waters](#) [edit](#)  
No Phone Numbers on Record

2014-15 Budget

**CLAIMING INFORMATION**

Total Claimed 10/2013 thru 09/2014: \$35,281.70

**ANNUAL REVENUE**

Description	Budgeted Amount
CACFP Revenue	60000
All other revenue from other sources (tuition, grants, DSHS, Medicaid, etc.)	60000
<b>Subtotal:</b>	<b>\$0.00</b>

**FOOD SERVICES OPERATING BUDGET ITEMS**

Description	Budgeted Amount
Food purchases	25000
Food service labor	10000
Nonfood Supplies - items needed to support meal service (napkins, straws, detergent, etc.)	5000

### Budget Profile

- In this section, you will enter the name and contact number of the person that prepared the budget in case there are questions.

### Claiming Information

- This is the historical information regarding how much you were reimbursed last year, which is taken from the claims that were submitted. When preparing the budget for this year, use this information as a guide on the anticipated CACFP revenue.

### Annual Revenue

- Enter the amount of your anticipated CACFP reimbursement. You may want to increase it or decrease it if you know of changes within your organization that may impact your reimbursement. For example, if a center was recently closed, you may be anticipating a drop in CACFP revenue.
- Next, enter the amount of other revenue available to the program. Other revenue sources may include tuition, grants, DSHS or Medicaid payments, or tribal funds. CACFP reimbursement usually does not cover all food service costs so we need to know you have other resources for the program.

### Food Service Operating Budget Items

- Enter the projected food service operating expenses for the year. The amounts in the column on the right show the amounts that were projected for last year. You may want to adjust these for this year based on the actual expenses you incurred for the food service operations.

## Required Program Specific Components: Budget (cont.)

**ALL OTHER BUDGET ITEMS**

Description	Budgeted Amount
Labor	25000
Supplies	15000
Transportation	10000
Rent and Maintenance	20000
Utilities (unless included with rent)	5000
Other (specify)	2.00
<b>Subtotal:</b>	<b>\$0.00</b>

The estimated costs exceed the projected income. Please describe how you plan to cover these costs:  \*

**FOR ALL INSTITUTIONS**

Yes  No We use CACFP meal reimbursement for administrative expenses. If yes, we understand that at least 85% of the meal reimbursement must go toward the food service operating costs. We maintain supporting documents on file.

You may view and add remarks here: (0) Remarks

### All other Budget Items

- Enter your projected costs for administering the food service program. Food service administrative costs are costs incurred in planning, organizing, and managing the food service operation under the CACFP.

### For all Institutions

- CACFP limits the amount of reimbursement that can be used for administrative expenses because the program's goal is to feed participants nutritious meals and snacks. Look at your anticipated CACFP revenue and compare it to your food service operating expenses. If your food service operating expenses are greater than your CACFP revenue, check the "No" box, indicating that CACFP funds are not used for administrative expenses. If your food service operating expenses are less than your CACFP revenue, check the "Yes" box, indicating that CACFP funds are used for administrative expenses. The regulations limit administrative expenses to 15% of your CACFP meal reimbursement.

