

Filing Claims

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

- ✓ 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 15th of the month by 5:00 PM PST**, following the claim period to be included in that month's payment processing. 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). If the 15th of the month falls on a weekend, you DO NOT have 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 60th day is a weekend day, then you will be allowed to submit the claim on the next business day.**

- ✓ Claims 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 that claim month.

 - **Downward Claim Revision:** A revision made to claim data that results in the total sponsor claim amount decreasing.
 - Allowed at anytime.

 - **Upward and downward revisions are calculated by individual programs.**
 - Example: You can have upward revisions to Breakfast meals and downward revisions to Lunch meals and only the downward revisions would process. The upward revisions for the part of the claims that were revised, will not process without a pay exception.

 - **Retain all documentation for original and revised claims.**

OSPI Child Nutrition Services Reference Sheet

- ✓ Requests for a **Late Claim Exception**
 - Claims filed after the 60-day deadline are not guaranteed payment.
 - Requests for a Late Claim Exception must be approved by OSPI CNS and/or USDA. A formal letter and a Corrective Action Plan is also required before being reviewed.
 - Sponsors 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 fire or flood or natural disaster.

Reference:

- ✓ [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