

# OSPI Child Nutrition Programs Reference Sheet

## Filing Claims

Child Nutrition Program Sponsors are reimbursed for eligible meals and snacks. Claims are processed by OSPI Child Nutrition Services.

## Requirements

- ✓ Claims are filed electronically in the Washington Integrated Nutrition System (WINS). Complete and accurate monthly data is required. Data needed:
  - **Total of monthly meal counts** – taken daily at the point of service by eligibility type, for each school/site.
  - **Operating days** (include only the number of days meals were served for the claim period).
- ✓ Claim data must be entered by the 15<sup>th</sup> of the month by 5:00 PM PT, following the claim period to be included in that month's payment processing.
  - **Data Fields** – empty data fields or data entry errors will result in the claim being in error status and not being processed for that site(s) and/or program(S).
  - **Weekends** – if the 15<sup>th</sup> of the month falls on a weekend, you **DO NOT** have until the next business day to file your claim.
- ✓ File claims within 60 days after the last day of the claim month.
  - **Example** – October claim data must be submitted on or before December 30, unless the 60<sup>th</sup> day is a weekend day, then you will be allowed to submit the claim on the next business day.

## Claim Revisions

- ✓ **Upward Claim Revisions** – A revision made to claim data that results in the total sponsor claim amount increasing.
  - Allowed when made within 60 days after the last day of the claim month.
- ✓ **Downward Claim Revisions** - A revision made to claim data that results in the total sponsor claim amount decreasing.
  - Allowed at any time.
- ✓ **Retention** - Retain documentation for original and revised claims.



## Late Claim Exceptions

Claims filed after the 60-day deadline are not guaranteed payment. Request for a Late Claim Exception must be approved by OSPI CNS and/or USDA. A formal letter and a Corrective Action Plan are also required before being reviewed.

### Exception Circumstances

Sponsor may request a Late Claim Exception under the following circumstances:

- ✓ **1-in-36 Pay Exception** – Sponsors are eligible to be considered for a late claim exception one time during a 36-month period for each program operated.
- ✓ **Circumstances beyond your control** – Examples would include circumstances such as a fire, flood, or a natural disaster.

## Resources

- ✓ [7 CFR 210.8](#) and [7 CFR 220.9](#) National School Lunch and School Breakfast Programs
- ✓ [7 CFR 215.10](#) Special Milk Program
- ✓ [7 CFR 225.9](#) Summer Food Service Program
- ✓ [7 CFR 226.10](#) CACFP

## Acronym Reference

- CACFP – Child and Adult Care Food Program
- CFR- Code of Federal Regulations
- CNS- Child Nutrition Services
- OSPI- Office of Superintendent of Public Instruction
- USDA- United States Department of Agriculture