



WINS

WASHINGTON INTEGRATED NUTRITION SYSTEM

WINS Training School Meal Programs Phase 1

Participant Workbook

Contents

Introduction

WINS Training Lessons	2
Child Nutrition Program 2000 vs. Washington Integrated Nutrition System (WINS).....	6
The Benefits of WINS	7
Getting Started in WINS.....	8
Assigned Roles in WINS.....	9

User Access to WINS

Account Set Up.....	10
Account Login: Sponsor User	11
Account Login: Sponsor Administrator	12
Edit Your Account.....	14
Manage WINS Access for Sponsor Users	16
Navigation in WINS	21
Locate and Access Key Information in WINS	23
Online Help and Job Aids	34

Completing a WINS Application Packet

Key Steps to Complete the Application Packet.....	36
Program Application: School Meal Programs	38
Shared Calendar for Sponsors with Multiple Sites	48
Site Application for School Meal Programs	55
Multi-Site Sponsors: Site Application.....	56
Single Site Sponsors: Site Application	65
Site Calendar for School Meal Programs	75
Multi-Site Sponsors: Site Calendar.....	76
Single Site Sponsors: Site Calendar	80
Required Program Specific Components: RCCI and Private Schools	85
Child Nutrition Financial Report (CNFR).....	86
Submit an Application Packet	90

My Objectives:

Participants:

WINS Training Lessons

- Lesson 1: Introduction to Washington Integrated Nutrition System (WINS)
- Lesson 2: Completing a WINS Application Packet
- Lesson 3: Process Claims and Review Accounts in WINS

Lesson 1: Washington Integrated Nutrition System (WINS)

Agenda:

- Introductions / Agenda
- Understand the structure and benefits of WINS
- Access and Login
- Navigate in WINS
- Locate and access key sponsor and program information

By the end of this lesson you will be able to:

- Understand the structure and benefits of WINS
- Access and Login to WINS
- Navigate in WINS
- Locate and access key sponsor and program information
- Access and use online help and job aids for WINS

Now You Do It

Instructions:

Using your assigned WINS Account Username and Password, complete the following actions:

1. Access WINS and login to your account.
2. Click on a WINS link to enter the WINS application and complete the following actions:
 - Determine when the current session in WINS will time out.
 - Access the OSPI website.
 - Find where to upload a document to OSPI.
 - View a document that is already uploaded.
 - Return to the Sponsor page (rather than the Site page).
 - View your User Profile and edit your account.
 - Locate the tab to access online help.
3. Sign Out of WINS.

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

Child Nutrition Program

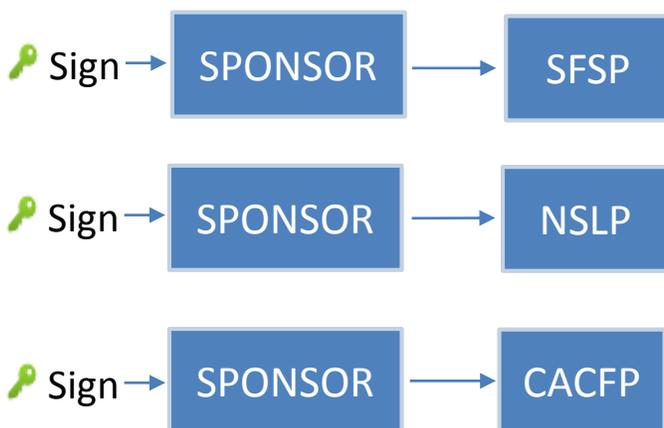


- Up to 3 applications (1 application per program per year)
- Up to 3 logins and passwords
- Program Application and Site application for each program
- Data is re-entered for each program
- Up to 3 claims, 1 per program

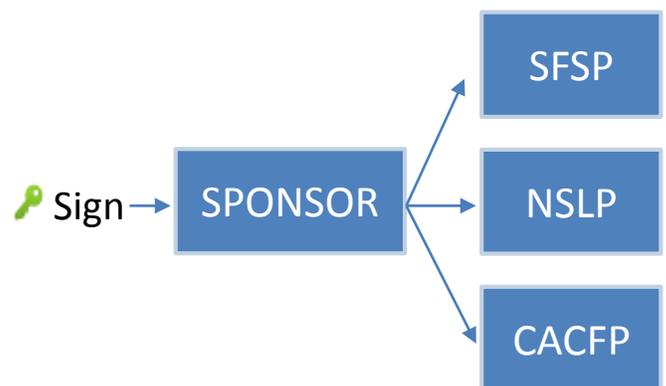


- 1 application for all programs
- 1 login and password with the ability for users to reset their own passwords
- Single data entry (Unified Program Application and Unified Site Application)
- Shared Calendar and Site Calendar
- One claim for all programs

CNP 2000



WINS



The Benefits of WINS

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

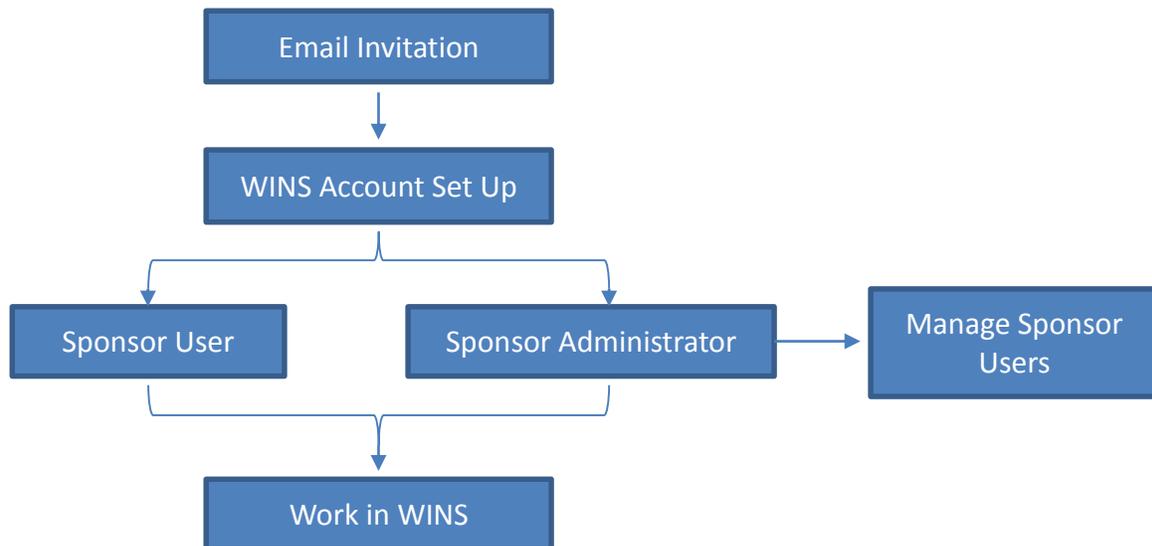
For OSPI Child Nutrition Services

- **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



OSPI Email Invitation

A new user will receive an email from WINS with instructions to set up your new account.

WINS Account Set up

The first time you access WINS you will complete a step-by-step process to set up your account.

Sponsor User and Sponsor Administrator

Depending on the level of access you have been granted you will either be a Sponsor Administrator or a Sponsor User.

Manage Sponsor Users

A Sponsor Administrator will be able to add, change and modify access to WINS for all of the sponsor users in your organization.

Working In WINS

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

- 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 Home > 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 > 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: Edge 2nd Email:
Middle Initial: Waters Phone:
Last Name: Waters Birth Date: 1/8/1956
License Code: 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.

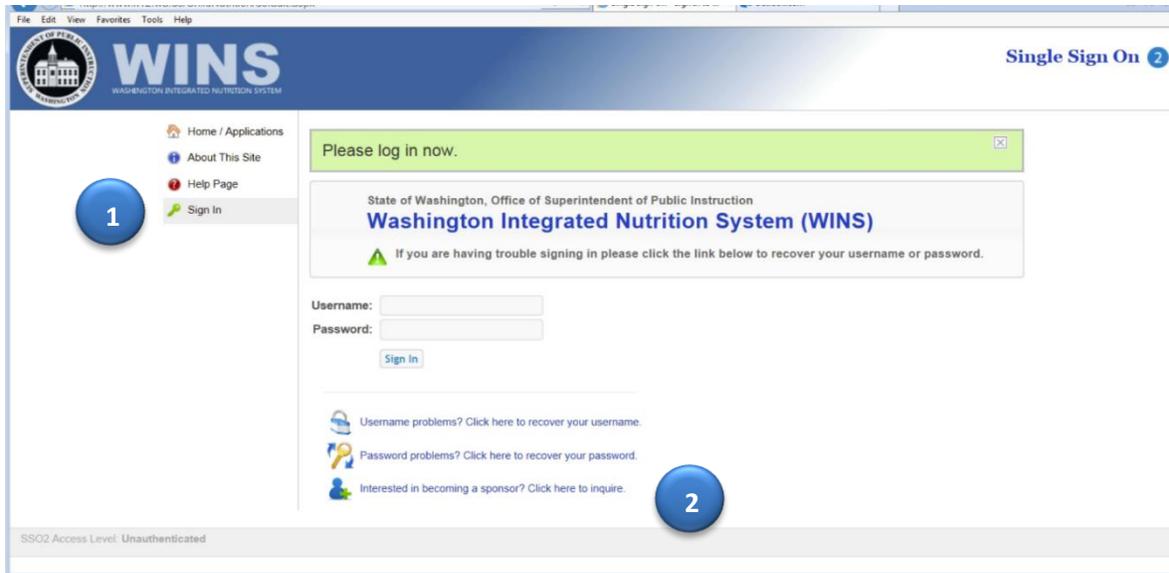
Click this link to set up your account. This action will launch a set of steps to complete your profile.

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.

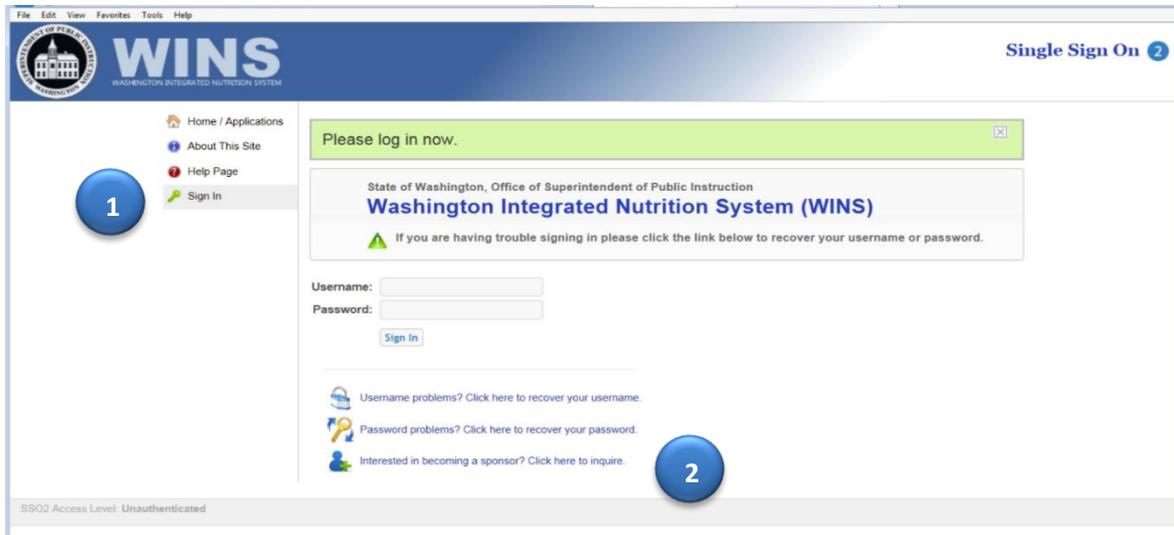
Applying to become A New Sponsor (2)

- 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.)

The screenshot shows the WINS web application interface. The browser address bar displays <http://www.k12.wa.us/ChildNutrition/>. The page title is "WINS WASHINGTON INTEGRATED NUTRITION SYSTEM". The user is logged in as "Edgar Waters" and is on the "Home / Applications" page. The navigation menu on the left includes "Home / Applications", "Your Account", "Manage Users", "About This Site", "Help Page", and "Sign Out". The main content area shows "You Are Viewing All Your Users" with a "Create A New User" button. Below this is a table of users with columns for "UserID", "Username", "First Name", "Last Name", "SecurityGroups", "Last Signin", and "Sign ins". The table contains one user: UserID 1002, Username ccorvone, First Name Charla, Last Name Corvone, SecurityGroups Sponsor - User, Last Signin 8/12/2014, and Sign ins 3. Below the table is the "Your WINS Links" section, which shows two links for "WINS - Washington Integrated Nutrition System" with access levels "Sponsor - Admin" and "Sponsor - User". Three blue callout circles with numbers 1, 2, and 3 point to specific elements: 1 points to the "You Are Viewing All Your Users" header, 2 points to the "Your Account" link in the navigation menu, and 3 points to a link in the "Your WINS Links" section.

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 (con.t)



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.)

The screenshot shows the WINS 'Manage Users' page. The breadcrumb trail is 'Home > Manage Users'. A blue circle with the number '1' highlights the 'Create A New User' button. Below the button is a table with the following data:

	UserID	Username	First Name	Last Name	SecurityGroups	Last Signin	Sign ins
Select	1002	ccorvone	Charla	Corvone	Sponsor - User	6/12/2014	3

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

Home > Manage Users > Viewing User Profile

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:
 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 2

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

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.)

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

Username: jamesporter Email: jamesporter@k12.wa.us
First Name: James 2nd Email:
Middle Initial: 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

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.)

Systems & Groups

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

NOTE: These are not links.

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

Home / Applications **Manage User's Groups** [Home > Manage Users > Viewing User Profile > Manage User's Groups](#)

Manage Groups For Edgar Waters

[Return to Edgar Waters' profile](#) [Add A Group](#)

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

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.)

The screenshot shows the WINS application interface. At the top, there is a navigation bar with 'Home', 'Reports', 'Info', and 'Help'. A sidebar on the left contains menu items: 'ADDRESSES', 'CONTACTS', 'CIVIL RIGHTS', 'NSLP', 'PROCUREMENT', 'FOOD DISTRIBUTION', 'QUALIFICATION', 'MISCELLANEOUS', 'REVIEW', and 'APPLICATION ERRORS'. The main content area displays 'AMERICA SCHOOL DISTRICT 2015 UNIFIED APPLICATION' and a table of addresses. Navigation icons at the bottom are numbered 1 through 3.

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

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 interface includes a navigation bar with Home, Reports, and Info tabs. A 'WINS' logo is at the top left, and a user profile for Edgar Waters is at the top right. The main content area shows 'Sponsor Information' and 'PROGRAMS' sections. The 'SPONSOR' section lists details like Sponsor ID (159957), FEIN (91-6008403), and Entity Type (Public). The 'PROGRAMS' section lists After School Snack Program, School Breakfast Program, and School Lunch Program, all with an 'Eligible' status. A 'YOUR WORK QUEUE' section shows a task for 'Stripes' on '7/23/2013'.

