WINS Information Sheet

Submitting Claims in WINS

Child Nutrition Program sponsors are reimbursed for eligible meals and snacks. Claims are processed by the Office of Superintendent of Public Instruction (OSPI) and are filed electronically in the Washington Integrated Nutrition System (WINS) on a monthly basis. Sponsors trying to submit or input a monthly claim for reimbursement may encounter claim issues or error messages.

Requirements

- ✓ The sponsor application, site applications, and calendars must be in APPROVED status before entering claims into WINS.
    - Click on the submit arrow after you have finished creating your applications and site calendars. This changes the data from *"created"* to *"submitted"* status and alerts the specialists to approve these items.
    - Claims will go into error status if your applications and calendars are not approved.
    - Work with your program specialist to complete the approval process before you enter your claim in WINS.
- ✓ All fields on the site claim need an entry, even if it is zero (0).
- ✓ Always click on *"Preview Errors"* at the bottom of each site claim once information is entered.
- ✓ WINS will display errors after clicking on *"Preview Errors"*.
    - A green bar indicates the claim is OK to pay. The claim will process for payment and show a dollar amount.
    - An orange/yellow bar indicates the claim is partially OK to pay. Resolve any issues indicated.
    - A red bar indicates the claim is in error status and it will not process. Resolve any errors indicated.
    - Review the WINS Claims Status Guide for more details.

Claim Edit Checks

WINS has multiple edit checks built into the system to help ensure claims are paid in a timely manner.

- ✓ **All Child Nutrition Programs**
  WINS edit checks the number of operating days approved for each site to the number of operating days entered in the site claim. If these numbers don't match, it will put the claim in error status.

- ✓ **National School Lunch Program and School Breakfast Program**
  WINS calculates the maximum number of meals allowed to claim for the month.

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- This is calculated by the number of free, reduced-price, and paid students (by eligibility category) **multiplied by** the number of operating days **multiplied by** the attendance factor, for non-Community Eligibility Provision (CEP) and non-Provision 2 sites.
- If the number of meals claimed is exceeded, an error message will populate.
- For August and September claims:
  - WINS uses October Building Data from the previous year for the August and September claims for NSLP.
  - If the previous year October building data is not accurate, you can add new enrollment data and WINS will edit check enrollment data entered for the August and September claims.

NSLP (STANDARD)

No errors found.   ☒

	October Building Data (Last School Day)
Free-Eligible	235
Reduced Price-Eligible	60
Paid-Eligible	320
Total	615

Add New Enrollment Data

	Breakfast	Lunch
Operating Days	8	8
Adult Meals	3	90

	Total
Other Revenue Dollars	587.55

> Breakfast Free Meals served (2,000) cannot exceed Free-Eligible Count (235) X Operating Days (8) X Attendance Factor (93.8%). Verify meals served or add new Enrollment Data.
> Lunch Free Meals served (2,000) cannot exceed Free-Eligible Count (235) X Operating Days (8) X Attendance Factor (93.8%). Verify meals served or add new Enrollment Data.

	Breakfast	Lunch
Free Meals Served	2000	2000
Reduced Price Meals Served	77	190
Paid Meals Served	150	575
Total Meals Served	2,227	2,765

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

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

- ✓ **Summer Food Service Program**
  WINS edit checks the number of meals claimed to the CAP count (Capacity) for each site.

  - The CAP count is calculated by the Average Daily Attendance (ADA) projected on the site calendar **multiplied by** 1.2.
  - If the meals claimed exceed the CAP count for each site, the claim will go into error status.
  - To adjust the CAP counts, you will need to revise the ADA projected in the site calendar.

- ✓ **Child and Adult Care Food Program**
  - WINS edit checks the number of *"total attendance"* to the number of meals claimed. If the number of meals claimed exceeds the total attendance, the claim will go into error status.
  - WINS also edit checks CACFP for-profit sponsors to ensure the 25% free/reduced requirement for claiming meals for the month is met.
    - ➢ The sponsor may decide to either leave the claim in error status and it will not process for payment or delete the claim completely.

To Submit a Claim

Step 1:

To generate a claim in WINS, the sponsor must log into their WINS account then click on *"Go to Sponsor Profile"* located in the upper right-hand corner of the sponsor home page. The next screen is where the sponsor can access the *"Claims"* tab.
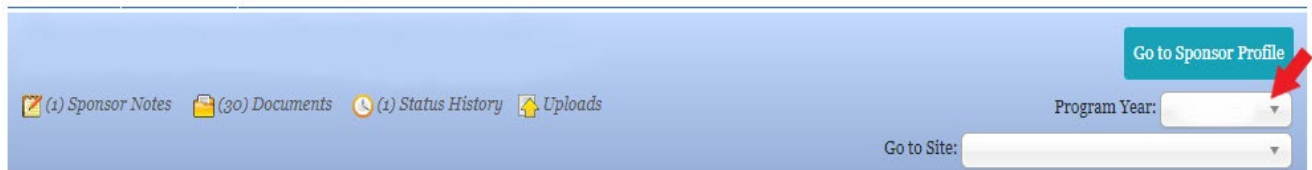
Step 2:

Choose the claim month and year from the dropdown box and click the *"add"* button. This populates the monthly claim for data entry.

Step 3: Check Claim Errors

Error messages may populate for several reasons. WINS is set up to show exactly what needs to be corrected after selecting the "Preview Errors" button.

- ✓ Click on the preview error button and correct any identified areas.
- ✓ **Best Practice:** Always select "Preview Errors" to ensure there are no errors to correct.
- ✓ Common errors:

- Calendar needs revision for Average Daily Attendance.
- Calendar operating dates need adjusting (this requires specialist approval once the calendar has been revised and submitted).
- The number of operating days needs to be revised in the claim.

✓ If the claim is Green Ok to pay, the claim will process for payment and show a dollar amount.

✓ If the claim is Red or Yellow/Orange, there are errors in the claim that must be corrected. **Best Practice:** Always select *"Preview Errors"* to review and correct errors.

Reminders

- ✓ Have all applications and site calendars approved for the program year.
- ✓ Always select *"Preview Errors"* before submitting your claim.
- ✓ Payment process is on the 15th of each month, and WINS will log out sponsors at 2:00 pm PT. Claims will be unavailable until the reconciliation process is complete, this can take up to two business days.
- ✓ The Claims, Fiscal Information and Resources webpage has helpful resources such as:
  - The current year's Claim Due Dates (with the 60-day deadline for claim submissions and revisions).
  - The Claims Reference Sheet.
  - Claiming information for each program.

Have Questions? Please email cnsfiscalservices@k12.wa.us