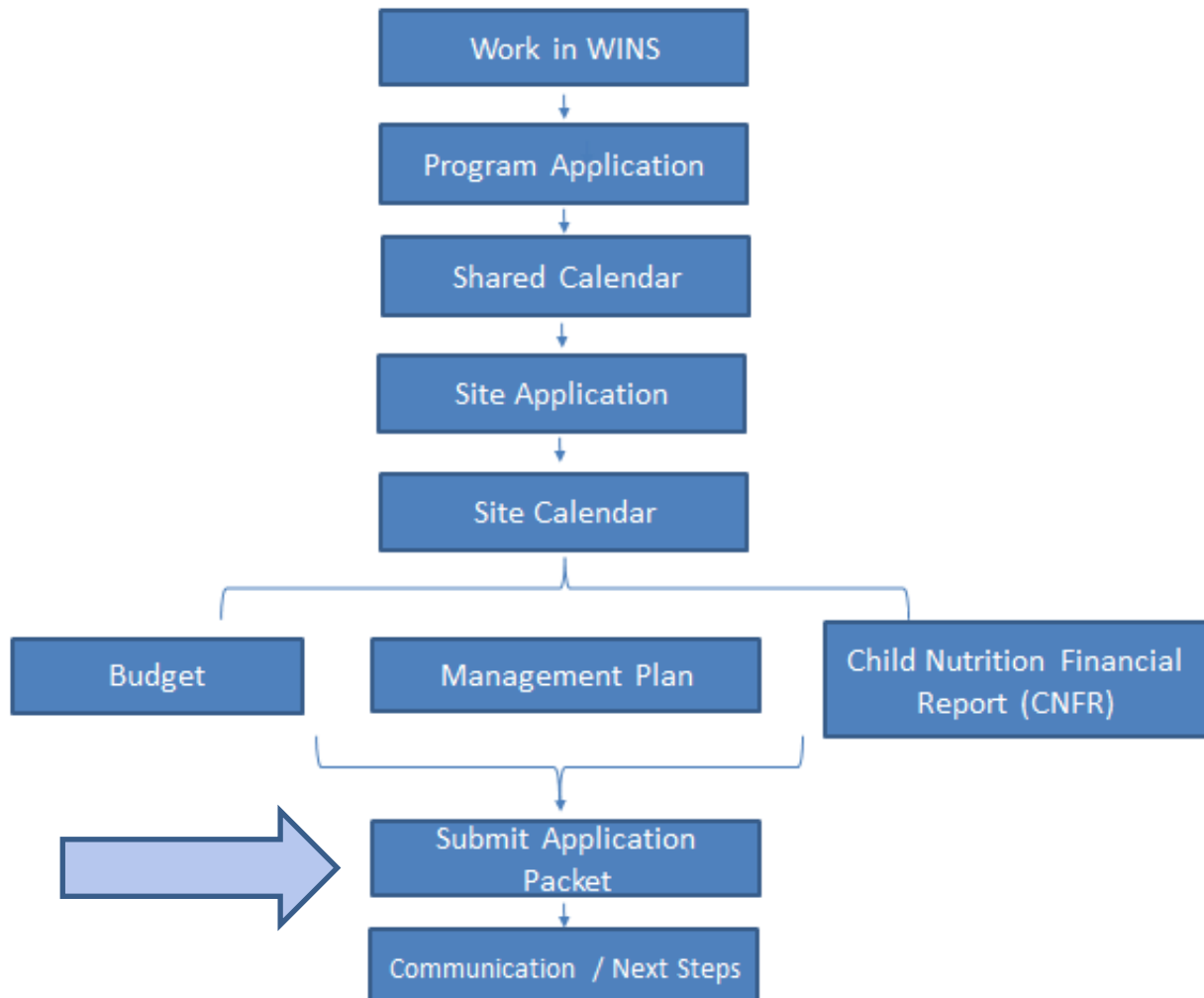
### Remarks

- The Remarks link will open a Notes screen where you can add and view notes to this Budget. Click the Remarks link, click the Add button, type in your note, and click the Save button.

### Save/ Save and Submit / Cancel

- Click the Save button to save the Budget and you will be able to go back and make changes. Once you Click the Save and Submit button it will save and submit the Budget
- If you click the Cancel button and you will return to the Budget tab and no changes will be saved.
- It is recommended that you complete all of the components required for the application before you submit. Click Save and return to the Budget screen.

