OSPI Child and Adult Care Food Program (CACFP) WINS Information Sheet

CACFP Monthly Financial Reporting & Submitting Monthly Claims

The Office of Superintendent of Public Instruction (OSPI) processes CACFP claims that are filed electronically each month in the Washington Integrated Nutrition System (WINS). Starting in Fiscal Year 2026–27 (FY27), institutions and sponsoring organizations must report allowable CACFP expenses in WINS when they submit their monthly claim. If those expenses change, they must be updated in WINS by the 60-day claim submission deadline.

Preparation: Gather Required Program Data for Claim Submission

Data Needed for Claim	Description
Monthly Food Operating Costs	The total amount of operating expenses for all CACFP sites during the claim month.
Total Attendance	The total number of participant attendance days for the month. Add together the sum of all individual attendance records for every participant over the entire month.
Operating Days	The total number of days during the claim month when meals were served to participants.
Average Daily Attendance	The average daily number of participants that attend in the claim month. This figure is calculated and populated automatically in WINS.
License Capacity	This data will auto-populate from your site application data.
Enrollment Detail (required for for-profit institutions only)	"Total Enrolled" is the number of *enrolled* participants who *attended* at least one day during the claim month, grouped by CACFP eligibility category. To receive reimbursement, for-profit institutions must have at least 25% of free and reduced-price eligible participants in attendance during any month a claim is submitted.
Child or Adult Meal Count Data	The actual number of meals and snacks served during the claim month, categorized by the meal types that are approved in your site application.
Administrative Costs	The amount of approved administrative expenses for the claim month.
Monthly Participation Numbers	Meal price eligibility for enrolled participants. Not applicable for Head Start/EHS, ECEAP-only programs, At-Risk programs, or Emergency Shelter programs.

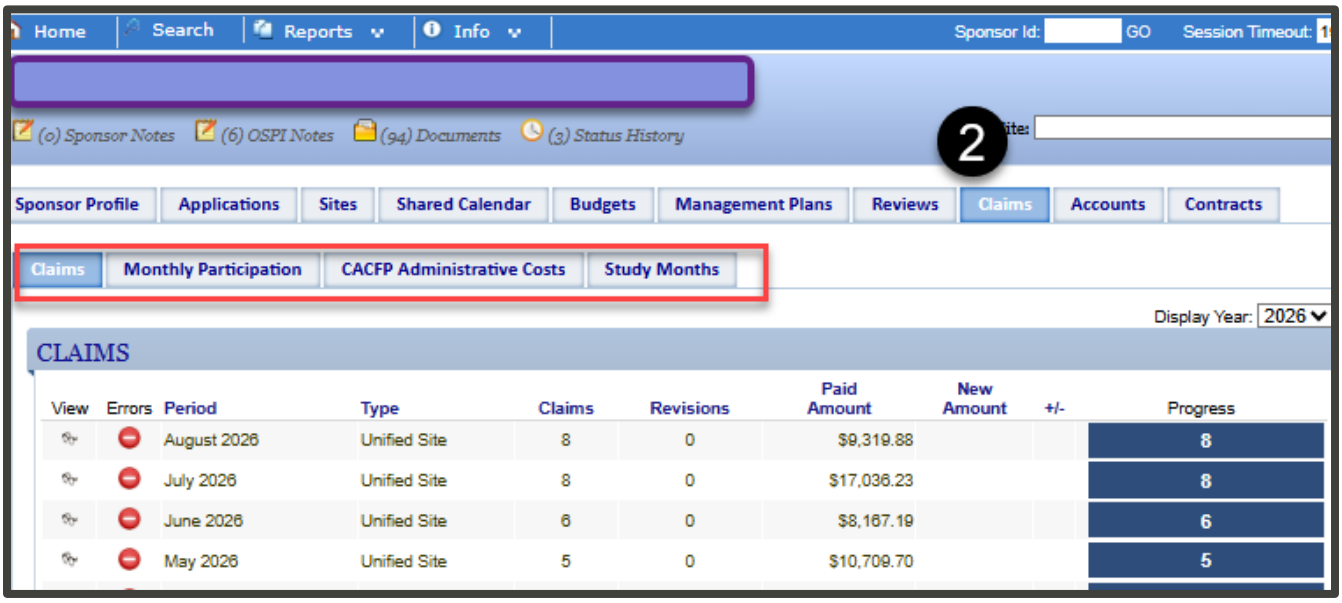
A. Log into WINS and Navigate to Claims Tab

