

OSPI Child and Adult Care Food Program WINS Renewal Checklist

FY24 WINS Renewal Checklist for Child Care & Adult Care Centers

Review Sponsor Profile

- Ensure that the 'Authorized Users' list is up to date.
- Current Sponsor-Administrators can add and remove users.
- An active Sponsor-Administrator account must always be maintained.
 - If a current Sponsor-Administrator is leaving, they must establish a new Sponsor-Administrator to take their place.
 - For more information, see [Adding and Removing WINS Users](#).
- Ensure a Unique Entity Identifier (UEI) number has been entered.
- Ensure staff contacts are up to date and without duplicate entries using the "Manage Staff" button.

Complete the Sponsor Application Renewal

Select the 'Applications' tab. Select the 'Renew Application' button to access the Sponsor Application Wizard.

Update Sponsor Contacts

- Verify and correct all information in the 'Sponsor Addresses' tab.
- Review and update all sponsor information in the 'Sponsor Contacts' tab. Please use the [Updating Sponsor Contacts in WINS Information Sheet](#) for detailed information.
- Ensure contact information, including email addresses and phone numbers, are current and entered correctly.
 - Update Sponsor Staff listed.
 - Deactivate staff no longer involved with Program operations.
- Verify Responsible Principals and their dates of birth have been entered.

Complete the Audit Section

Complete the Forms and Records Section

Nonprofit, tax exempt sponsors must upload proof of 501(c)(3) status into the Sponsor Application during renewal.

- Upload the determination letter received from the Internal Revenue Service that states your organization has been granted non-profit status.
- Religious organizations may upload a letter on official stationery stating their nonprofit status.



Complete Each Site Application

Select the '*Renew Application*' button and complete the Site Application Wizard.

Race and Ethnicity Reporting Data

The assessment of your organization's potentially eligible population in your service area can be done by using Census or school data. Please use the definitions found in the [Race and Ethnicity Data Collection Reference Sheet](#) and details found in the Application Renewal Instructions for completing this section.

License/Permit (Homeless shelters, At-Risk centers and Adult Care facilities are not required to be licensed)

- Add copies of required licenses and permits to the '*License/Permit*' section.
- Enter the address and license capacity. Note: This must match the address and license capacity shown on the license for that site.
- If you have had changes to your license, add your current license and update the license information in WINS as applicable.

Services Provided (Not applicable to Adult Care)

The information reported in the '*Services Provided*' section is used for claims and USDA reporting. It is important to select as many services as apply.

- Select each appropriate '*Service Type*.'
- Select each appropriate '*Services Provided*.'

Submit Site Calendar(s)

Meal service information for each site is entered into the '*Site Calendar*.' Add a calendar for the new program year by going to the '*Site Calendars*' tab and selecting '*Add*'.

- Programs that close during the summer months must add two schedules.
 - Calendar One: Include dates from the beginning of the fiscal year until the program closes for summer.
 - Calendar Two: Include dates from when the program opens after summer until September 30, 2024.
- Add non-operating days.

Submit Your Budget (for sponsors with multiple sites)

Navigate to the '*Budgets*' tab to submit anticipated budget for FY24.

- Select '*Renew Budget*' within the Budget tab and select program year 2023–24.
- Enter projections for CACFP revenue, other revenue sources and food service operating expenses.

☐ Submit Your Management Plan (for sponsors with multiple sites)

Navigate to the '*Management Plan*' tab to make FY24 updates.

- Select the '*Management*' tab, then the '*Renew Management Plan*' button.
- The management plan becomes available when '*Sponsoring Organization*' is selected in the Sponsor Application under '*Sponsor Type*'.
- Verify your organization has a sufficient number of staff to perform monitoring requirements in addition to all other Program-related duties.
- Sponsoring organizations (sponsors of multiple sites) must upload a copy of their Outside Employment Policy into the document section of WINS.

☐ Complete the Contracts Section (for sponsors with Food Service Management Company Contracts or Vendor Agreements)

Navigate to the '*Contracts*' tab to make FY24 updates.

- Complete the Contract Fact Sheet - use the [Completing Contract Fact Sheets in WINS Information Sheet](#) for detailed instructions.
- Upload the [Food Service Agreement for Vendors](#) (for sponsors who receive vended meals)

☐ Submit Your Application

Applications must be submitted by September 1, 2023. No monies or benefits may be paid under this program until the application is completed and approved ([7 CFR 226](#)).

- After you have added any required documents and completed your *Sponsor Application, Site Application(s), Calendar(s), Budget, and Management Plan*, submit each section.
- Go to the '*Current Overview*' tab to review your application, confirming that each section is submitted.
- Once the status of your application shows as "*submitted*," your program specialist will be alerted that your application is ready to be reviewed.