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)

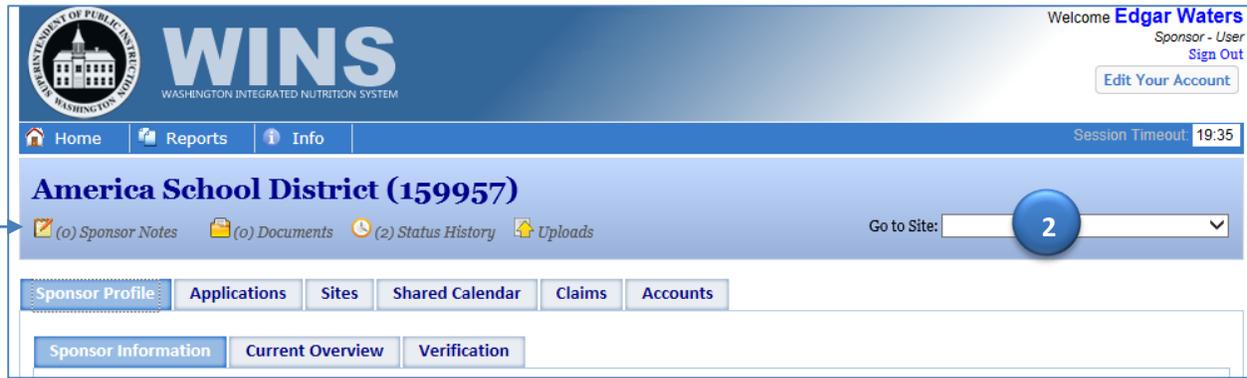
- About WINS – Click on this link to view summary information about WINS.
- Contact Us – Click on this link to view contact information for Child Nutrition Services.

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



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. At the top, there is a navigation bar with 'Home', 'Reports', and 'Info' tabs. A 'Session Timeout: 15:44' indicator is in the top right. The main header area is green and contains the site name 'Flag Elementary (661499)' and the district 'America School District'. Below the header, there are four main sections: 'SITE PROFILE' with details like Site ID (661499) and Status (Active); 'ACTIVE PROGRAMS (YEAR 2014-15)' with a table of programs; 'SITE STAFF' with a list of staff members; and 'ADDRESSES' with a table of site addresses.

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 header is a navigation bar with 'Home', 'Reports', and 'Info' tabs. The main content area displays 'America School District (159957)' and includes links for 'Notes', 'Documents', 'Status History', and 'Uploads'. A 'Go to Site:' dropdown menu is also present. A blue circle with the number '1' points to the 'Sponsor Profile' tab. Below this, a second row of tabs includes 'Sponsor Information', 'Current Overview', and 'Verification'. A blue circle with the number '2' points to 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.)

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'. The user is logged in as 'Edgar Waters' (Sponsor - User) and can click 'Sign Out' or 'Edit Your Account'. The session timeout is 19:06. The main content area is for 'America School District (159957)'. There are navigation tabs for 'Home', 'Reports', and 'Info'. Below this, there are links for '(0) Sponsor Notes', '1 Applications', '(2) Status History', and 'Uploads'. A 'Go to Site:' dropdown menu is also present. The 'Applications' tab is selected, showing a table of 'SPONSOR APPLICATIONS'. The table has columns for 'View', 'Edit', 'Delete', 'Submit', 'History', 'Program Year', 'Type', 'Revision Count', 'Program', and 'Application Status'. The table lists several applications, including a 'Unified Application' for 2013-14 and several 'Legacy' applications for 2013-14 and 2012-13. The 'Application Status' column shows 'Approved' dates for the legacy applications.

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	Approved (10/2/2013)
								Lunch	Approved (10/2/2013)
								Snack	Approved (10/2/2013)
					2013-14	Legacy SFSP Application (History)	0		
					2012-13	Legacy NSLP Application (History)	0	Breakfast	Approved (8/7/2013)
								Lunch	Approved (8/7/2013)
								Snack	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 Show Inactive Add

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 Applications** Site Calendars Claiming

SITE APPLICATIONS Create Revision Renew Application

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

The screenshot displays the WINS web application interface for Waters School District (555555). The top navigation bar includes links for Home, Reports, and Info. The main content area shows the 'Shared Calendar' tab selected, with sub-tabs for Schedules, Holidays, and Non-Operating Days. The 'Schedules' sub-tab is active, showing a table with one entry: 'New Weekly Schedule'. Two blue callout circles are present: circle '1' points to the 'Shared Calendar' tab, and circle '2' points to the 'Schedules' sub-tab.

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.)

Home Reports Info Session Timeout: 16:53

WA State Enterprises (159426)

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

Go to Site:

1

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

Home Reports Info Session Timeout: 19:29

WA State Enterprises (159426)

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

Go to Site:

2

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.)

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

View	Revise	Period	Type	Claims	Revisions	Paid Amount	New Amount	+/-	Progress
		March 2014	Legacy NSLP Sponsor	1	0				1
		February 2014	Legacy NSLP Sponsor	1	0				1
		January 2014	Legacy NSLP Sponsor	1	0				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:

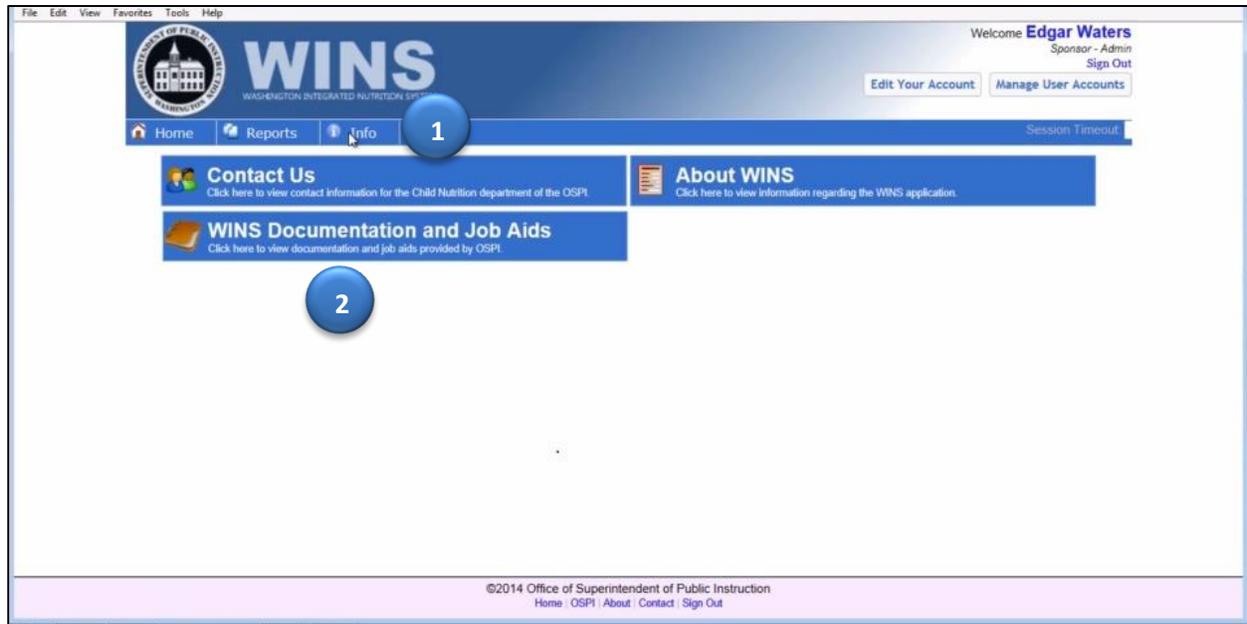
Summary Sub Tab (2)

- 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

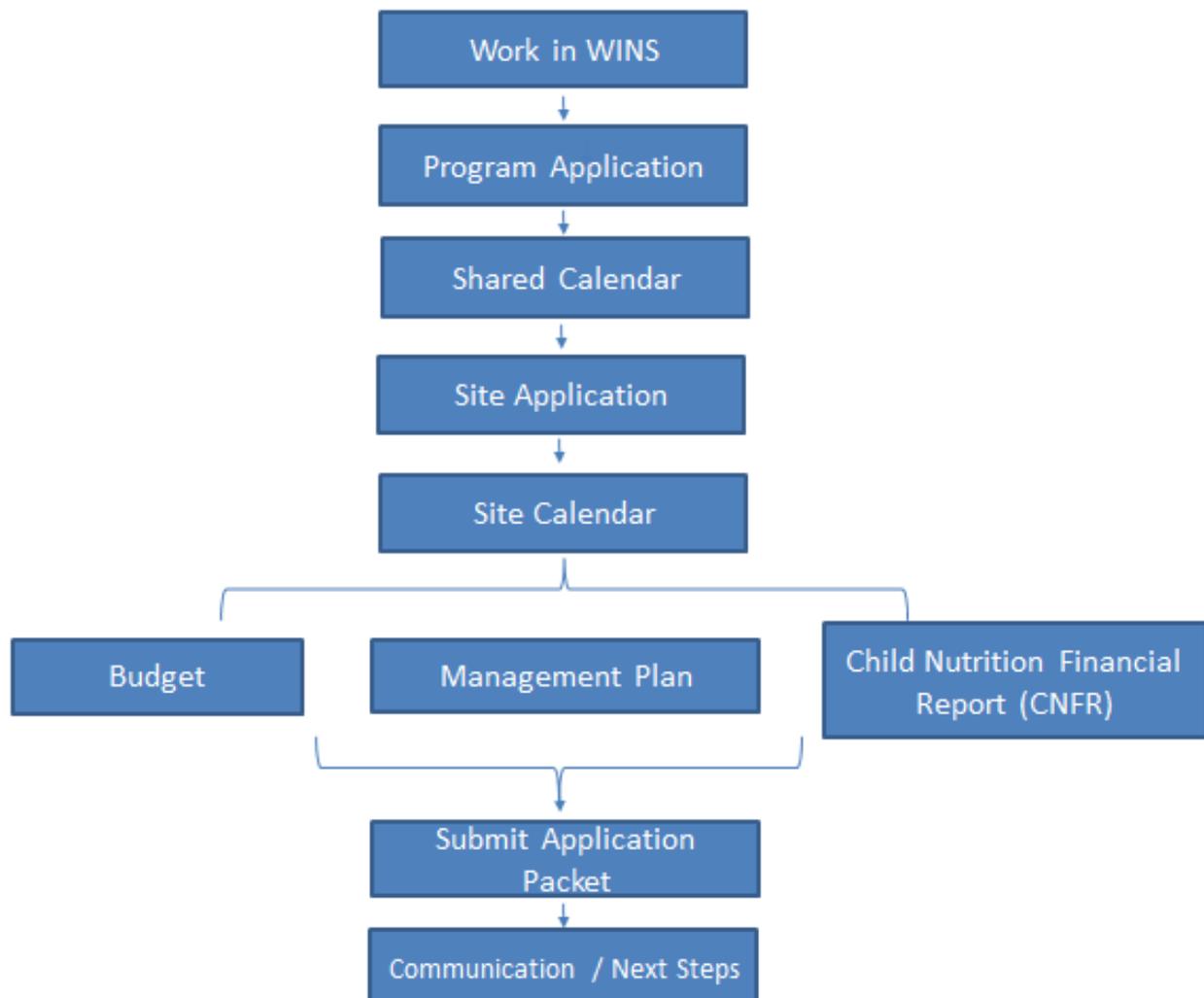
- To locate WINS Job Aids, click on the Info tab in the WINS header. (1)
- Click WINS Documentation and Job Aids and the screen will display the files available. (2)
- WINS Job Aids can also be accessed through a link on the Child Nutrition Services website.

Completing a WINS Application Packet

By the end of this lesson you will be able to:

- Complete the Unified Program Application
- Complete the Site Application
- Build a Site Calendar of meal information
- Complete required program specific components
- Submit a complete Program Application Packet
- Access and use online help and job aids

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 applied to each of the site within your organization. This dramatically speeds up the time to enter calendar information for each sites. After the Shared Calendar 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 Child Nutrition programs are unified into one application called the Unified Application. The Site Application includes 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, you can schedule holidays and other non-operational days here. 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.

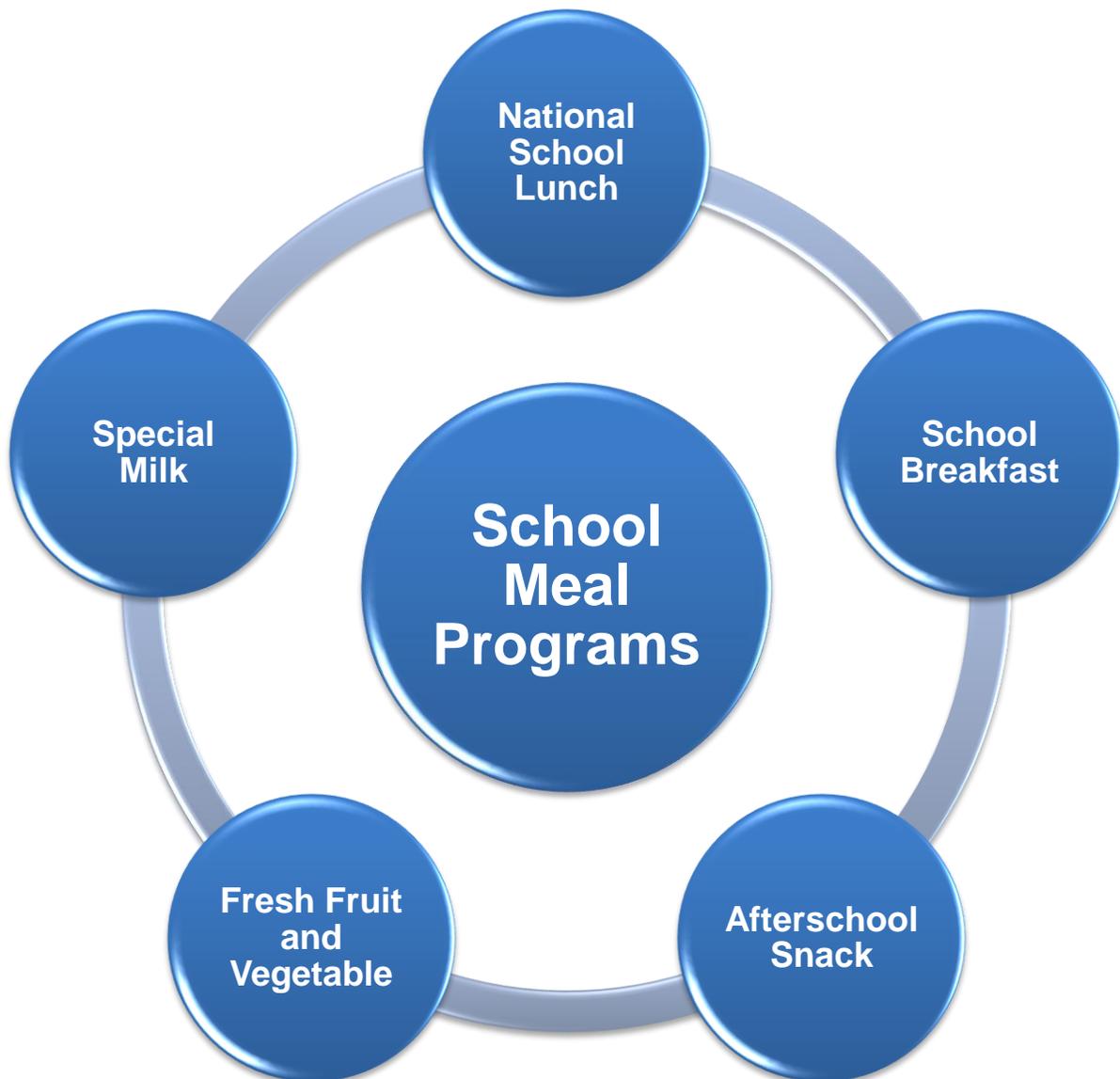
Submit Application

- 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, and any required program specific components.