1. Select the "Go to Sponsor Profile" tab from the Home/Landing Page.





2. Select the "Claims" Tab.



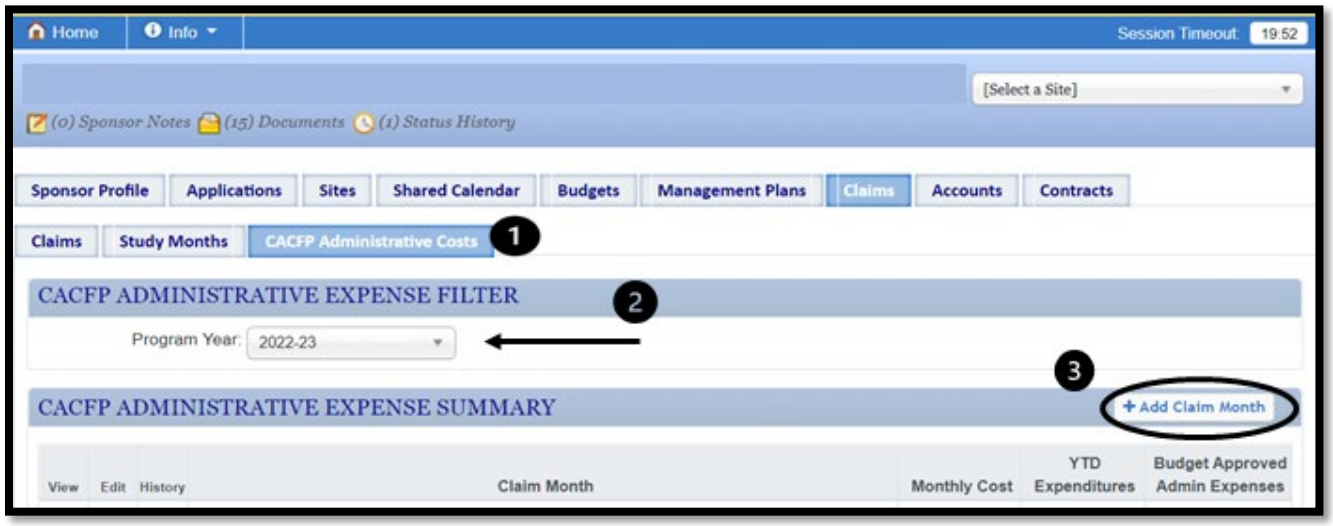
The "Claims" Tab includes four sub-tabs that are related to monthly claim information.

i. **Claims sub-tab**: Is used to submit monthly claim data and accrued operating expenses, review claim data and status. Sponsors may view, edit, and delete claims as well as revise a claim.
ii. **Monthly Participation sub-tab:** Is used to enter monthly eligibility categories.
iii. **Study Months sub-tab:** Provides historical study month data.
iv. **CACFP Administrative Costs sub-tab:** This option is only seen by sponsors/institutions who have included administrative expenses in the approved CACFP Budget. If the approved CACFP Budget does *not* include administrative expenses, sponsors will not see this tab nor enter any administrative expenses.