## Submit an Application Packet



## Submit an Application Packet (cont.)

**WA State Enterprises (159426)**

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

Go to Site:

Sponsor Profile Applications Sites Shared Calendar Budgets Management Plans Claims Accounts

Sponsor Application **Current Overview** Verification

**SPONSOR STATUS - PROGRAM YEAR 2014-15**

Program	Revision Number	Approval Date	Application Status	Budget Status	Management Plan Status
Child Care	0	--	Created (7/11/2014)	Returned (7/15/2014)	Created (7/13/2014 2:56:04 AM)

**SITE STATUS - PROGRAM YEAR 2014-15**

Go To Application	Go To Calendar	Site	Calendar Status	Program	Application Status
		Greenwood Head Start Center	Created (7/12/2014)	Child Care	Submitted (7/15/2014)
		University Head Start	Created (7/12/2014)	Child Care	Created (7/13/2014)
		Wallingford Head Start	Created (7/12/2014)	Child Care	Created (7/15/2014)

### Review Application Packet

- Click the Sponsor Profile tab and then the Current Overview sub-tab to review the status of all of your Application Packet items.

### Sponsor Status

- At the top of the Current Overview screen you will see the status of your Sponsor Application and the status of any other required items, such as the Sponsor Application.

### Site Status

- The lower part of the Current Overview screen shows the status of each Site Calendar and Site Application.

### Current Overview Screen

- Sponsors can easily manage all items of the Application Packet from this one screen. To submit the Application Packet, you need to start first with your site items, then to other items like the Budget, and finally to the Sponsor Application.
- To Submit, click the Go To Application icon or the Go to Calendar icon. You can submit both the Site Application and Site Calendar at the same time. Click the Submit icon and a pop-up checklist screen will display showing you if everything is OK to submit.

## Submit an Application Packet (cont.)

**Greenwood Head Start Center (664424)** WA State Enterprises

(0) Site Notes    (1) Documents    (4) Status History   Go to Site:

Site Profile   **Site Applications**   Site Calendars   Claiming

**SITE APPLICATIONS**

View	Edit	Delete	Submit	History	Program Year	Type	Revision Count	Program	Application Status
					2014-15	Unified Application	0	Child Care	Created (7/12/2014)
					2013-14	Unified Application	0		
					2013-14	Legacy CACFP Application (History)	0	Child Care	Approved (3/27/2014)
					2012-13	Legacy CACFP Application (History)	0	Child Care	Approved (4/26/2013)
					2011-12	Legacy CACFP Application (History)	0	Child Care	Approved (10/3/2011)
					2010-11	Legacy CACFP Application (History)	0	Child Care	Approved (10/15/2010)
					2009-10	Legacy CACFP Application (History)	0	Child Care	Approved (10/14/2009)
					2008-09	Legacy CACFP Application (History)	0	Child Care	Approved (7/13/2009)

**Greenwood Head Start Center (664424)** WA State Enterprises

(0) Site Notes    (1) Documents    (4) Status History   Go to Site:

Site Profile   **Site Applications**   Site Calendars   Claiming

**Application Submission Checklist**

You can submit both the site application and the site calendar from this screen. Check the element(s) you wish to submit and then click 'Submit to OSPI'. Or click 'Cancel' to return without submitting.

SITE APPLICATION					SITE CALENDAR		
Submit	OK to Submit?	Program	Errors	Calendar Complete?	Submit	OK to Submit?	Status
<input checked="" type="checkbox"/>	Yes	Child Care	0	Yes	<input type="checkbox"/>	No	In Error

### Site Application / Calendar

- If the Site Application and Site Calendar are created, you can submit them.
- To Submit, click the Go To Application icon or the Go to Calendar icon. You can submit both the Site Application and Site Calendar at the same time. Click the Submit icon and a pop-up checklist screen will display showing you if everything is OK to submit.
- **NOTE:** If it is not, you will need to address the problem before you continue.
- Click the Submit to OSPI button. The pop-up will close and the status will show as Submitted. Next, click Home and you'll be directed back to the Current Overview screen to submit another item.

