

# WINS RENEWAL INSTRUCTIONS – CHILD CARE

## CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

### SPONSOR PROFILE

Review and update all sponsor information in the *Sponsor Profile* tab. Review staff listed in the sponsor staff section and update as necessary. Ensure contact information, including email addresses and phone numbers, are current and entered correctly.

### AUTHORIZED USERS

Ensure that the *Authorized Users* list is up to date. Current Sponsor-Administrators have the ability to add and remove users. In addition, an active Sponsor-Administrator account must be maintained at all times. 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](#).

Each person accessing WINS must have and use their own Sponsor-Administrator or Sponsor-User account; sharing accounts is not permitted.

### SPONSOR APPLICATION RENEWAL

The *Sponsor Application* can be added by selecting the *Renew Application* button in the *Applications* tab and completing the *Sponsor Application Wizard*.

### *Audit Section*

The *Sponsor Application* includes an audit section that addresses audit requirements. Public schools, educational service districts, public universities and colleges, cities, counties, other municipalities, for-profits, and federal government agencies are exempt from completing the *Audits* section of the WINS application. However, tribal organizations, as well as other private, nonprofit organizations, must complete this section.

### SITE APPLICATION

All sites are listed on the *Sites* tab. Select each site to review and update site profile information. If you need to add a new site, call your program specialist. Site applications can be completed by selecting the *Renew Application button*, and completing the *Site Application Wizard*.

### *Racial/Ethnic Data*

Racial/Ethnic Data is reported in the *Site Application*. For ethnicity, indicate whether each child is Hispanic or not Hispanic. For race, more than one race may be selected per child. Race and ethnicity may be identified through self-identification (on the *Enrollment/Income Eligibility Application*) or the sponsor may make a visual identification. It is not necessary for the numbers reported on the site application to match the study month data.

### *License/Permit*

Federal regulations require that all child care centers must meet child care standards. The *License/Permit* section of the *Site Application* is where you will add copies of required licenses and permits. The address and license capacity reported in the *Site Application* must match the address and license capacity as shown on the license for that site. If you have had changes to your license, add your current license.

### *Services Provided*

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, using these guidelines:

*Child care services:* If you provide care for children birth through 5 years or birth through 12 years, select this service.

**Do not** select this if the center is an At-Risk only center or if the center has a School Age license and does not provide care for children under the age of 5 years.

*School age services:* If you provide care before and after school for school age children, select this service.

**Do not** select this for At-Risk only centers or for centers serving children birth through 12 years.

*Head Start services:* Select this service only if you are a Head Start grantee. If you are a child care center with Head Start slots provided for a grantee, **do not** select this service.

#### **SITE CALENDAR**

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*.

#### **BUDGETS**

Center budgets can be completed by going to the *Budget* tab and selecting *Renew*. Enter your estimated CACFP revenue and food service operating and administrative costs. All CACFP funds must be used for food service related expenses. Institutions must have additional revenue sources available if their CACFP reimbursement cannot cover all food service expenses.

#### **MANAGEMENT PLAN**

A *Management Plan* is required for sponsoring organizations, and can be completed by going to the *Management* tab and selecting *Renew Management Plan*. The *Management Plan* becomes available when *Sponsoring Organization* is selected in the *Sponsor Application* under *Sponsor Type*.

#### **SUBMITTING YOUR APPLICATION**

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.

Applications must be submitted no later than October 1. No monies or benefits may be paid under this program until the application is completed and approved (Federal Regulation 7 CFR 226).