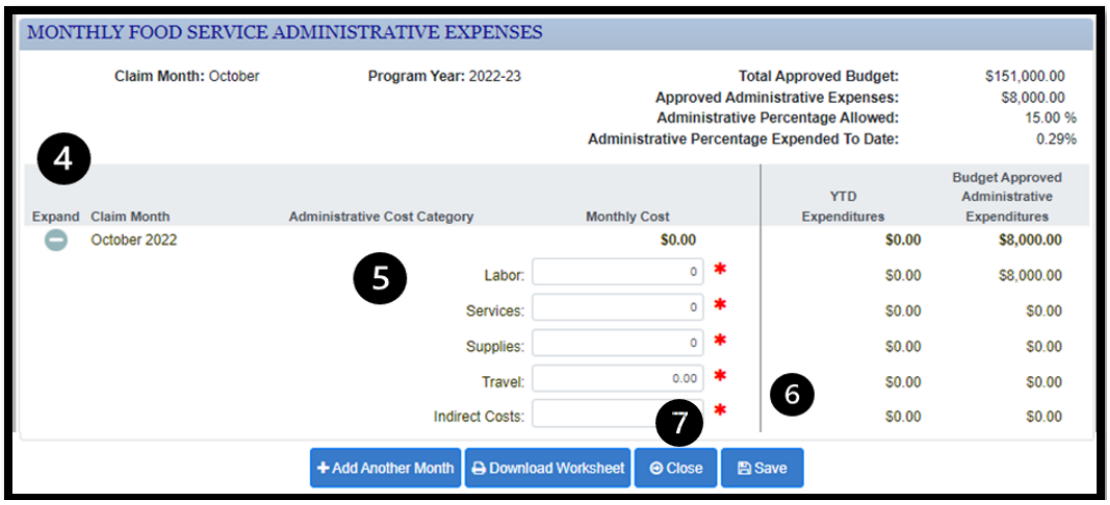
B. Enter Administrative Expenses (if included in approved CACFP Budget)

Administrative Expenses reporting is required for CACFP sponsors that have included administrative expenses in the approved CACFP Budget. **If your approved CACFP Budget does not include administrative costs, please go to Step "C."**

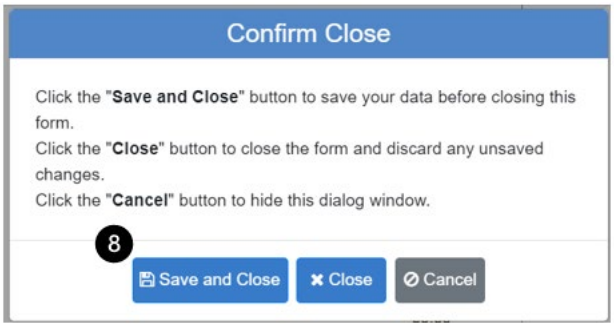
1. Select the "CACFP Administrative Costs" sub-tab.
2. Select the program year from the dropdown list.
3. Select "Add Claim Month" button.



4. Expand the "Claim Month."
5. Enter administrative expenses for each line-item approved in the budget.
6. Select the "Save" button at the bottom of the screen.
7. Select the "Close" button at the bottom of the screen.



8. "Confirm Close" pop-up window will appear, select "Save and Close" button.