## Submit an Application Packet (cont.)

WA State Enterprises (159426)

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

Go to Site:

Sponsor Profile Applications Sites Shared Calendars **Management Plans** Claims Accounts

**MANAGEMENT PLAN FOR SPONSORS WITH MULTIPLE CENTERS**

View	Edit	Delete	Submit	History	Program Year	Revision Count	Status	Is Complete?
					2014-15	0	Created (7/13/2014)	Yes
					2013-14	0	Returned (6/25/2014)	Yes

**MANAGEMENT PLAN FOR CENTERS (LEGACY)**

View	History	Program Year	Revision Count	Status	Is Complete?
		2013-14	0	Approved (10/9/2013)	Yes

WA State Enterprises (159426)

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

Go to Site:

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

**CHILD AND ADULT CARE CENTER'S BUDGET**

View	Edit	Delete	History	Program Year	Revision Count	Status	Revenue Amount	Revenue Approved	Costs Amount	Costs Approved
				2014-15	0	Submitted (7/15/2014)	\$120,000.00	\$0.00	\$119,002.00	\$0.00
				2013-14	1	Created (5/28/2014)	\$1,655,706.00	\$0.00	\$1,655,706.00	\$0.00
				2012-13	0	Approved (9/27/2012)	\$1,648,880.00	\$0.00	\$1,648,880.00	\$0.00

### Management Plan

- If you are a sponsor with two or more centers on CACFP you are required to complete a Management Plan. To submit, click the Management tab. Use the 'Edit' icon to go into the report. Scroll to the bottom of the screen and click the 'Save and Submit to OSPI' button. You will return to the Management Plan screen and the status will show as 'submitted'.
- Next, click "Home" and you'll be directed back to the 'Current Overview' screen to submit another item.

### Budget

- If the Budget Status shows as created, you can submit it. To submit, click the Budgets tab. Use the Edit icon to go into the budget. Scroll to the bottom of the screen and click the Save and Submit to OSPI button.
- You will return to the Budget screen and the status will show as Submitted.
- Next, click Home and you'll be directed back to the Current Overview screen to submit another item.

## Submit an Application Packet (cont.)

**Application Submission Checklist**

You are submitting the unified program application. Check the program(s) you wish to submit and click 'Submit to OSPI'. Or click 'Cancel' to return without submitting.

Submit	OK to Submit?	Program	Error Count	Incomplete Items
<input type="checkbox"/>	Yes	Child Care	0	2

Submit to OSPI Cancel

**WA State Enterprises (159426)**

Sponsor Profile Applications Sites Shared Calendar Budgets Management Plans Claims Accounts

Sponsor Information Current Overview Verification

**SPONSOR STATUS - PROGRAM YEAR 2014-15**

Program	Revision Number	Approval Date	Application Status	Budget Status	Management Plan Status
Child Care	0		Submitted (7/15/2014)	Submitted (7/15/2014)	Submitted (7/15/2014)

**SITE STATUS - PROGRAM YEAR 2014-15**

Go To Application	Go To Calendar	Site	Calendar Status	Program	Application Status
		Greenwood Head Start Center	Submitted (7/15/2014)	Child Care	Submitted (7/15/2014)
		University Head Start	Submitted (7/15/2014)	Child Care	Submitted (7/15/2014)
		Wallingford Head Start	Submitted (7/15/2014)	Child Care	Submitted (7/15/2014)

### Application

- If the Application Status shows currently created, you can submit the application. To submit, click the Applications tab. Click the Submit icon and a pop-up checklist screen will display showing you if everything is OK to Submit.
- **Note:** If it is not, you will need to address the problem before you continue.
- Click the Submit to OSPI button. The pop-up will close and the status will show as Submitted. Next, click Home and you'll be directed back to the Current Overview screen.
- All items will show as Submitted.
- **Note:** You can use the Current Overview screen throughout the program year to see a current overview of your application items.

**END OF DOCUMENT**