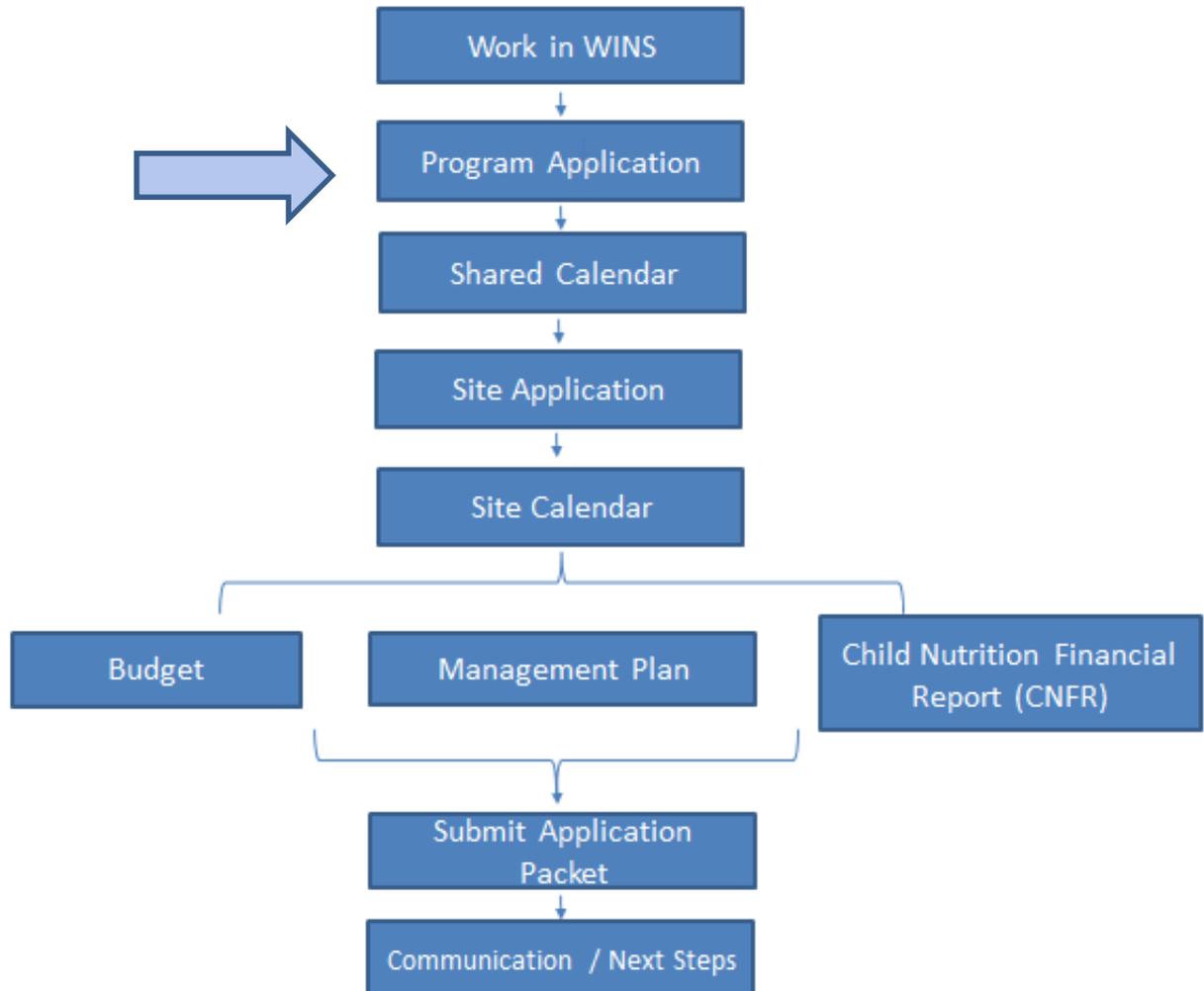
Communication / Next Steps

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

Program Application: School Meal Programs



Program Application for School Meal Programs



Program Application for School 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'. The user is logged in as 'Edgar Waters' (Sponsor - User) and can click 'Sign Out' or 'Edit Your Account'. Below the header, there are navigation tabs: Home, Reports, and Info. The main content area displays 'America School District (159957)' and a 'Go to Site:' dropdown menu. A yellow arrow points to the 'Applications' tab in the navigation bar. Below the tabs, there is a 'SPONSOR APPLICATIONS' section with a 'Renew Application' button. A table lists applications with columns for View, Edit, Delete, Submit, History, Program Year, Type, Revision Count, Program, and Application Status. The table contains several rows of application data, including a 'Unified Application' and several 'Legacy' applications for NSLP and SFSP programs.

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	Approved (10/2/2013)
								Lunch	Approved (10/2/2013)
								Snack	Approved (10/2/2013)
					2013-14	Legacy SFSP Application (History)	0		
					2012-13	Legacy NSLP Application (History)	0	Breakfast	Approved (8/7/2013)
								Lunch	Approved (8/7/2013)
								Snack	Approved (8/7/2013)

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 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 the Renew Application button to create a new application. This opens the Unified Program Application Wizard.

Program Application for School Meal Programs (cont.)

**AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION**

—SELECT—

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.)

- School Breakfast Program
- School Lunch Program
- After School Snack Program

**AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION**

—SPONSOR—

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
		Mailing	601 Crawford Street Kelso, Washington 98626-4315	
		Street	601 Crawford Street Kelso, Washington 98626-4315	

**AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION**

—SPONSOR—

REQUIRED CONTACTS Manage Staff

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

Complete?	Contact Type	Contact	Required For
Yes	Approving Official	Doe, Jane	NSLP
No	Chief Administrator		NSLP
No	Claims Official		NSLP
No	Contact Person		NSLP
No	Food Service Director		NSLP

Programs

- The Programs screen will display a list of programs 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 four 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 in.

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 School Meal Programs (cont.)

**AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION**

— SPONSOR —
ADDRESSES
CONTACTS
CIVIL RIGHTS
— NSLP —
PROCUREMENT
FOOD DISTRIBUTION
QUALIFICATION
MISCELLANEOUS
— REVIEW —
APPLICATION ERRORS

You are viewing information as entered for this application. If changes are needed, please edit or 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: Female *

E-mail Address:

Enter the person's title for America School District

Title: Accountant *

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: *

**AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION**

— SPONSOR —
ADDRESSES
CONTACTS
CIVIL RIGHTS
— NSLP —
PROCUREMENT
FOOD DISTRIBUTION
QUALIFICATION
MISCELLANEOUS
— REVIEW —
APPLICATION ERRORS

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

The contact type 'Hearing Official' is required.
The contact type 'Superintendent/Principal' is required.
The contact type 'Verification Official' is required.

REQUIRED CONTACTS Manage Staff

Complete?	Contact Type	Contact	Required For
Yes	Approving Official	Doe, Jane	NSLP
Yes	Chief Administrator	Brown, Jennifer	NSLP
Yes	Claims Official	Doe, Jane	NSLP
Yes	Contact Person	Green, Wanda	NSLP
Yes	Food Service Director	Brown, Jennifer	NSLP
No	Hearing Official		NSLP
No	Superintendent/Principal		NSLP
No	Verification Official		NSLP

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:** Any time you are working in the Application Wizard, you will see errors in 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 School Meal Programs (cont.)

**AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION**

— SPONSOR —
ADDRESSES
CONTACTS

CIVIL RIGHTS

— NSLP —
PROCUREMENT
FOOD DISTRIBUTION
QUALIFICATION
MISCELLANEOUS

— REVIEW —
APPLICATION ERRORS

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? *

Preview Errors Show All Sections

Back Cancel Next

**AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION**

— SPONSOR —
ADDRESSES
CONTACTS
CIVIL RIGHTS

PROCUREMENT

— NSLP —
FOOD DISTRIBUTION
QUALIFICATION
MISCELLANEOUS

— REVIEW —
APPLICATION ERRORS

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

Do you purchase food services from a Food Service Management Company? *

Food Service Management Company Name:

Do you receive meals/snacks from another LEA?

Do you sell meals/snacks (LEA to LEA)?

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.

Procurement (NSLP)

- The Procurement screen will ask three questions about the source of food purchases. Click the drop down arrow and select the appropriate answer. Additional questions may be required, click the drop down arrows and select answers as needed. Click Next to continue.

Program Application for School Meal Programs (cont.)



**AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION**

SPONSOR
ADDRESSES
CONTACTS
CIVIL RIGHTS

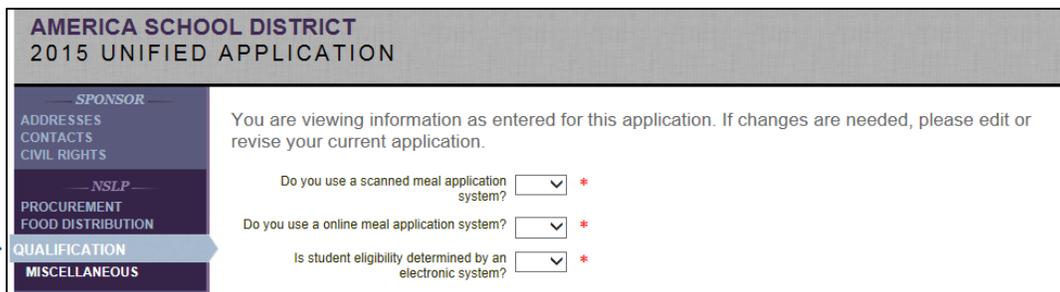
NSLP
PROCUREMENT
FOOD DISTRIBUTION
QUALIFICATION
MISCELLANEOUS

REVIEW

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

Do you want to participate in the Food Distribution Program (USDA Foods)? *

The sponsor must agree to comply with the practice as set forth in 7 CFR 250.1 through 250.47 that pertain to recipient agencies.



**AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION**

SPONSOR
ADDRESSES
CONTACTS
CIVIL RIGHTS

NSLP
PROCUREMENT
FOOD DISTRIBUTION
QUALIFICATION
MISCELLANEOUS

REVIEW

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

Do you use a scanned meal application system? *

Do you use a online meal application system? *

Is student eligibility determined by an electronic system? *

Food Distribution (NSLP)

- The Food Distribution screen asks you about participating in USDA Foods. Click on the drop down arrow and select the appropriate answer. If you respond Yes to this question, you will be required to select a food distribution contact in the Contacts portion of this application. You will see a Red X appear on the left navigation bar if you have not selected this contact person. You can Click the Contacts link to add the contact and then click the Food Distribution link to continue OR you can Click Next and update that error prior to completing the application.

Qualification (NSLP)

- The Qualifications screens opens and asks required questions about the sponsor's qualifications. Click the drop down arrow and select the appropriate answer. Click Next to continue.

Program Application for School Meal Programs (cont.)

AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION

SPONSOR
ADDRESSES
CONTACTS
CIVIL RIGHTS

NSLP
PROCUREMENT
FOOD DISTRIBUTION
QUALIFICATION

MISCELLANEOUS

REVIEW
APPLICATION ERRORS

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

What was the attendance factor (all sites combined) for prior school year? % (e.g. 93.7) *

How many of your buildings/sites do not participate in the National School Lunch and Breakfast Program?

Do you conduct nutrient analysis of menus? *

AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION

SPONSOR
ADDRESSES
CONTACTS
CIVIL RIGHTS

NSLP
PROCUREMENT
FOOD DISTRIBUTION
QUALIFICATION
MISCELLANEOUS

APPLICATION ERRORS

REVIEW

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

APPLICATION ERRORS
No Errors Found

Show All Sections

Back Cancel Done

Miscellaneous

- The Miscellaneous screen will ask a few miscellaneous questions. Note: the first required question asks for a percentage.

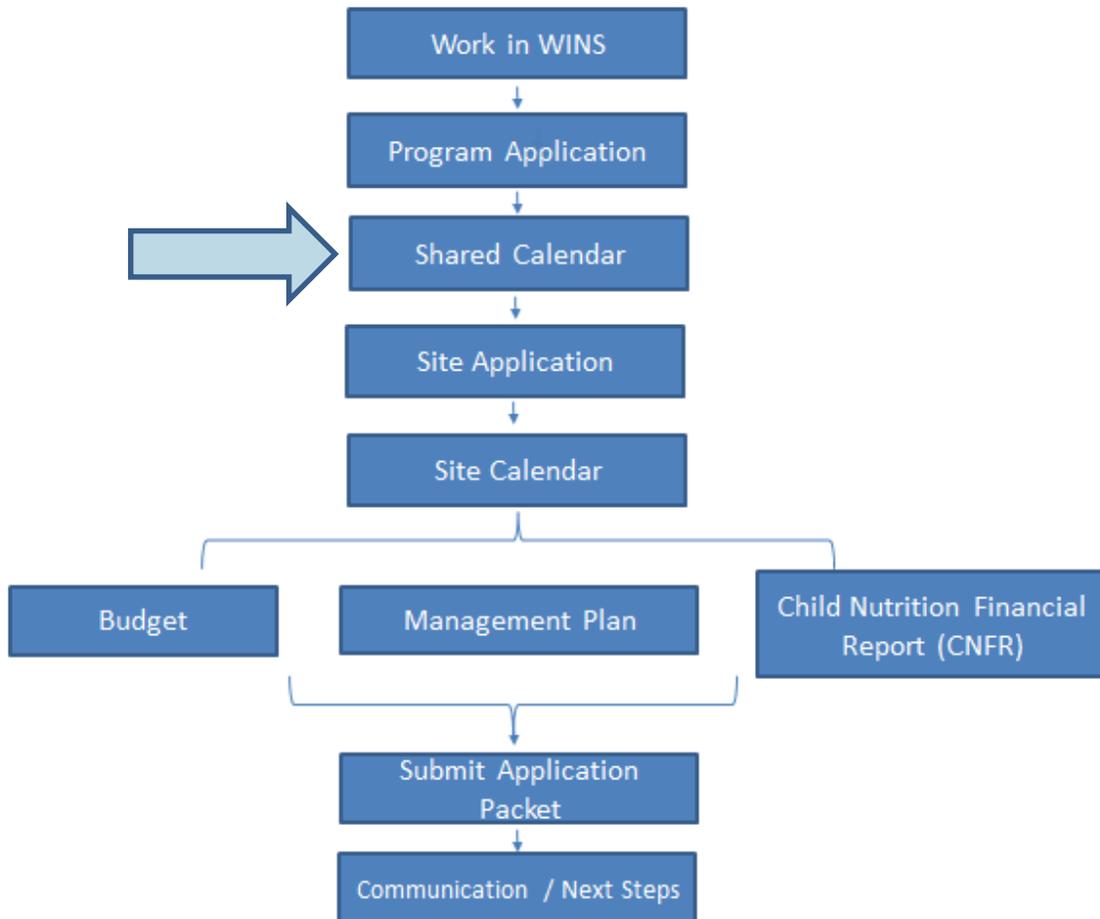
Review- Application Errors

- 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



The Shared Calendar is a template that allows you to enter standard meal information (start/end dates and meal times), as well as holidays and non-operating days. The information can then be applied to sites you select.