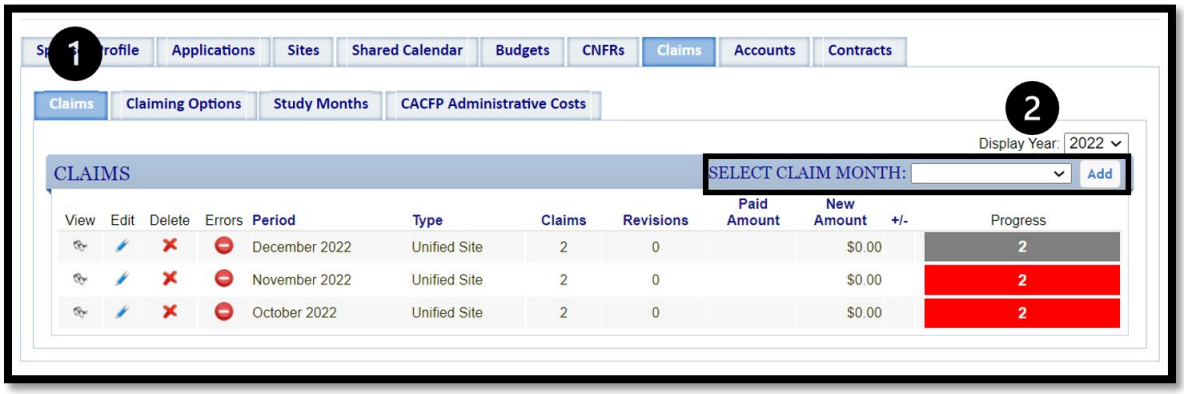


9. Revise expense data if needed, within 60-day claim deadline in WINS.

C. Add Monthly Claim

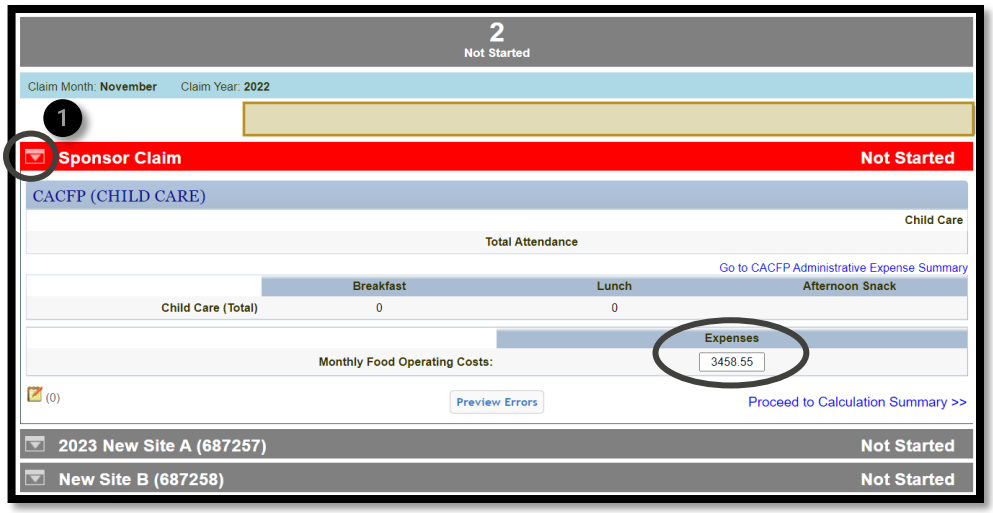
All sponsors must submit a monthly claim for meal reimbursement and report allowable CACFP operating expenses. Sponsors must enter the monthly operating expenses for the claim month on the sponsor level claim.

