

# OSPI Child and Adult Care Food Program WINS Renewal Instructions

## FY22 WINS Renewal Instructions for Adult Care Center Sponsors

### 1. Sponsor Profile

#### Authorized Users

Each person accessing the Washington Integrated Nutrition System (WINS) must have and use their own Sponsor-Administrator or Sponsor-User account; sharing accounts is not permitted.

- 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](#).

### 2. Sponsor Application Renewal

- a. Select the *'Applications'* tab.
- b. Select the *'Renew Application'* button to access the Sponsor Application Wizard.
- c. Verify and correct all information in the *'Sponsor Addresses'* tab.
- d. Review and update all sponsor information in the *'Sponsor Contacts'* tab.
  - Ensure contact information, including email addresses and phone numbers, are current and entered correctly.
  - Updates to Sponsor Staff listed must be made in the Sponsor Application and Site Application(s).
  - Deactivate staff no longer involved with Program operations.
  - Verify Responsible Principals and their dates of birth have been entered.
  - For more information, please use the [Updating Sponsor Contacts in WINS Information Sheet](#).
- e. **Audit Section**

The audit section addresses audit requirements.

  - Tribal organizations, as well as other private, nonprofit organizations, must complete this section.
  - 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.

- f. Nonprofit, tax exempt sponsors must upload proof of 501(c)(3) status into the Sponsor Application during renewal.
  - o Upload the determination letter received from the Internal Revenue Service that states your organization has been granted non-profit status.
  - o Religious organizations may upload a letter on official stationary stating their nonprofit status.

### 3. 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, contact your program specialist. Site applications can be completed by selecting the 'Renew Application' button and completing the Site Application Wizard.

#### a. Racial/Ethnic Data

Racial/Ethnic Data is reported in the 'Site Application'. Federal regulation requires the collection of race and ethnicity data each year for the current population your facility serves as well as the potentially eligible population in your service area.

- i. Please use the definitions found in the [Race and Ethnicity Data Collection Reference Sheet](#) when assessing race and ethnicity data.
  - Ethnicity- indicate whether each child is Hispanic or not Hispanic.
  - Race- more than one race may be selected per child.
- ii. Race and ethnicity may be identified through self-identification (on the *Enrollment/Income Eligibility Application*)
  - If these forms are incomplete and do not provide a true representation of your facility, a visual observation of race and ethnicity data can be recorded to fulfill this requirement.
- iii. It is not necessary for the numbers reported on the site application to match the study month data.
- iv. The total of participants in the ethnic category should equal the total attendance of participants and be entered as whole numbers.
  - The number of participants placed in the race category can exceed the number of participants in ethnic category, as participants can identify as more than one race.
- v. The assessment of potentially eligible population in your service area can be done by using Census or school data. These numbers should be entered as percentages. Please use either one of the links below to find the appropriate data set.
  - **School Data**

Use the [Washington State Report Card](#) webpage.

1. Scroll to the *I want to see data for a school or school district* section.
2. Enter the school district in which your facility is located into the search bar.
3. Select the Diversity Report, and then select Enrollment by Student Demographics.
4. For ethnicity, report the percentage of Hispanic/Latino races shown here.
5. For non-Hispanic, subtract the Hispanic/Latino races percentage from 100 to get this value.
6. List race information as shown on this page.

▪ **Census Data**

Use the [United States Census Bureau](#) webpage.

1. Go to the search bar at the top of the page and type in the city where your facility is located.
2. In the table below, use the dropdown and select the Race and Hispanic Origin option.
3. For ethnicity, report the percentage of Hispanic/Latino races shown here.
4. For non-Hispanic, subtract the Hispanic/Latino races percentage from 100 to get this value.
5. List race information as shown on this page.

**b. License/Permit**

Federal regulations require that all adult care centers must meet adult 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 and update the license information in WINS as applicable.

**4. 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'*.

If you operate a program that closes during the summer months, two schedules must be added: one which will operate from the beginning of the fiscal year until the program closes for summer; the second will begin when the program opens after summer until September 30, 2022.

## 5. Budgets

**The budget section has been updated to meet USDA regulations for tracking expenses.** Family Day Care Home (FDCH) budgets have not been updated.

- a. Select '*Renew Budget*' within the Budget tab and select program year 2021–22.
- b. Enter projections for CACFP revenue, other revenue sources and food service operating expenses.
- c. Institutions that elect to use up to 15% of CACFP reimbursement for administrative expenses will select "yes", agree to accrual based accounting and enter projected administrative expenses.
- d. If indirect costs are included and an indirect rate is entered other than 10% de minimis rate, an approved cost allocation plan is required to be uploaded.
  - o If an institution selects "no", administrative expenses will not be included in the renewed budget.

## 6. Management Plan (for sponsors with multiple sites)

A Management Plan is required for sponsors of multiple sites.

- a. Select the '*Management*' tab, then the '*Renew Management Plan*' button.
- b. The management plan becomes available when '*Sponsoring Organization*' is selected in the Sponsor Application under '*Sponsor Type*'.
- c. Verify your organization has a sufficient number of staff to perform monitoring requirements in addition to all other Program-related duties.
- d. Sponsoring organizations (sponsors of multiple sites) must also submit a copy of their Outside Employment Policy to their program specialist.
  - o The policy must restrict other employment by employees that interferes with an employee's performance of program-related duties and responsibilities, including outside employment that constitutes a real or apparent conflict of interest.

## 7. Contracts

The Contract Fact Sheet Module in WINS must be completed if you have a Food Service Management Contract (FSMC) or Vendor Agreement.

- a. The fact sheet gathers required information about food service contracts including food service management companies, vendors, proper procurement, and contract start and signature approval dates.

- b. Sponsors with inter-district/interagency agreements are not required to complete this action.

## 8. Submitting Your Application

Applications must be submitted by September 1, 2021. No monies or benefits may be paid under this program until the application is completed and approved (Federal Regulation 7 CFR 226).

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