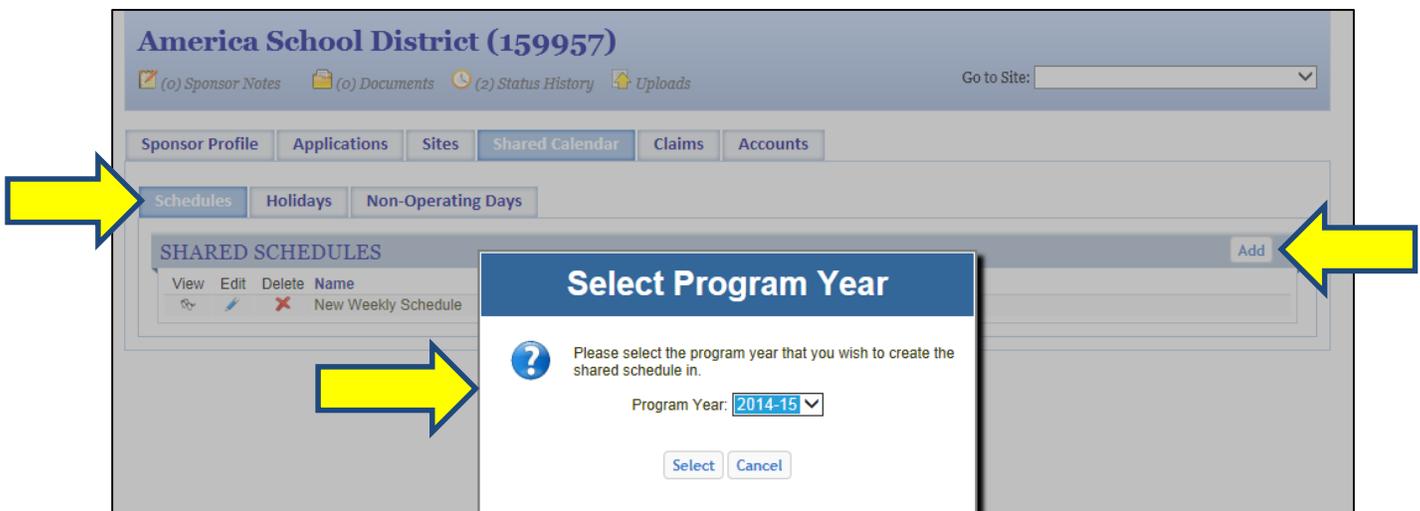
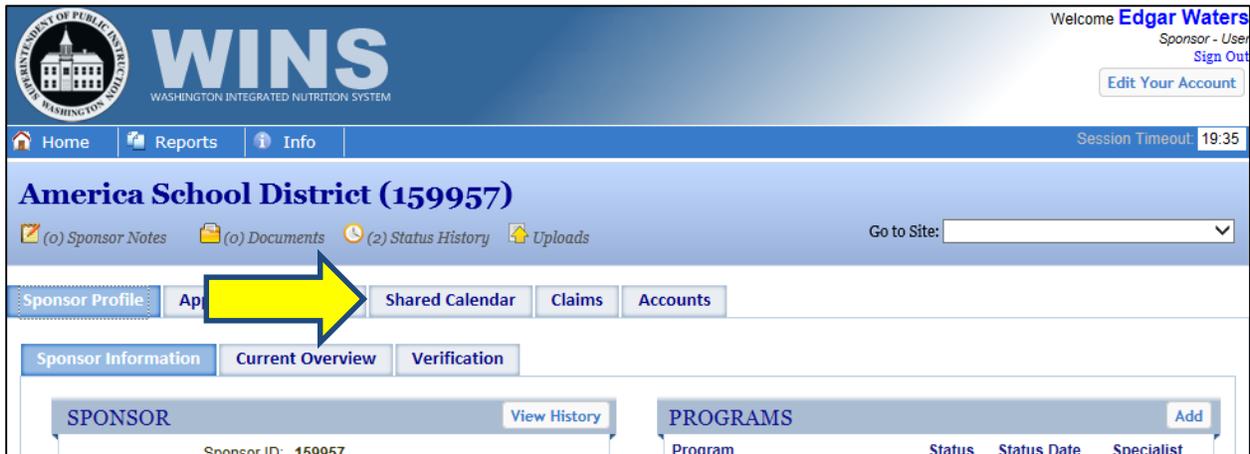


Depending on your program, you may need to input additional information at each of your sites.



For Sponsors with a single site, this step is not necessary.

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.)

**AMERICA SCHOOL DISTRICT
SHARED SCHEDULE**

SHARED SCHEDULE

DEFINE SCHEDULE

DEFINE MEALS
SELECT SITES
ENTER SITE INFO

Please enter the information about the shared schedule.

Schedule Type: NSLP *

Name: New Weekly Schedule *

Description:

Begin Date: 07/08/2014 mm/dd/yyyy *

End Date: / / mm/dd/yyyy *

Back Color: Sunday:

Fore Color: Monday:

Tuesday:

**AMERICA SCHOOL DISTRICT
SHARED SCHEDULE**

SHARED SCHEDULE

DEFINE SCHEDULE

DEFINE MEALS

SELECT SITES
ENTER SITE INFO

Meal

Program: Lunch *

Begin Time: 12 : 00 PM

End Time: 01 : 00 PM

Meal Preparation: On-site Self *

Meal Location: Cafeteria *

Save Cancel

End Time
1:00 PM

Back Cancel Next

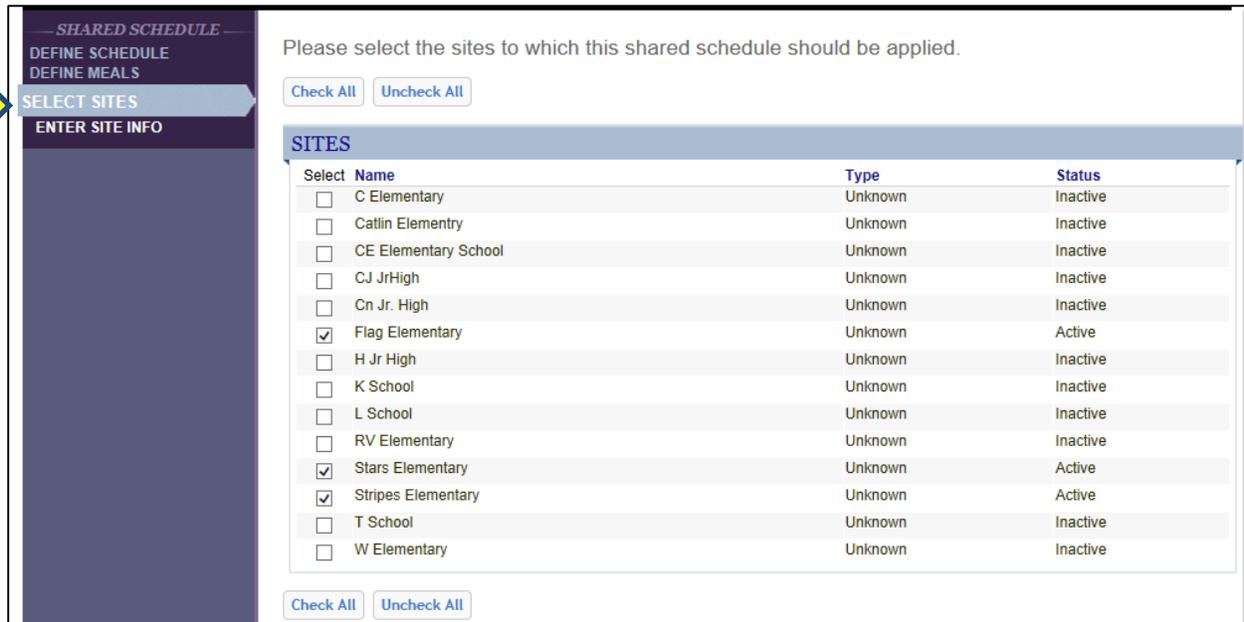
Define Schedule

- 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.)



— 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"/>	C Elementary	Unknown	Inactive
<input type="checkbox"/>	Catlin Elementry	Unknown	Inactive
<input type="checkbox"/>	CE Elementary School	Unknown	Inactive
<input type="checkbox"/>	CJ JrHigh	Unknown	Inactive
<input type="checkbox"/>	Cn Jr. High	Unknown	Inactive
<input checked="" type="checkbox"/>	Flag Elementary	Unknown	Active
<input type="checkbox"/>	H Jr High	Unknown	Inactive
<input type="checkbox"/>	K School	Unknown	Inactive
<input type="checkbox"/>	L School	Unknown	Inactive
<input type="checkbox"/>	RV Elementary	Unknown	Inactive
<input checked="" type="checkbox"/>	Stars Elementary	Unknown	Active
<input checked="" type="checkbox"/>	Stripes Elementary	Unknown	Active
<input type="checkbox"/>	T School	Unknown	Inactive
<input type="checkbox"/>	W Elementary	Unknown	Inactive



**AMERICA SCHOOL DISTRICT
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
Flag Elementary	Lunch	Lunch	12 : 00 PM	12 : 00 PM
Stars Elementary	Lunch	Lunch	12 : 00 PM	01 : 00 PM
Stripes Elementary	Lunch	Lunch	12 : 00 PM	01 : 00 PM

Select Sites

- To select the site you can either click the Check Box next to the site OR click 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.)

America School District (159957)

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

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

Holidays Non-Operating Days

SHARED HOLIDAYS Add

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

AMERICA SCHOOL DISTRICT SHARED HOLIDAY

— SHARED HOLIDAY —

Please enter your shared Holidays in the grid below.

SELECT HOLIDAYS

SELECT SITES

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
27	28	29	30	31	1	2

— 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"/>	C Elementary	Unknown	Inactive
<input type="checkbox"/>	Catlin Elementary	Unknown	Inactive

Holidays Tab

- Click 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 the check box next to the site OR click 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 Holidays screen. .

Shared Calendar for Sponsors with Multiple Sites (cont.)

**AMERICA SCHOOL DISTRICT
SHARED NON-OPERATING DAY**

SHARED NON-OPERATING DAY

NON-OPERATING DAYS
SELECT SITES

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

Site Group Name:

NON-OPERATING DAYS

No Records Found

SHARED NON-OPERATING DAY

SHARED NON-OPERATING DAY

NON-OPERATING DAYS
SELECT SITES

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

Description: Date: mm/dd/yyyy

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.

SITES

Select	Name	Type	Status
<input type="checkbox"/>	C Elementary	Unknown	Inactive
<input type="checkbox"/>	Catlin Elementry	Unknown	Inactive
<input type="checkbox"/>	CE Elementary School	Unknown	Inactive
<input type="checkbox"/>	CJ JrHigh	Unknown	Inactive
<input type="checkbox"/>	Cn Jr. High	Unknown	Inactive
<input checked="" type="checkbox"/>	Flag Elementary	Unknown	Active

Non-Operating Days Tab

- Click 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.

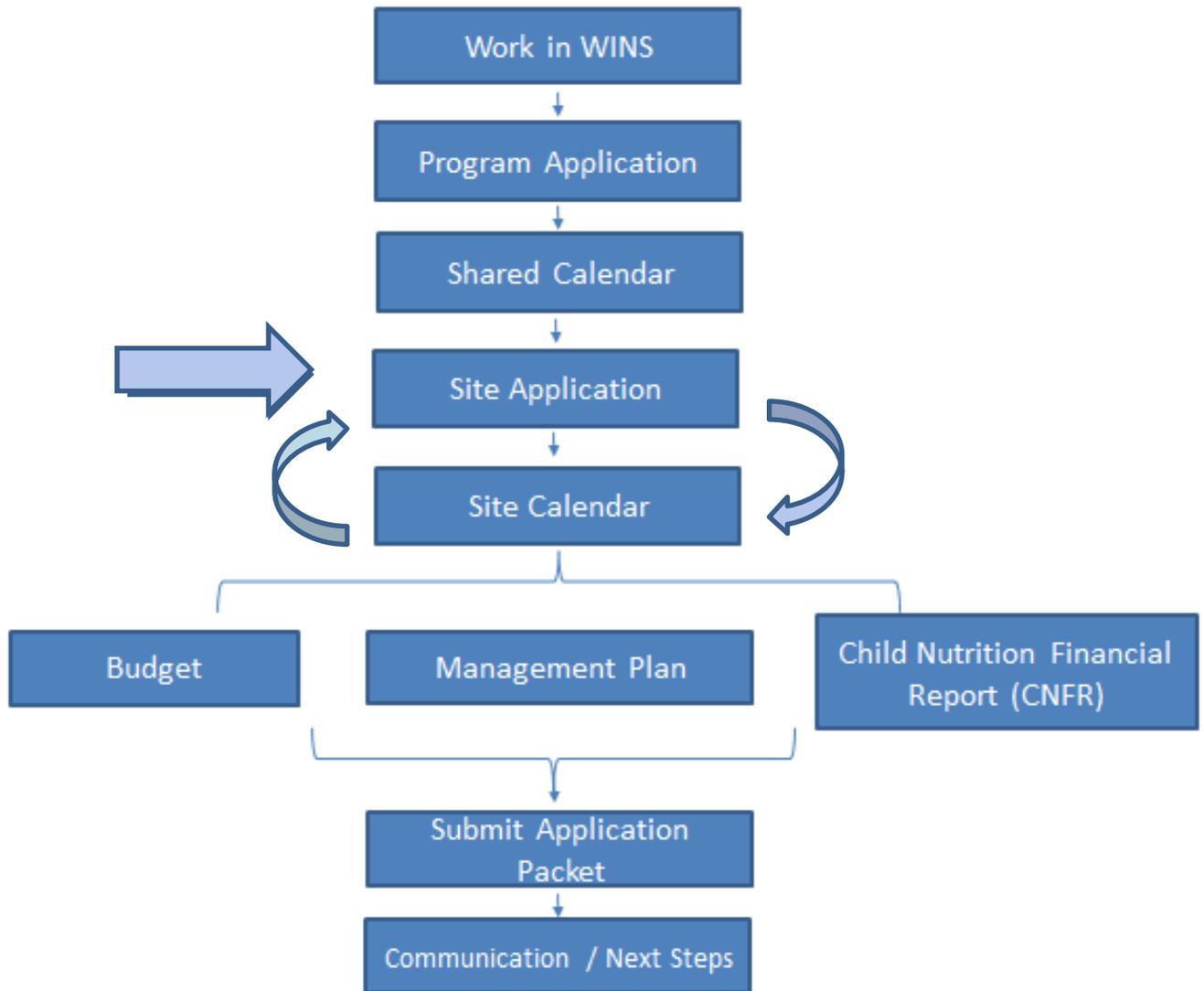
Select Non-Operating Days

- 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 for School Meal Programs



Sponsors with multiple sites 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

Home Reports Info Session Timeout: 19:45

America School District (159957)

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

Sponsor Profile **Sites** Shared Calendar Claims Accounts

SITES Show Inactive

Select Site	Name	Site Status	Calendar Status	Active Programs (Year 2014-15) Program	Application Status
<input checked="" type="checkbox"/>	Flag Elementary	Active	In Error (7/8/2014)	Breakfast Lunch Snack	Created (7/7/2014) Created (7/7/2014) Created (7/7/2014)
<input checked="" type="checkbox"/>	Stars Elementary	Active	In Error (7/8/2014)		Not Started
<input checked="" type="checkbox"/>	Stripes Elementary	Active	In Error (7/8/2014)		Not Started

Home Reports Info Session Timeout: 19:43

Stars Elementary (659055) America School District

(0) Site Notes (0) Documents (8) 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 Snack	Approved (10/2/2013) Approved (10/2/2013) Approved (10/2/2013)
		2012-13	Legacy NSLP Application (History)	0	Breakfast Lunch Snack	Approved (9/27/2012) Approved (9/27/2012) Approved (9/27/2012)

Select a Site

- Click the Site tab at the sponsor level and then click 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 the **Renew Application** button to create a new application. This opens the Unified Program Application Wizard.

Multi-Site Sponsors: Site Application (cont.)

**STARS ELEMENTARY
AMERICA SCHOOL DISTRICT
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.)

School Breakfast Program
 School Lunch Program
 After School Snack Program

--- SITE ---

ADDRESSES

CONTACTS

--- NSLP ---

ACTIVITIES
FOOD SAFETY
GRADE LEVEL

--- BREAKFAST ---

PRICING
RATE DETERMINATION

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	401 Barnes Street Kelso, Washington 98626	

--- SITE ---

ADDRESSES

CONTACTS

--- NSLP ---

ACTIVITIES
FOOD SAFETY
GRADE LEVEL

--- BREAKFAST ---

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	NSLP Site Contact	Green,Wanda ▾	NSLP

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 return to the Site 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 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.)

**STARS ELEMENTARY
AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION**

SITE
ADDRESSES CONTACTS

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

NSLP
ACTIVITIES

Will this site have an academic, enrichment, and/or remedial program during the summer months?: *

Id: 1859240
Update Info: Edgar Waters - 7/8/2014 10:27 PM
Create Info: Edgar Waters - 7/8/2014 5:54 PM

**FOOD SAFETY
GRADE LEVEL**



SITE
ADDRESSES CONTACTS

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

NSLP
ACTIVITIES

During the previous school year, did this site have two or more food safety inspections? *

Date of First Inspection: mm/dd/yyyy
Date of Second Inspection: mm/dd/yyyy
Date of Third Inspection: mm/dd/yyyy

Name of agency responsible for completing the food safety inspections:

**FOOD SAFETY
GRADE LEVEL**

BREAKFAST
PRICING
RATE DETERMINATION
SERVICE TYPE
MEAL COUNTING
PAY METHOD



SITE
ADDRESSES CONTACTS

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

NSLP
ACTIVITIES
FOOD SAFETY

Indicate which grade levels are applicable for this site.

