

OSPI Child Nutrition Programs Reference Sheet

2025–26 Claim Processing Dates

Initial Claim Processing

Since November 2024, it has been a requirement to enter claims data into WINS by **2:00 p.m.** on the 15th of each month to be processed and paid by the end of that month. All claims that are in "OK to process" status will be processed for payment within the same month. If the 15th of the month falls on a weekend, you **do not** have until the next business day to file your claim, you must file your claim by 2pm on the 15th.

Final Claim Deadline

The deadline for entering claims data is **60 days** after the last day of the claim month. For additional details, including information on claims revisions, please refer to the [Claims Reference Sheet](#). If the **60th day** falls on a federal holiday or weekend, claims must be submitted by 2 p.m. on the next business day.

Questions

If you have questions about the claim or need assistance, you can contact CNS Fiscal Services at cnsfiscalservices@k12.wa.us.



Claim Month	Initial Claim Processing	60th Day	Final Deadline
September 2025	Wednesday October 15, 2025	Saturday November 29, 2025	Monday December 1, 2025
October 2025	Saturday November 15, 2025	Tuesday December 30, 2025	Tuesday December 30, 2025
November 2025	Monday December 15, 2025	Thursday January 29, 2026	Thursday January 29, 2026
December 2025	Thursday January 15, 2026	Sunday March 1, 2026	Monday March 2, 2026
January 2026	Sunday, February 15, 2026	Wednesday April 1, 2026	Wednesday April 1, 2026
February 2026	Sunday March 15, 2026	Wednesday April 29, 2026	Wednesday April 29, 2026
March 2026	Wednesday April 15, 2026	Saturday May 30, 2026	Monday June 1, 2026
April 2026	Friday May 15, 2026	Monday June 29, 2026	Monday June 29, 2026
May 2026	Monday June 15, 2026	Thursday July 30, 2026	Thursday July 30, 2026
June 2026	Wednesday July 15, 2026	Saturday August 29, 2026	Monday August 31, 2026
July 2026	Saturday August 15, 2026	Tuesday September 29, 2026	Tuesday September 29, 2026
August 2026	Tuesday September 15, 2026	Friday October 30, 2026	Friday October 30, 2026
September 2026	Thursday October 15, 2026	Sunday November 29, 2026	Monday November 30, 2026