1. Select the "Claims" sub-tab.
2. Select the Claim Month from the drop-down list and select "Add."

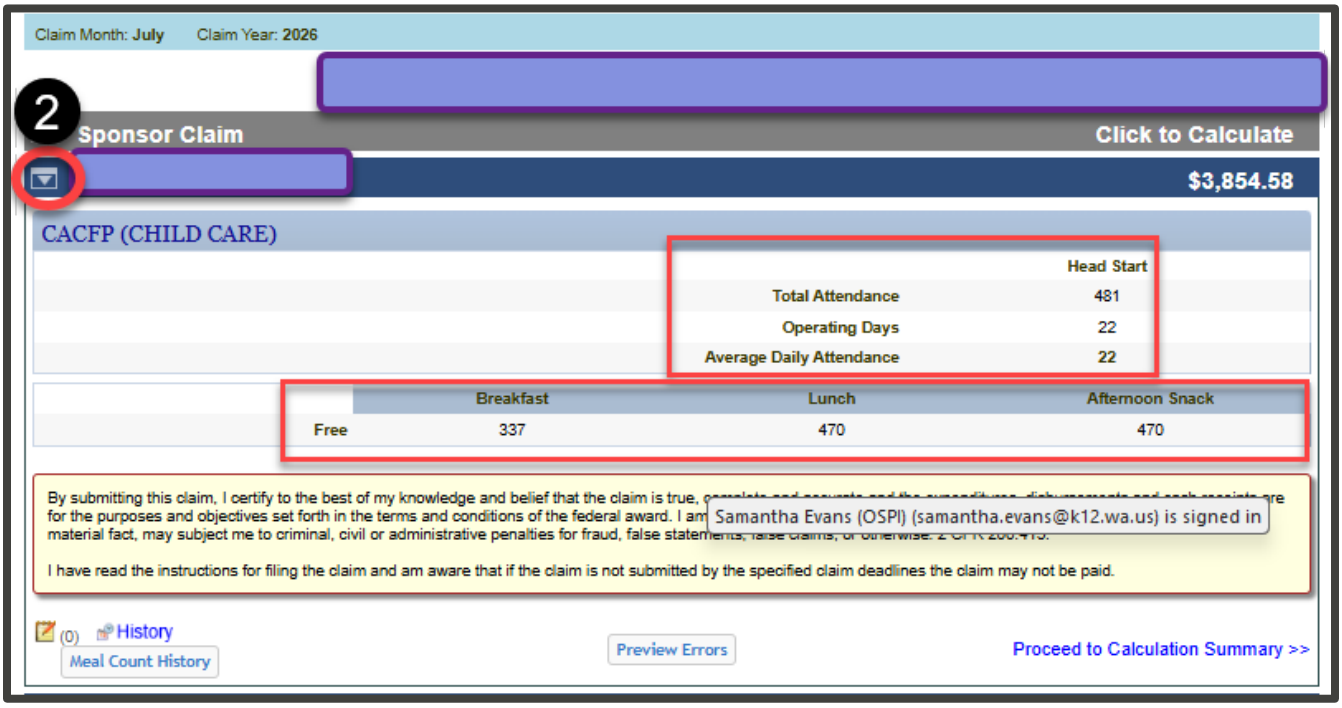


D. Add Monthly Operating Expenses and Complete Sponsor Claim

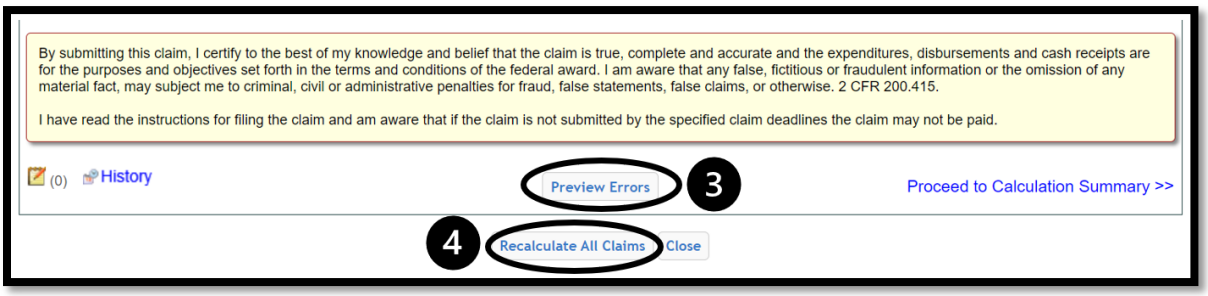
1. Click "Sponsor Claim" dropdown to enter your Total Monthly CACFP Operating Costs.



2. Open your **site level claim** and enter your claim data in the required fields (image below may look different for various Sponsor types.)



3. Select "Preview Errors" as you enter your site level data, and make revisions if errors occur.
4. Once claim data has been entered for all sites, make any necessary revisions and correct errors; then select "Recalculate All Claims."



5. Review the "Claim Certification" information and then select "Close."
6. Revise expense data if needed, within the 60-day claim deadline in WINS.

To Ensure Success

- ✓ Track and maintain documentation of all CACFP operating expenses. This will assist in reporting actual monthly expenditures with monthly claims. To help track these expenses, use the CACFP Operating Expenditures Worksheet.

- ✓ If you have elected to use CACFP reimbursement for administrative expenses, you must track and maintain documentation of these expenses. This will assist you in entering monthly administrative expenses by budget line-item. To help track these expenses, use the CACFP Administrative Expenditures Worksheet.

- ✓ Verify your expenses have been reported in WINS, as applicable, when entering your claim. If not entered, the claim will not be paid.

- ✓ Update expense data when organization/company financial reporting is finalized. This must be completed within the 60-day claims deadline for the claim month.

Questions? Please contact your CACFP Specialist.