Pre-K: * K: *

Grade 1: * Grade 2: * Grade 3: * Grade 4: *

Grade 5: * Grade 6: * Grade 7: * Grade 8: *

Grade 9: * Grade 10: * Grade 11: * Grade 12: *

GRADE LEVEL

BREAKFAST
PRICING
RATE DETERMINATION
SERVICE TYPE
MEAL COUNTING



Activities (NSLP)

- This screen will ask you if you have any sort of academic, enrichment, and/or remedial programs, or a summer feeding program. Select the appropriate response by clicking the drop down arrow. If you select Yes, you will be asked additional questions. If you select No, no additional questions will be asked. Click Next to continue.

Food Safety (NSLP)

- This screen will ask you questions about your Health Inspection, Select the appropriate response. If you answer Yes, then Enter the date.
- Note:** The dates of health inspections will always be from the previous year. Most sponsors will have 1 to 2 inspections. Only two are required but if there are three, report all three. If you did have a third inspection, then enter the date in the space allotted.
- If you did not have the two required inspections, then enter the date that you informed the Health Jurisdiction of the need for food safety inspections at this site. Click Next to continue.

Grade Level (NSLP)

- This screen will ask you about grade levels. Click the boxes to select the appropriate grade levels that are served at this site. **NOTE: You can click through the boxes by clicking Tab and clicking the "N" key for No and the "Y" key for Yes.** Click Next to continue.

Multi-Site Sponsors: Site Application (cont.)

**STARS ELEMENTARY
AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION**

SITE
ADDRESSES
CONTACTS

NSLP
ACTIVITIES
FOOD SAFETY
GRADE LEVEL

BREAKFAST

PRICING

RATE DETERMINATION
SERVICE TYPE
MEAL COUNTING
PAY METHOD

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

Paid Price: * Reduced Price: *

Select Yes on the grades that these prices pertain to, and no on those that do not pertain.

Pre-K: * K: *

Grade 1: * Grade 2: * Grade 3: * Grade 4: *

Grade 5: *



SITE
ADDRESSES
CONTACTS

NSLP
ACTIVITIES
FOOD SAFETY
GRADE LEVEL

BREAKFAST

PRICING

RATE DETERMINATION

SERVICE TYPE

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

School Lunch Meal Counts for School Year 2012-13

Total Paid	Total Free	Total Reduced	Total Served
<input type="text" value="3950"/> *	+ <input type="text" value="600"/> *	+ <input type="text" value="1050"/> *	= 5600

Breakfast Reimbursement Rate: Regular Breakfast Reimbursement Rate



Pricing (Breakfast)

- This screen will ask the meal prices you are charging students for a paid and reduced price breakfast. Enter the amount you are charging students for a paid or reduced price breakfast.
- **NOTE:** The breakfast copay for reduced price breakfast is a maximum of 30 cents. This copay is paid by the state agency for all PUBLIC school districts. Therefore, public school districts should enter 0.
- Then you click the drop down arrow and select Yes or No to the grades to which these prices pertain. Click the Save button and you will return the pricing table and you see the meal prices you have added. If needed you can click Add to enter additional prices for other grade levels. Respond to the question by clicking the drop down.
- Click Next to continue.

Rate Determination (Breakfast)

- This screen will tell you if you qualify for severe need breakfast rates. Enter total **LUNCH** counts by **type** from 2 years ago.
- **Note: Sites that served 40% or more free and reduced price lunches as compared to the total will qualify for severe need breakfast rates.**
- Click Next to continue.

Multi-Site Sponsors: Site Application (cont.)

**STARS ELEMENTARY
AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION**

SITE
ADDRESSES
CONTACTS

NSLP
ACTIVITIES
FOOD SAFETY
GRADE LEVEL

BREAKFAST
PRICING
RATE DETERMINATION

SERVICE TYPE

MEAL COUNTING

PAY METHOD

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

Service Type: *

Will Offer versus Serve be implemented? *

Indicate which grades will utilize Offer versus Serve?

Pre-K: * K: *

Grade 1: * Grade 2: * Grade 3: * Grade 4: *



SITE
ADDRESSES
CONTACTS

NSLP
ACTIVITIES
FOOD SAFETY
GRADE LEVEL

BREAKFAST
PRICING
RATE DETERMINATION
SERVICE TYPE

MEAL COUNTING

PAY METHOD

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

What method is used for meal counting? *

Is your meal counting system at the beginning of the line? *

Does an adult at the end of the line verify the meal is reimbursable? *

Id: 1859235
Update Info: Edgar Waters - 7/8/2014 5:54 PM
Create Info: Edgar Waters - 7/8/2014 5:54 PM



SITE
ADDRESSES
CONTACTS

NSLP
ACTIVITIES
FOOD SAFETY
GRADE LEVEL

BREAKFAST
PRICING
RATE DETERMINATION
SERVICE TYPE
MEAL COUNTING

PAY METHOD

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

Prepay in Cafeteria Office: *

Prepay in School Office: *

Prepay in Classroom: *

Prepay by Mail: *

Pay Cash at End of Line: *

Postpay after Billed: *



Service Type (Breakfast)

- This screen asks about meal service and preparation procedures. If you select Yes to Offer versus Serve, click the boxes to select the grade levels that do Offer versus Serve. Click Next to continue.

Meal Counting (Breakfast)

- This screen will ask you to select the method for meal counting. Select the methods in which this site counts meals at the point of service. Click Next to continue.

Pay Method (Breakfast)

- This screen will ask you questions about how payment is collected. Click the drop down arrows and select the appropriate answer. Click Next to continue.

Multi-Site Sponsors: Site Application (cont.)

**STARS ELEMENTARY
AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION**

SITE
ADDRESSES
CONTACTS

NSLP
ACTIVITIES
FOOD SAFETY
GRADE LEVEL

BREAKFAST
PRICING
RATE DETERMINATION
SERVICE TYPE
MEAL COUNTING
PAY METHOD

LUNCH

PRICING

SERVICE TYPE

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

Paid Price: * Reduced Price: *

Select Yes on the grades that these prices pertain to, and no on those that do not pertain.

Pre-K: * K: *

Grade 1: * Grade 2: * Grade 3: * Grade 4: *

Grade 5: *

Id:
Update Info:
Create Info:



SITE
ADDRESSES
CONTACTS

NSLP
ACTIVITIES
FOOD SAFETY
GRADE LEVEL

BREAKFAST
PRICING
RATE DETERMINATION
SERVICE TYPE
MEAL COUNTING
PAY METHOD

LUNCH

PRICING

SERVICE TYPE

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

Service Type: *

Will Offer versus Serve be implemented? *

Indicate which grades will utilize Offer versus Serve?

Pre-K: * K: *

Grade 1: * Grade 2: * Grade 3: * Grade 4: *

Grade 5: *



Pricing (Lunch)

- This screen asks you to add your meal prices. To do this Click the Add button.
- This screen asks you the meal prices you are charging students for a paid and reduced price lunch. Enter in the amounts and click the drop down arrow and select a grade level.
- **Note:** The maximum amount that can be charged for reduced price Lunches is 40 cents. However, the state pays the reduced price co-pay for PUBLIC schools grade K – 3. For these grades, enter 0.
- Click Save and you will return the pricing table and you see the meal prices you have added. If needed, you can click Add to enter additional prices for other grade levels. Next click the drop down arrow and select the appropriate answer. Click Next to continue.

Service Type (Lunch)

- This screen asks about meal service and preparation procedures. If you select Yes to Offer versus Serve, click the boxes to select the grade levels that do Offer versus Serve. Click Next to continue.

Multi-Site Sponsors: Site Application (cont.)

**STARS ELEMENTARY
AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION**

— SITE —

ADDRESSES
CONTACTS

— NSLP —

ACTIVITIES
FOOD SAFETY
GRADE LEVEL

— BREAKFAST —

PRICING
RATE DETERMINATION
SERVICE TYPE
MEAL COUNTING
PAY METHOD

— LUNCH —

PRICING
SERVICE TYPE
MEAL COUNTING

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

What method is used for meal counting? *

Is your meal counting system at the beginning of the line? *

Does an adult at the end of the line verify the meal is reimbursable? *

Id: 1859236
Update Info: Edgar Waters - 7/8/2014 5:54 PM
Create Info: Edgar Waters - 7/8/2014 5:54 PM

Preview Show All
Errors Sections
Back Cancel Next



**STARS ELEMENTARY
AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION**

— SITE —

ADDRESSES
CONTACTS

— NSLP —

ACTIVITIES
FOOD SAFETY
GRADE LEVEL

— BREAKFAST —

PRICING
RATE DETERMINATION
SERVICE TYPE
MEAL COUNTING
PAY METHOD

— LUNCH —

PRICING
SERVICE TYPE
MEAL COUNTING
PAY METHOD

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

Prepay in Cafeteria Office: *

Prepay in School Office: *

Prepay in Classroom: *

Prepay by Mail: *

Pay Cash at End of Line: *

Postpay after Billed: *

Pay Online via Debit/Credit Card: *

Other: *

Id: 1859233
Update Info: Edgar Waters - 7/8/2014 5:54 PM



Meal Counting (Lunch)

- This screen will ask you to select the method for meal counting. Select the methods in which this site counts meals at the point of service. Click Next to continue.

Pay Method (Lunch)

- This screen will ask you questions about how payment is collected. Click the drop down arrows and select the appropriate answer. Click Next to continue.

Multi-Site Sponsors: Site Application (cont.)




Pricing (Snack)

- Depending on your Area Eligibility, you will be asked to provide specific information for the Snack Program.
- This screen asks you to add your meal prices. To do this, click the Add button. Enter the amount you are charging students for a paid or reduced price snack.
- NOTE: The snack copay for reduced price snack is a maximum of 15 cents. Then click the drop down arrow and select Yes or No to the grades to which these prices pertain. Click the Save button and you will return to the pricing table and see the meal prices you have added. If needed you can click Add to enter additional prices for other grade levels. Respond to the question by clicking the drop down arrow. Click Next to continue.

Service (Snack)

- This screen asks you to answer questions regarding snack service. Enter the appropriate times and answers. Click Next to continue.

Multi-Site Sponsors: Site Application (cont.)

Meal Counting (Snack)

- This screen will ask you to select the method in which this site collects meal counts at the point of service. If this site qualifies for Area Eligible snacks, select "Area Eligible". Click Next to continue.

Pay Method (Snack)

- If the site is not Area Eligible, answer the questions about how payment is collected. Click the drop down arrows and select the appropriate answer. Click Next to continue.

Review

- The Application Errors screen gives you an overview of the errors that exist on the application and which 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, 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 components required for the application before you submit.

Single Site Sponsors: Site Application

America School District (159957)

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

Go to Site:

Sponsor Profile **Sites** Shared Calendar Claims Accounts

SITES 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

Stars Elementary (659055)

(0) Site Notes (0) Documents (8) Status History

Go to Site:

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)

Select a Site

- Click the Site tab at the sponsor level and then click the Check Mark icon next to your site. 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.

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 an application. 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 the **Renew Application** button to create a new application. This opens the Unified Program Application Wizard.

Single Site Sponsors: Site Application (cont.)

**STARS ELEMENTARY
AMERICA SCHOOL DISTRICT
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.)

School Breakfast Program
 School Lunch Program
 After School Snack Program

--- SITE ---

ADDRESSES

CONTACTS

--- NSLP ---

ACTIVITIES
FOOD SAFETY
GRADE LEVEL

--- BREAKFAST ---

PRICING
RATE DETERMINATION

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	401 Barnes Street Kelso, Washington 98626	

--- SITE ---

ADDRESSES

CONTACTS

--- NSLP ---

ACTIVITIES
FOOD SAFETY
GRADE LEVEL

--- BREAKFAST ---

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	NSLP Site Contact	Green,Wanda ▾	NSLP

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 return to the Site Application 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 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.)

**STARS ELEMENTARY
AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION**

SITE
ADDRESSES CONTACTS

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

NSLP
ACTIVITIES

Will this site have an academic, enrichment, and/or remedial program during the summer months? *

Id: 1859240
Update Info: Edge Waters - 7/8/2014 10:27 PM



SITE
ADDRESSES CONTACTS

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

NSLP
ACTIVITIES

During the previous school year, did this site have two or more food safety inspections? *

Date of First Inspection: mm/dd/yyyy

Date of Second Inspection: mm/dd/yyyy

Date of Third Inspection: mm/dd/yyyy

FOOD SAFETY
GRADE LEVEL

Name of agency responsible for completing the food safety inspections:



SITE
ADDRESSES CONTACTS

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

NSLP
ACTIVITIES

Indicate which grade levels are applicable for this site.

Pre-K: * K: *

Grade 1: * Grade 2: * Grade 3: * Grade 4: *

Grade 5: * Grade 6: * Grade 7: * Grade 8: *

Grade 9: * Grade 10: * Grade 11: * Grade 12: *

FOOD SAFETY
GRADE LEVEL



Activities (NSLP)

- This screen will ask you if you have any sort of academic, enrichment, and/or remedial programs, or a summer feeding program. Select the appropriate response by clicking the drop down arrow. If you select Yes, you will be asked additional questions. If you select No, no additional questions will be asked. Click Next to continue.

Food Safety (NSLP)

- This screen will ask you questions about your Health Inspection, Select the appropriate response. If you answer Yes, then Enter the date.
- Note:** The dates of health inspections will always be from the previous year. Most sponsors will have 1 to 2 inspections. Only two are required but if there are three, report all three. If you did have a third inspection, then enter the date in the space allotted.
- If you did not have the two required inspections, then enter the date that you informed the Health Jurisdiction of the need for food safety inspections at this site. Click Next to continue.

Grade Level (NSLP)

- This screen will ask you about grade levels. Click the boxes to select the appropriate grade levels that are served at this site. **NOTE: You can click through the boxes by clicking Tab and clicking the "N" key for No and the "Y" key for yes.** Click Next to continue.

Single Site Sponsors: Site Application (cont.)

**STARS ELEMENTARY
AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION**

SITE
ADDRESSES
CONTACTS

NSLP
ACTIVITIES
FOOD SAFETY
GRADE LEVEL

BREAKFAST

PRICING

RATE DETERMINATION
SERVICE TYPE
MEAL COUNTING
PAY METHOD

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

Paid Price: * Reduced Price: *

Select Yes on the grades that these prices pertain to, and no on those that do not pertain.

Pre-K: * K: *

Grade 1: * Grade 2: * Grade 3: * Grade 4: *

Grade 5: *



SITE
ADDRESSES
CONTACTS

NSLP
ACTIVITIES
FOOD SAFETY
GRADE LEVEL

BREAKFAST

PRICING

RATE DETERMINATION
SERVICE TYPE

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

School Lunch Meal Counts for School Year 2012-13

Total Paid	Total Free	Total Reduced	Total Served
<input type="text" value="3950"/> *	+ <input type="text" value="600"/> *	+ <input type="text" value="1050"/> *	= 5600

Breakfast Reimbursement Rate: Regular Breakfast Reimbursement Rate



Pricing (Breakfast)

- This screen will ask the meal prices you are charging students for a paid and reduced price breakfast. Enter the amount you are charging students for a paid or reduced price breakfast.
- **NOTE:** The breakfast copay for reduced price breakfast is a maximum of 30 cents. This copay is paid by the state agency for all PUBLIC school districts. Therefore, public school districts should enter 0.
- Then you click the drop down arrow and select Yes or No to the grades to which these prices pertain. Click the Save button and you will return the pricing table and you see the meal prices you have added. If needed you can click Add to enter additional prices for other grade levels. Respond to the question by clicking the drop down.
- Click Next to continue.

