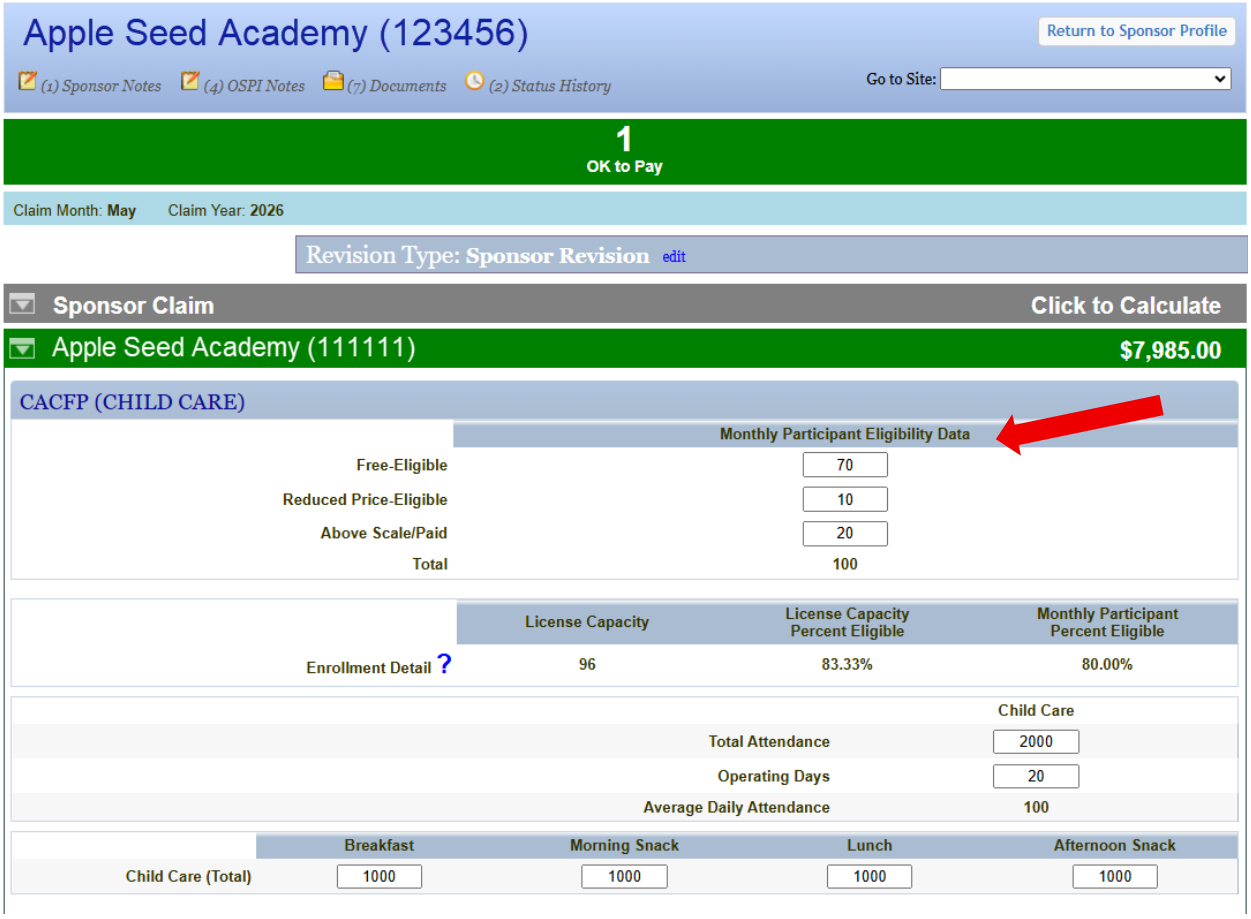
OSPI CACFP WINS Reference Sheet

Reporting For-Profit Eligibility

For-profit centers must meet for-profit eligibility requirements each month or meals and snacks must not be claimed. At least 25% of the children must qualify for free or reduced-price meals based on license capacity or children enrolled and in attendance (whichever is less).

This information is reported, per center, in WINS, in the area indicated below.



Monthly Participant Eligibility Data

- ✓ Using the monthly participant eligibility process, Monthly Participant Eligibility Reference Sheet Child Care, calculate monthly participation totals (free/reduced-price/above scale) and enter data to the claim. Current Enrollment/Income Eligibility Applications (E/IEAs) must be on file to support this number.

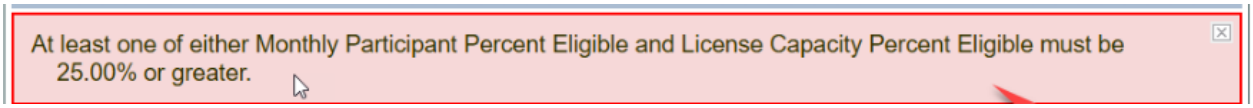
- ✓ Total Participation—will automatically be calculated by WINS.

- ✓ License Capacity—will autofill based on the information provided on the site application, supported by the license on file with OSPI. If this number is incorrect, contact your program specialist and submit the most current child care license.

- ✓ Percentages Eligible—will automatically be calculated by WINS.

- ✓ At least 25% of the children must qualify for free or reduced-price meals based on license capacity or children in attendance for the claim month (whichever is less).

- ✓ Complete the claim by entering the rest of the claim data, even if for-profit eligibility was not met. WINS will not calculate reimbursement for payment for site(s) where monthly eligibility was not met. Click calculate claim.
    - If 25% is not met, an error message will pop up and the claim will remain in error status until the claim has been fully processed and paid. Shortly after, sites that did not meet eligibility will grey out, indicating that the site was not paid.



- ✓ Keep documentation of monthly participant eligibility on file for three years plus the current fiscal year. This documentation does not need to be submitted to OSPI; however, a sample of this documentation will be requested when OSPI conducts an Administrative Review.