Rate Determination (Breakfast)

- This screen will tell you if you qualify for severe need breakfast rates. Enter total **LUNCH** counts **by type** from 2 years ago.
- **Note: Sites that served 40% or more free and reduced price lunches as compared to the total will qualify for severe need breakfast rates.**
- Click Next to continue.

Single Site Sponsors: Site Application (cont.)

**STARS ELEMENTARY
AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION**

SITE
ADDRESSES
CONTACTS

NSLP
ACTIVITIES
FOOD SAFETY
GRADE LEVEL

BREAKFAST
PRICING
RATE DETERMINATION

SERVICE TYPE

MEAL COUNTING

PAY METHOD

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

Service Type: *

Will Offer versus Serve be implemented? *

Indicate which grades will utilize Offer versus Serve?

Pre-K: * K: *

Grade 1: * Grade 2: * Grade 3: * Grade 4: *



SITE
ADDRESSES
CONTACTS

NSLP
ACTIVITIES
FOOD SAFETY
GRADE LEVEL

BREAKFAST
PRICING
RATE DETERMINATION

SERVICE TYPE

MEAL COUNTING

PAY METHOD

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

What method is used for meal counting? *

Is your meal counting system at the beginning of the line? *

Does an adult at the end of the line verify the meal is reimbursable? *

Id: 1859235
Update Info: Edgar Waters - 7/8/2014 5:54 PM
Create Info: Edgar Waters - 7/8/2014 5:54 PM



SITE
ADDRESSES
CONTACTS

NSLP
ACTIVITIES
FOOD SAFETY
GRADE LEVEL

BREAKFAST
PRICING
RATE DETERMINATION

SERVICE TYPE

MEAL COUNTING

PAY METHOD

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

Prepay in Cafeteria Office: *

Prepay in School Office: *

Prepay in Classroom: *

Prepay by Mail: *

Pay Cash at End of Line: *

Postpay after Billed: *



Service Type (Breakfast)

- This screen asks about meal service and preparation procedures. If you select "Yes" to Offer versus Serve, click the boxes to select the grade levels that do Offer versus Serve. Click Next to continue.

Meal Counting (Breakfast)

- This screen will ask you to select the method for meal counting. Select the methods in which this site counts meals at the point of service. Click Next to continue.

Pay Method (Breakfast)

- This screen will ask you questions about how payment is collected. Click the drop down arrows and select the appropriate answer. Click Next to continue.

Single Site Sponsors: Site Application (cont.)

**STARS ELEMENTARY
AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION**

SITE
ADDRESSES
CONTACTS

NSLP
ACTIVITIES
FOOD SAFETY
GRADE LEVEL

BREAKFAST
PRICING
RATE DETERMINATION
SERVICE TYPE
MEAL COUNTING
PAY METHOD

LUNCH

PRICING

SERVICE TYPE

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

Paid Price: * Reduced Price: *

Select Yes on the grades that these prices pertain to, and no on those that do not pertain.

Pre-K: * K: *
Grade 1: * Grade 2: * Grade 3: * Grade 4: *
Grade 5: *

Id:
Update Info:
Create Info:



SITE
ADDRESSES
CONTACTS

NSLP
ACTIVITIES
FOOD SAFETY
GRADE LEVEL

BREAKFAST
PRICING
RATE DETERMINATION
SERVICE TYPE
MEAL COUNTING
PAY METHOD

LUNCH

PRICING

SERVICE TYPE

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

Service Type: *

Will Offer versus Serve be implemented? *

Indicate which grades will utilize Offer versus Serve?

Pre-K: * K: *
Grade 1: * Grade 2: * Grade 3: * Grade 4: *
Grade 5: *



Pricing (Lunch)

- This screen asks you to add your meal prices. To do this Click the Add button.
- This screen asks you the meal prices you are charging students for a paid and reduced price lunch. Enter in the amounts and click the drop down arrow and select a grade level.
- **Note:** The maximum amount that can be charged for reduced price Lunches is 40 cents. However, the state pays the reduced price co-pay for PUBLIC schools grade K – 3. For these grades, enter 0.
- Click Save and you will return the pricing table and you see the meal prices you have added. If needed, you can click Add to enter additional prices for other grade levels. Next click the drop down arrow and select the appropriate answer. Click Next to continue.

Service Type (Lunch)

- This screen asks about meal service and preparation procedures. If you select Yes to Offer versus Serve, click the boxes to select the grade levels that do Offer versus Serve. Click Next to continue.

Single Site Sponsors: Site Application (cont.)

**STARS ELEMENTARY
AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION**

— SITE —

ADDRESSES
CONTACTS

— NSLP —

ACTIVITIES
FOOD SAFETY
GRADE LEVEL

— BREAKFAST —

PRICING
RATE DETERMINATION
SERVICE TYPE
MEAL COUNTING
PAY METHOD

— LUNCH —

PRICING
SERVICE TYPE
MEAL COUNTING

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

What method is used for meal counting? *

Is your meal counting system at the beginning of the line? *

Does an adult at the end of the line verify the meal is reimbursable? *

Id: 1859236
Update Info: Edgar Waters - 7/8/2014 5:54 PM
Create Info: Edgar Waters - 7/8/2014 5:54 PM

Preview Show All
Errors Sections

Back Cancel Next



**STARS ELEMENTARY
AMERICA SCHOOL DISTRICT
2015 UNIFIED APPLICATION**

— SITE —

ADDRESSES
CONTACTS

— NSLP —

ACTIVITIES
FOOD SAFETY
GRADE LEVEL

— BREAKFAST —

PRICING
RATE DETERMINATION
SERVICE TYPE
MEAL COUNTING
PAY METHOD

— LUNCH —

PRICING
SERVICE TYPE
MEAL COUNTING
PAY METHOD

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

Prepay in Cafeteria Office: *

Prepay in School Office: *

Prepay in Classroom: *

Prepay by Mail: *

Pay Cash at End of Line: *

Postpay after Billed: *

Pay Online via Debit/Credit Card: *

Other: *

Id: 1859233
Update Info: Edgar Waters - 7/8/2014 5:54 PM



Meal Counting (Lunch)

- This screen will ask you to select the method for meal counting. Select the methods in which this site counts meals at the point of service. Click Next to continue.

Pay Method (Lunch)

- This screen will ask you questions about how payment is collected. Click the drop down arrows and select the appropriate answer. Click Next to continue.

Single Site Sponsors: Site Application (cont.)

— SITE —
ADDRESSES
CONTACTS

— NSLP —
ACTIVITIES
FOOD SAFETY
GRADE LEVEL

— BREAKFAST —
PRICING
RATE DETERMINATION
SERVICE TYPE
MEAL COUNTING
PAY METHOD

— LUNCH —
PRICING
SERVICE TYPE
MEAL COUNTING
PAY METHOD

— SNACK —

PRICING

— SERVICE —

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

Paid Price: * Reduced Price: *

Select Yes on the grades that these prices pertain to, and no on those that do not pertain.

K: *

Grade 1: * Grade 2: * Grade 3: * Grade 4: *

Grade 5: *

Id:
Update Info:
Create Info:



— SITE —
ADDRESSES
CONTACTS

— NSLP —
ACTIVITIES
FOOD SAFETY
GRADE LEVEL

— BREAKFAST —
PRICING
RATE DETERMINATION
SERVICE TYPE
MEAL COUNTING
PAY METHOD

— LUNCH —
PRICING
SERVICE TYPE
MEAL COUNTING
PAY METHOD

— SNACK —

PRICING

— SERVICE —

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

After School Activity Start Time: hh:mm AM or PM *

After School Activity End Time: hh:mm AM or PM *

Are enrichment activities provided for children at this site? *

Are educational activities provided for children at this site? *

Enter the building number of the site used for determining area eligibility (if different from this site):

LEAs must review each After-school Snack Program site once during the first four weeks the site is in operation. A second review must be conducted before the end of the program or school year, whichever occurs first.

Was the required monitoring completed for the After-School Snack Program in the previous school year? Please confirm by answering this question. *



Pricing (Snack)

- Depending on your Area Eligibility, you will be asked to provide specific information for the Snack Program.
- This screen asks you to add your meal prices. To do this, click the Add button. Enter the amount you are charging students for a paid or reduced price snack.
- NOTE: The snack copay for reduced price snack is a maximum of 15 cents. Then click the drop down arrow and select Yes or No to the grades to which these prices pertain. Click the Save button and you will return to the pricing table and see the meal prices you have added. If needed you can click Add to enter additional prices for other grade levels. Respond to the question by clicking the drop down arrow. Click Next to continue.

Service (Snack)

- This screen asks you to answer questions regarding snack service. Enter the appropriate times and answers. Click Next to continue.

Single Site Sponsors: Site Application (cont.)

—SITE—
ADDRESSES CONTACTS
—NSLP—
ACTIVITIES
FOOD SAFETY
GRADE LEVEL
—BREAKFAST—
PRICING
RATE DETERMINATION
SERVICE TYPE
MEAL COUNTING
PAY METHOD
—LUNCH—
PRICING
SERVICE TYPE
MEAL COUNTING
PAY METHOD
—SNACK—
PRICING
SERVICE
MEAL COUNTING

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

What method is used for meal counting? *

Is your meal counting system at the beginning of the line? *

Does an adult at the end of the line verify the meal is reimbursable? *

Please explain:

Id: 1859203
Update Info: Colleen Moen - 7/7/2014 7:50 PM
Create Info: Colleen Moen - 7/7/2014 7:50 PM

Preview Errors Show All Sections Back Cancel Next

—SITE—
ADDRESSES CONTACTS
—NSLP—
ACTIVITIES
FOOD SAFETY
GRADE LEVEL
—BREAKFAST—
PRICING
RATE DETERMINATION
SERVICE TYPE
MEAL COUNTING
PAY METHOD
—LUNCH—
PRICING
SERVICE TYPE
MEAL COUNTING
PAY METHOD
—SNACK—
PRICING
SERVICE
MEAL COUNTING
PAY METHOD

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

Prepay in Cafeteria Office: *

Prepay in School Office: *

Prepay in Classroom: *

Prepay by Mail: *

Pay Cash at End of Line: *

Postpay after Billed: *

Pay Online via Debit/Credit Card: *

Other: *

Id: 1859200
Update Info: Colleen Moen - 7/7/2014 7:50 PM
Create Info: Colleen Moen - 7/7/2014 7:50 PM

Preview Errors Show All Sections Back Cancel Next

Meal Counting (Snack)

- This screen will ask you to select the method in which this site collects meal counts at the point of service. If this site qualifies for Area Eligible snacks, select "Area Eligible". Click Next to continue.

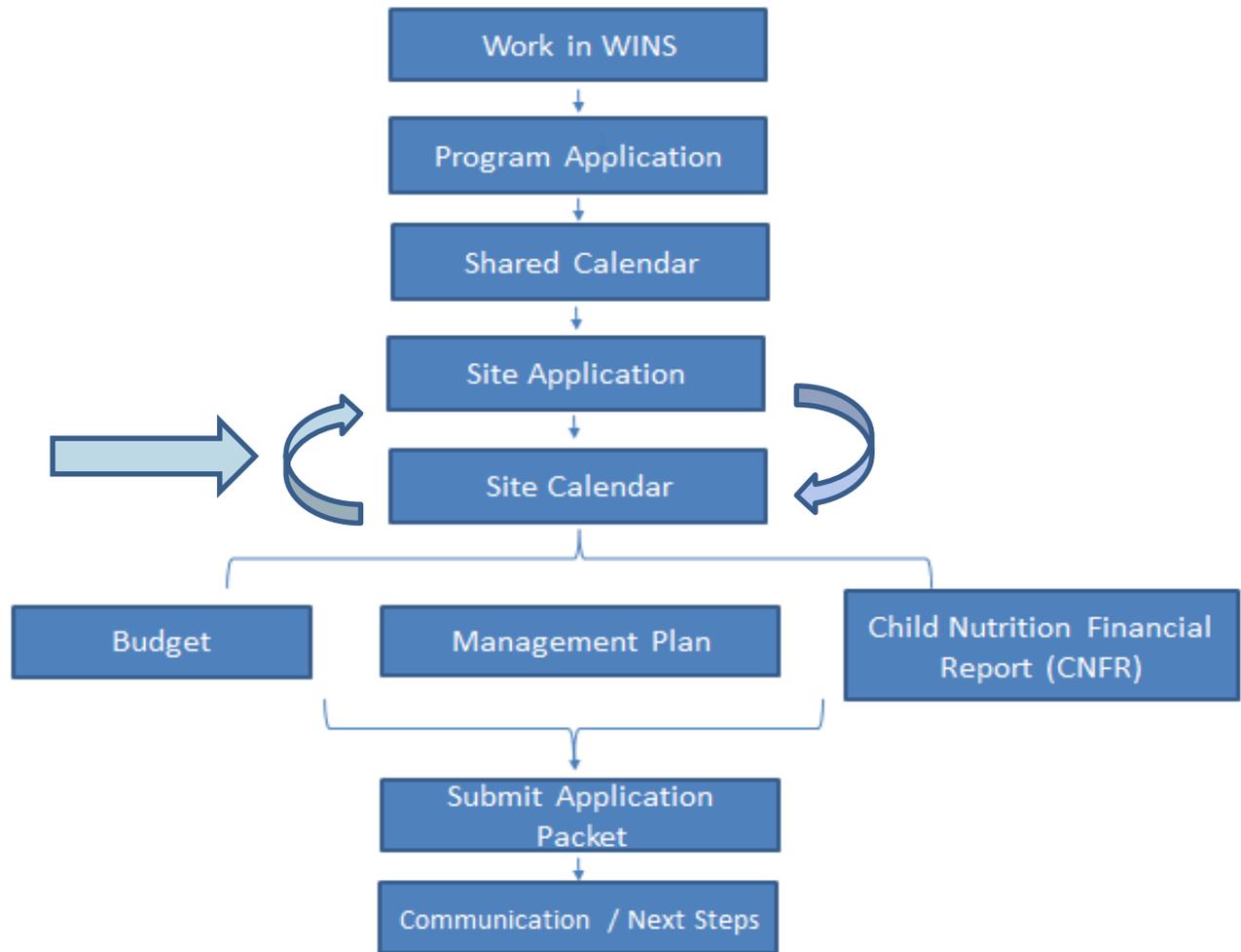
Pay Method (Snack)

- If the site is not Area Eligible, answer the questions about how payment is collected. Click the drop down arrows and select the appropriate answer. Click Next to continue.

Review

- The Application Errors screen gives you an overview of the errors that exist on the application and which 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, 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 components required for the application before you submit.

Site Calendar for School Meal Programs



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 sites, you will go back to the Sponsor Profile, Site Application tab and select the next site. You will need to complete a Site Application and Site Calendar for each site.

Multi-Site Sponsors: Site Calendar

Home Reports Info Session Timeout: 19:45

America School District (159957)

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

Sponsor Profile **Sites** Shared Calendar Claims Accounts

SITES Show Inactive

Select Site	Name	Site Status	Calendar Status	Active Programs (Year 2014-15) Program	Application Status
<input checked="" type="checkbox"/>	Flag Elementary	Active	In Error (7/8/2014)	Breakfast	Created (7/7/2014)
				Lunch	Created (7/7/2014)
				Snack	Created (7/7/2014)
<input checked="" type="checkbox"/>	Stars Elementary	Active	In Error (7/8/2014)		Not Started
<input checked="" type="checkbox"/>	Stripes Elementary	Active	In Error (7/8/2014)		Not Started

Home Reports Info Session Timeout: 19:50

Flag Elementary (661499) America School District

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

Site Profile Site **Site Calendars** Claiming

SITE CALENDARS Add

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

(0) Site Notes (0) Documents (4) Status History Site--> Site Calendar

2014-15 Site Calendar, Revision 0

Schedules Holidays Non-Operating Days Summary View Calendar View

SCHEDULES Add

View	Edit	Delete	Name	Type	Start Date	End Date	Monday?	Tuesday?	Wednesday?	Thursday?	Friday?
			New Weekly Schedule	NSLP	9/1/2014	6/15/2015	Yes	Yes	Yes	Yes	Yes

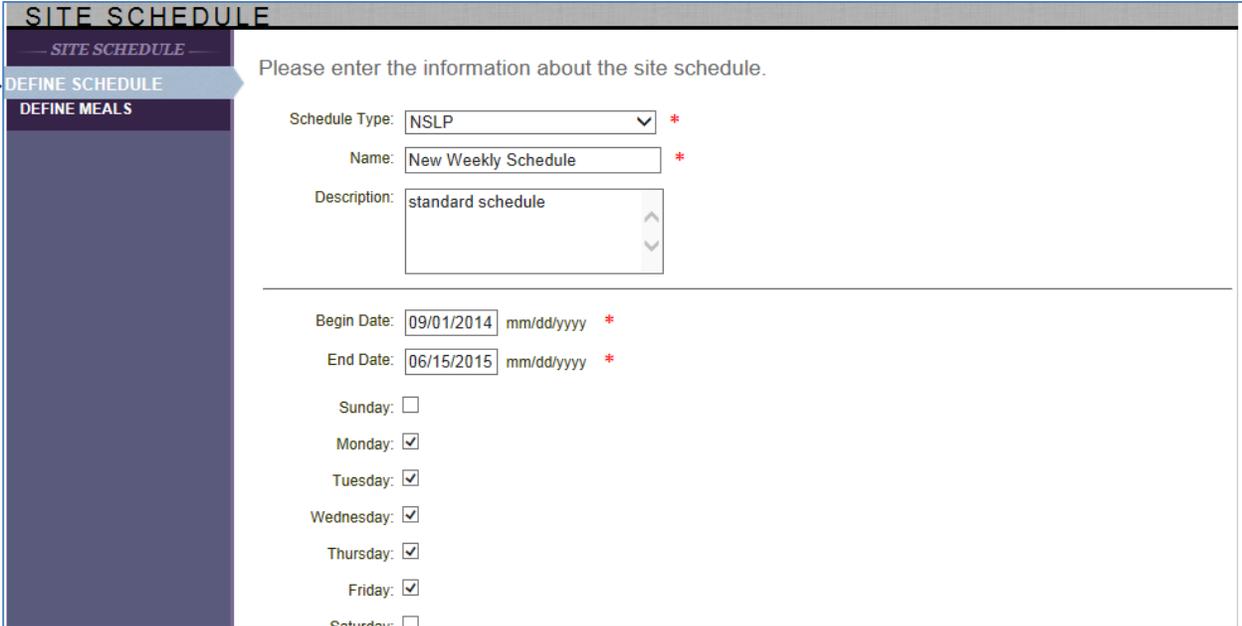
Site Calendars Tab

- The Site Calendar screen allows you to view, edit, add, delete and submit the listed calendar. Click the Edit icon to add specific information or revise this Site Calendar. If you have created a Shared Calendar, 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

— SITE SCHEDULE —

DEFINE SCHEDULE

DEFINE MEALS

Please enter the information about the site schedule.

Schedule Type: NSLP *

Name: New Weekly Schedule *

Description: standard schedule

Begin Date: 09/01/2014 mm/dd/yyyy *

End Date: 06/15/2015 mm/dd/yyyy *

Sunday:

Monday:

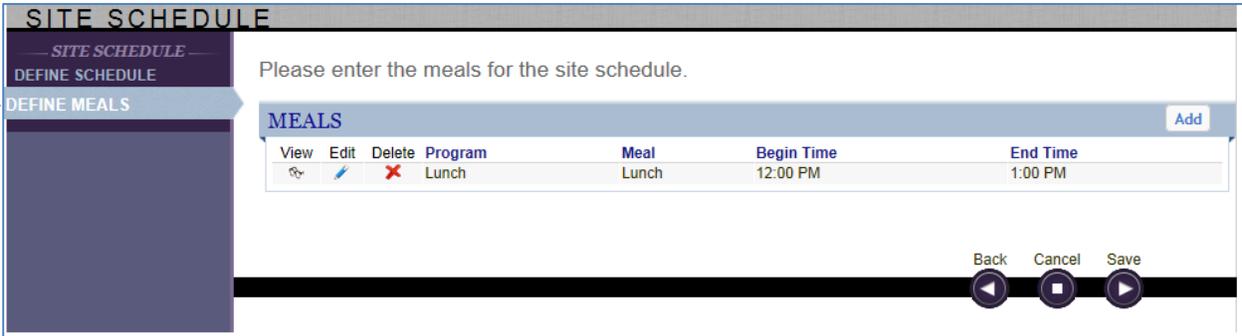
Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:



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
			Lunch	Lunch	12:00 PM	1:00 PM

Back Cancel Save

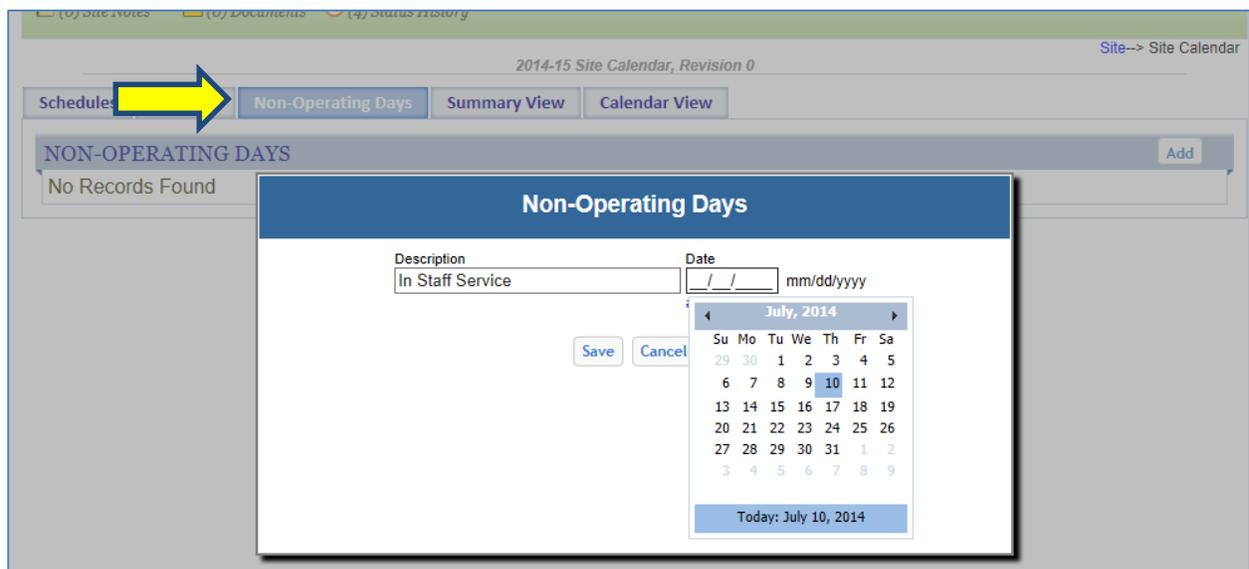
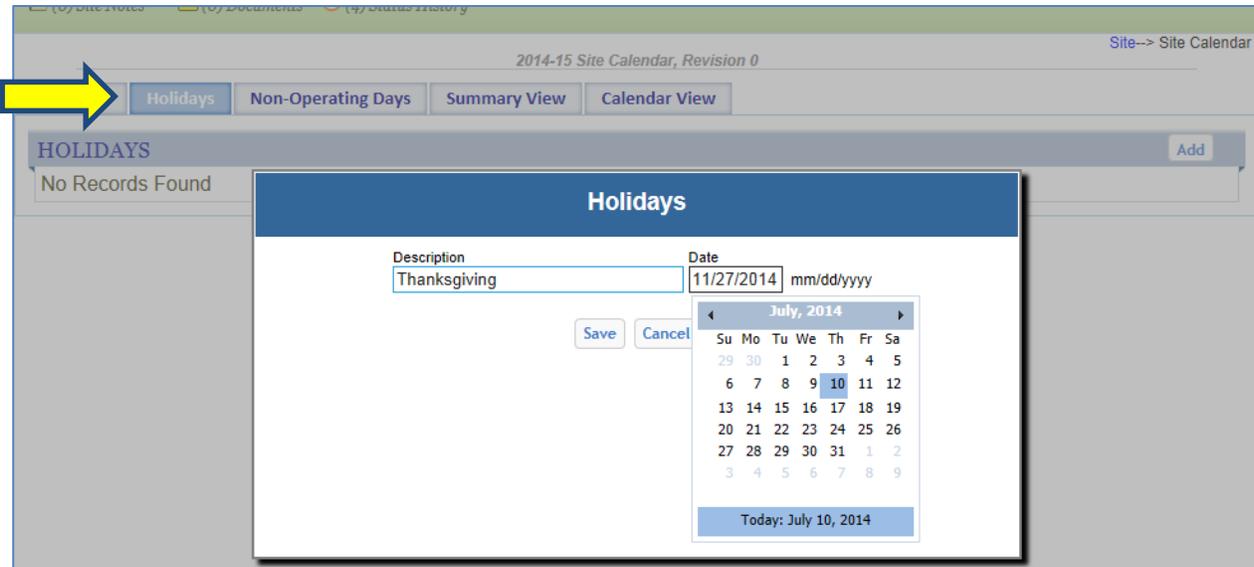
Define Schedule

- 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 dialog box. You will need to enter the required information. After doing so, click Save to close the Meal dialog box. Then click Save again to save the changes to the schedule.
- **NOTE: At this point, the errors in the Site Calendar should be corrected and the status will no longer be in error on the Site Profile Page.**

Multi-Site Sponsors: Site Calendar (cont.)



Holidays Tab

- Click the Holiday tab. The Holiday screen will open. If you have entered holidays in the Shared Calendar 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 in the 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.)

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.

Single Site Sponsors: Site Calendar

Home | Reports | Info | Session Timeout: 19:50

Flag Elementary (661499) | America School District

(0) Site Notes | (0) Documents | (4) Status History | Go to Site: [Dropdown]

Site Profile | Site Calendars | Claiming

SITE CALENDARS | Add

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

SITE SCHEDULE

— SITE SCHEDULE —

DEFINE SCHEDULE | DEFINE MEALS

Please enter the information about the site schedule.

Schedule Type: NSLP *
 Name: New Weekly Schedule *
 Description: standard schedule

Begin Date: 09/01/2014 mm/dd/yyyy *
 End Date: 06/15/2015 mm/dd/yyyy *

Sunday:
 Monday:

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
[Icon]	[Icon]	[Icon]	Lunch	Lunch	12:00 PM	1:00 PM

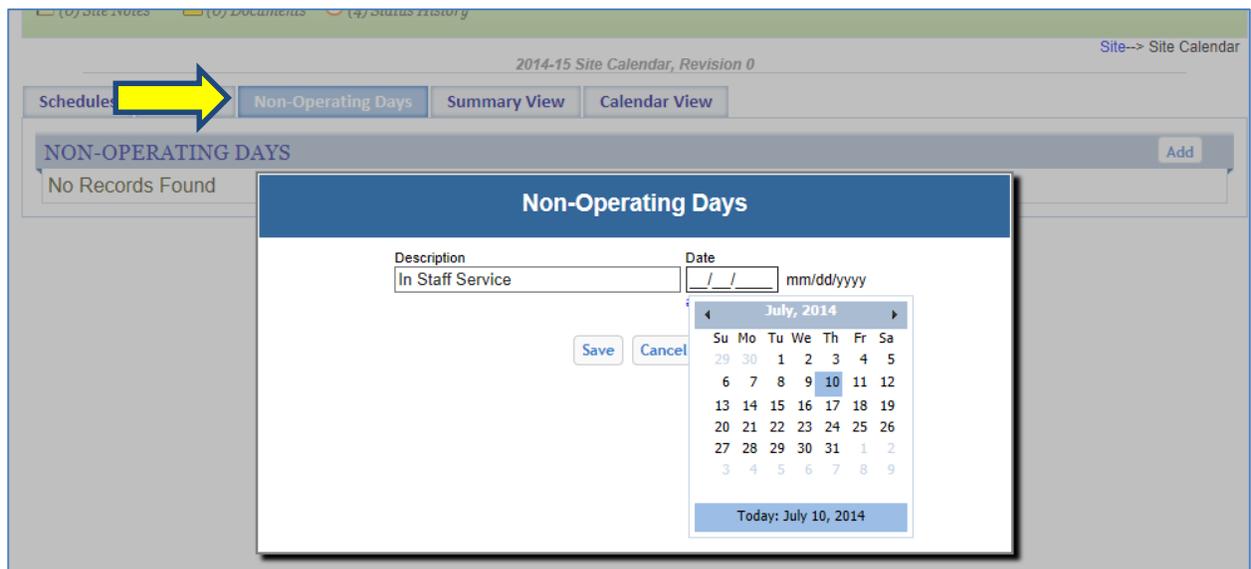
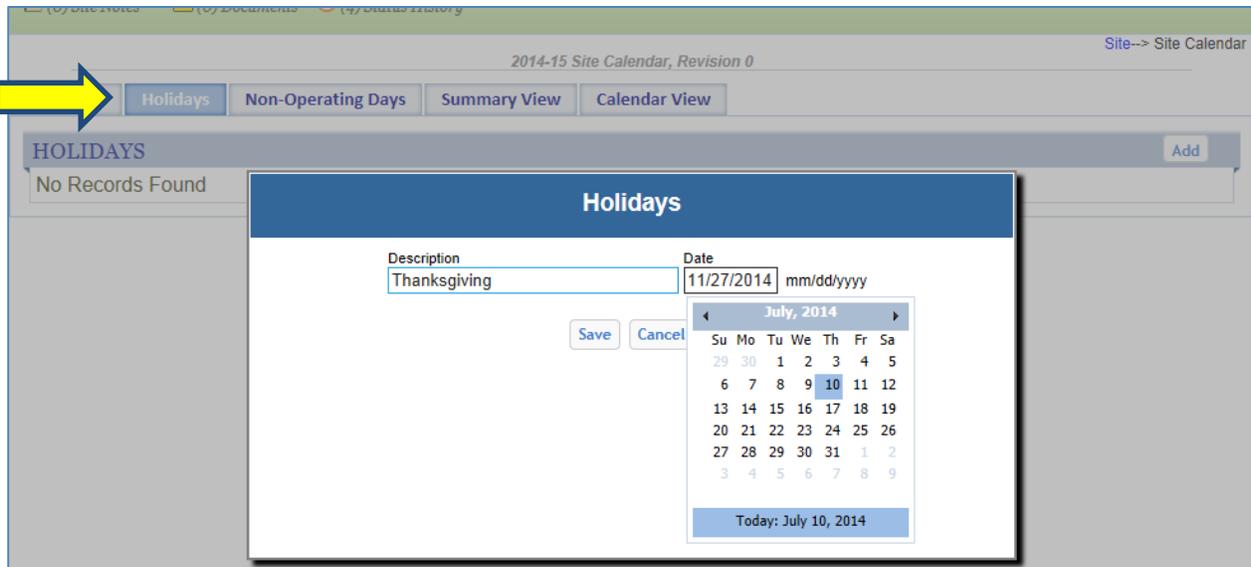
Site Calendars Tab

- 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 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.)

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	Paid Count
			Lunch	12:00 PM	1:00 PM	--	On-site Self	--	Cafeteria	--	--	--	350	125	245

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.

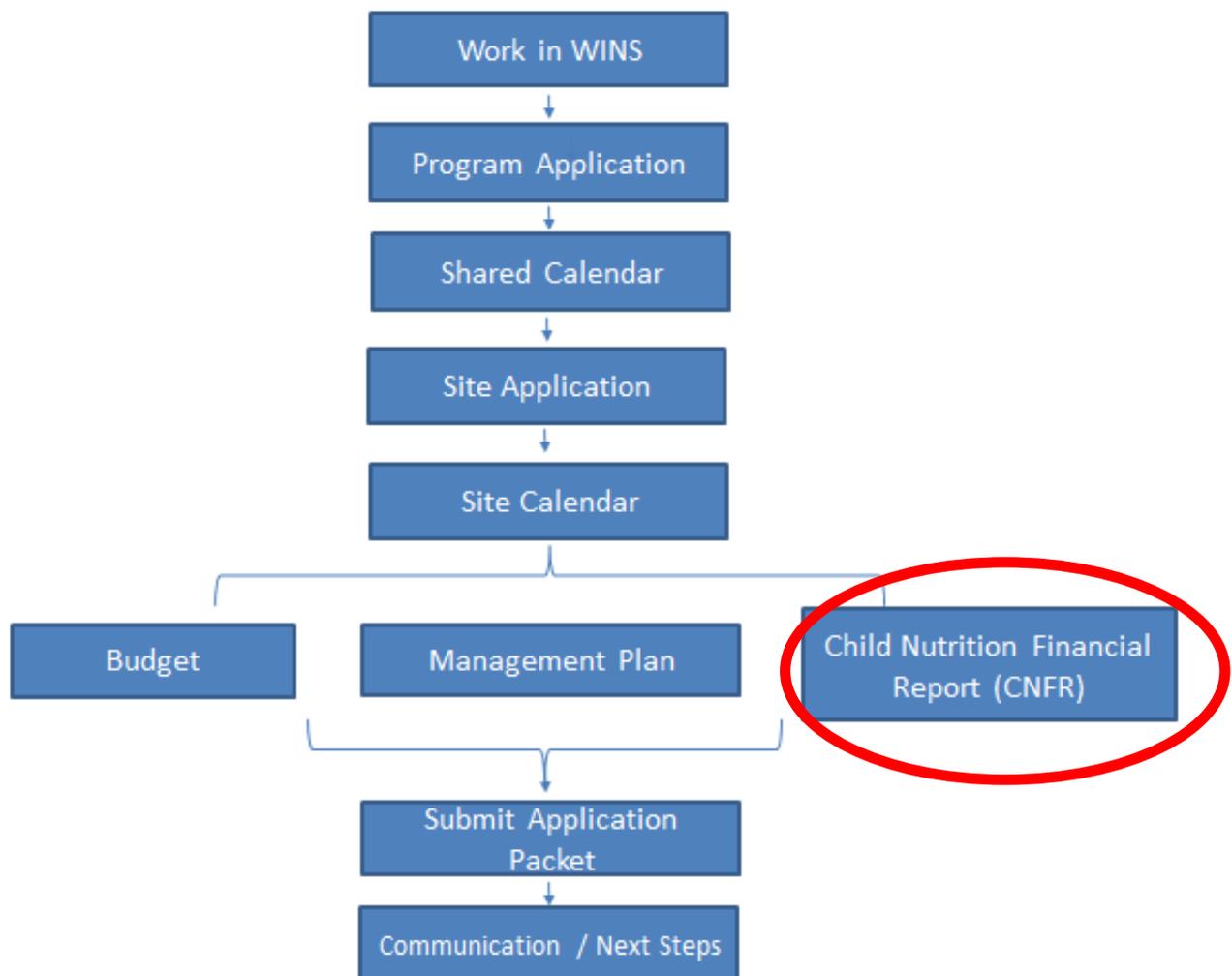
Returning to Site Profile

- 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: RCCI and Private Schools



Child Nutrition Financial Report (CNFR)

USA Services (159272)

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

Go to Site:

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

Sponsor Information Current Overview Verification

SPONSOR [View History](#)

Sponsor ID: 159272
 Sponsor Type: Private RCCI
 FEIN: 91-0859922
 Entity Type: Private
 Legal Entity Type: Corporation
 Non-Profit: No
 Tax Exempt via 501(c)(3): Yes
 RCCI: Yes
 Residential Camp: No
 Tribe: No
 Statewide Vendor #: SWV000157105
 County-District #:
 Congressional District: At-Large District
 Payment Method: Electronic Funds Transfer (AFRS)
 Sponsor Status: Active (5/15/2014)
 Last 1-in-36 Month Exemption: Unknown

PROGRAMS [Add](#)

Program	Status	Status Date	Specialist
School Breakfast Program	Eligible	8/29/2012	Lisa Kiser
School Lunch Program	Eligible	8/29/2012	Lisa Kiser

YOUR WORK QUEUE

No Records Found

NOTIFICATIONS AND ALERTS

No Records Found

DUNS NUMBERS

Edit	DUNS Number	Address
/	145-72-9448	

SPONSOR STAFF [Edit](#)

USA Services (159272)

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

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

Child Nutrition Financial Report (CNFR) Tab

- For any Sponsor that is a **RCCI** or a **Private School**, a Child Nutrition Financial Report, also known as a CNFR, is required.
- Click the CNFR tab on the Sponsor Profile. This will open the CNFR screen. Here you can add, view or edit the report. Click ADD to complete the CNFR.

Child Nutrition Financial Report (CNFR)

USA Services (159272)
[Return to Sponsor Profile](#)

📄 (0) Sponsor Notes 📁 (0) Documents 🕒 (2) Status History 📁 Uploads

Go to Site:

[Sponsor--> CNFR Profile](#)

FINANCIAL REPORT PROFILE

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

2014-15 Financial Report

REPORTING PERIOD: JULY 1, 2014 TO JUNE 30, 2015

Report figures for the food service operation only. Residential Child Care Institutions report figures for federally funded breakfast, lunch and afterschool snacks only. Provide detail of all information classified under the description "Other" in the text boxes in each section. Use the Remarks box if additional space is needed. See instructions for additional information.

REVENUE

Description	Total Amount
Interest and Dividends	50
Student Meal and a la Carte Sales	50
Adult Meal and a la Carte Sales	<input type="text"/>
Special Events and Catering	<input type="text"/>
State Subsidies	<input type="text"/>
Federal Subsidies	<input type="text"/>
General Fund Contributions	<input type="text"/>
Other Food Service Income <input style="width: 100px;" type="text"/>	<input type="text"/>
Subtotal:	\$100.00

COSTS

Description	Total Amount
Salaries	<input type="text"/>
Benefits	<input type="text"/>
Food Costs (include handling, storage and processing of commodities.)	<input type="text"/>
Supplies	<input type="text"/>
Special Events and Catering Costs	<input type="text"/>
Utilities	<input type="text"/>

Financial Profile

- The Financial Profile section shows who prepared the budget. If needed, here you can edit the person who is preparing the document.

Reporting Period

- The Reporting Period section is an informational message specific to the reporting period.

Revenue and Costs

- The Revenue and Costs Sections list categories on the left and line items on the right. You can enter and/or change the amount for the current year. If needed, you have the option to add a category Other and enter a line item. The system will automatically calculate the line items, creating a subtotal for each section. If you have additional information to submit you can add it by using the Remarks link to create a note.

Child Nutrition Financial Report (CNFR)

State Subsidies		50.00	
Federal Subsidies		50.00	
General Fund Contributions		50.00	
Other Food Service Income	Milk Duds	70000.00	
Subtotal:		\$70,350.00	

COSTS			
Description		Total Amount	
Salaries		50000	
Benefits		50	
Food Costs (include handling, storage and processing of commodities.)		50	
Supplies		50	
Special Events and Catering Costs		50	
Utilities		50	
Depreciation		50	
Equipment Repairs and Maintenance		50	
Contracted Services		50	
Other Direct Costs	Cups and straws	5	
Indirect Costs		25000	
Subtotal:		\$65,500.00	

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

You may view and add remarks here: (1) Remarks

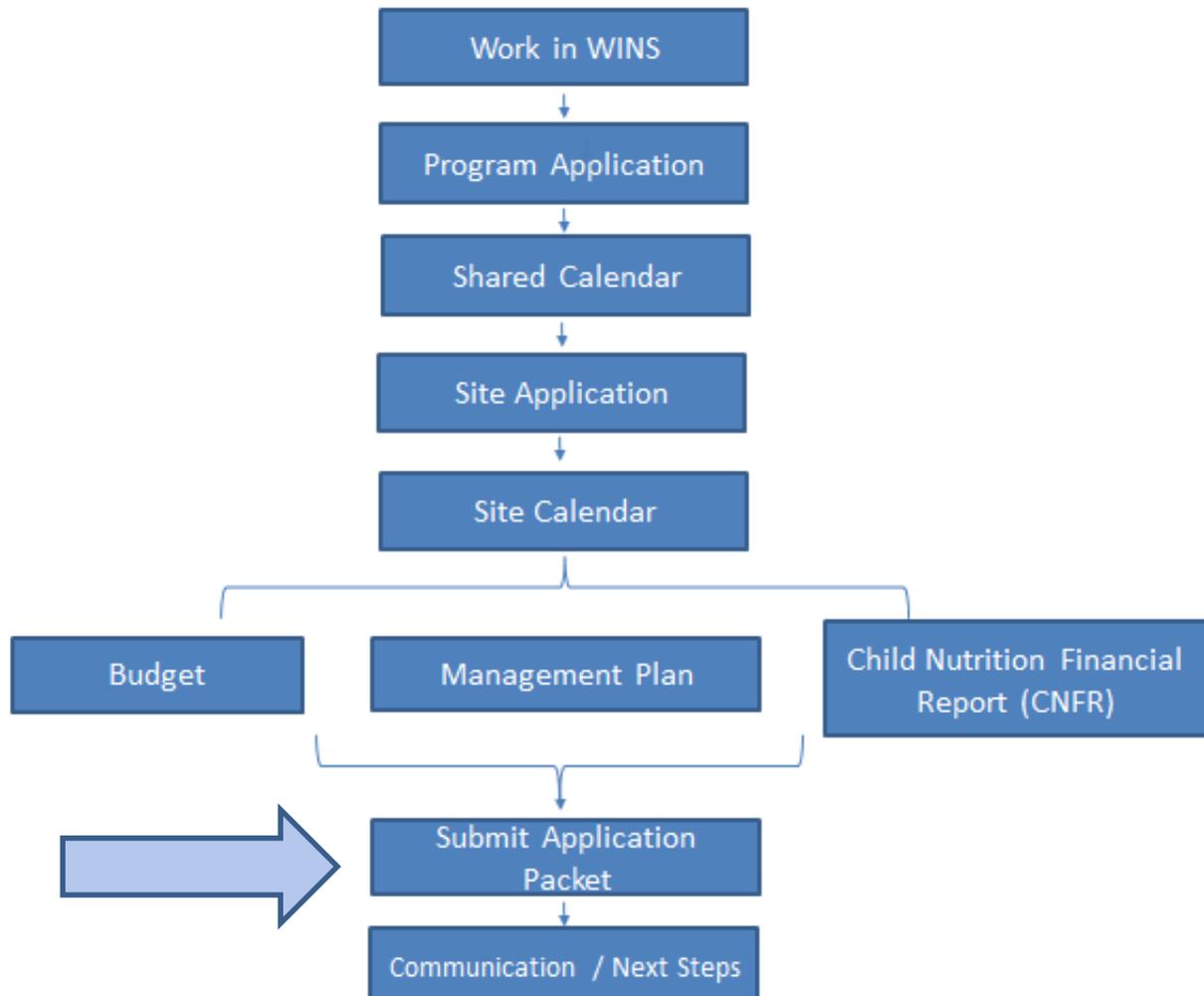
Remarks

- 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. Click the Save button.

Save/ Save and Submit / Cancel

- Click the Save button to save the CNFR 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 CNFR.
- If you Click the Cancel button you will return to the CNFR 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 CNFR screen.

Submit an Application Packet



Submit an Application Packet (cont.)

Home | Reports | Info | Session Timeout: 18:21

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 | Current Overview | Verification

SPONSOR STATUS - PROGRAM YEAR 2014-15

Program	Revision Number	Approval Date	Application Status
Breakfast	0	--	Created (7/7/2014)
Lunch	0	--	Created (7/7/2014)
Snack	0	--	Created (7/7/2014)

SITE STATUS - PROGRAM YEAR 2014-15

Go To Application	Go To Calendar	Site	Calendar Status	Program	Application Status
		Flag Elementary	Created (7/10/2014)	Breakfast	Created (7/9/2014)
				Lunch	Created (7/9/2014)
				Snack	Created (7/9/2014)
		Stars Elementary	Created (7/10/2014)	Breakfast	Created (7/8/2014)
				Lunch	Created (7/8/2014)
				Snack	Created (7/8/2014)
		Stripes Elementary	Created (7/10/2014)	Breakfast	Created (7/9/2014)
				Lunch	Created (7/9/2014)
				Snack	Created (7/9/2014)

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 Sponsor required items, such as the Summer Food Service Budget.

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, start with your site items, then move to other items like the budget, and finally to the Sponsor Application.

Submit an Application Packet (cont.)

SPONSOR STATUS - PROGRAM YEAR 2014-15

Program	Revision Number	Approval Date	Application Status
Breakfast	0	--	Created (7/7/2014)
Lunch	0	--	Created (7/7/2014)
Snack	0	--	Created (7/7/2014)

SITE STATUS - PROGRAM YEAR 2014-15

Go To Application	Go To Calendar	Site	Calendar Status	Program	Application Status
		Flag Elementary	Created (7/10/2014)	Breakfast	Created (7/9/2014)
				Lunch	Created (7/9/2014)
				Snack	Created (7/9/2014)
		Stars Elementary	In Error (7/8/2014)	Breakfast	Created (7/8/2014)
				Lunch	Created (7/8/2014)
				Snack	Created (7/8/2014)
		Stripes Elementary	In Error (7/8/2014)		Not Started

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	Breakfast	0	Yes	<input checked="" type="checkbox"/>	Yes	Created
<input checked="" type="checkbox"/>	Yes	Lunch	0	Yes			
<input checked="" type="checkbox"/>	Yes	Snack	0	Yes			

Submit to OSPI Cancel

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.)

USA Services (159272)

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

Go to Site:

Sponsor Profile Applications Sites **CNFRs** Claims Accounts

CHILD NUTRITION SPONSOR'S FINANCIAL REPORT

View	Edit	Delete	History	Program Year	Revision Count	Status	Total Amount
				2014-15	0	Created (7/10/2014)	\$145,755.00
				2013-14	0	Approved (1/6/2014)	\$112,897.38
				2012-13	0	Approved (1/6/2014)	\$93,889.27

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 STATUS - PROGRAM YEAR 2014-15

Program	Revision Number	Approval Date	Application Status
Breakfast	0	--	Submitted (7/10/2014)
Lunch	0	--	Submitted (7/10/2014)
Snack	0	--	Submitted (7/10/2014)

SITE STATUS - PROGRAM YEAR 2014-15

Go To Application	Go To Calendar	Site	Calendar Status	Program	Application Status
		Flag Elementary	Submitted (7/10/2014)	Breakfast	Submitted (7/10/2014)
				Lunch	Submitted (7/10/2014)
				Snack	Submitted (7/10/2014)

Child Nutrition Financial Report (CNFR)

- If you are a private school or RCCI, you will be required to complete a Child Nutrition Financial Report.
- If the CNFR Status shows as created, you can submit it.
- To submit, click on the CNFR 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 CNFR 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.

Application

- If the Application Status shows currently created, you can submit the Application. To Submit, click on 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.

Conclusion

Thank you for completing Lessons 1 and 2 of WINS Training!

Please take two minutes to complete the Training Evaluation provided so that we can continue to improve future trainings which may be offered for you.