

# OSPI Child and Adult Care Food Program WINS Renewal Instructions

## FY23 WINS Renewal Instructions for Family Day Care Home 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](#).
- 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.

### 2. Sponsor Application Renewal

- a. Select the '*Applications*' tab.
- b. Select the '*Renew Application*' button to access the Sponsor Application Wizard.
- c. *Sponsor Section*
  - Verify and correct all information in the '*Sponsor Addresses*' tab.
  - 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.
    - Update Sponsor Staff listed.
    - 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](#).
- d. *Audit Section*
  - 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.

e. *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.

f. *Day Care Home Section*

▪ *Advances*

- FDCH Sponsors may request advances with renewal if needed. Requests will be evaluated on a case-by-case basis. Advance requests submitted annually (on a regular basis) will not be approved and are unnecessary for Sponsoring Organizations who are financially viable. Sponsors requesting an advance should indicate the amount being requested for administrative expenses.
- The maximum advance amount allowed is calculated based on 90% of the monthly average of the first nine months of this federal fiscal year's administrative earnings.
- Advance funds are not immediately available, as they must be issued by the United States Department of Agriculture (USDA). Sponsors requesting advances must have their renewal applications submitted by September 15 to allow time for payment processing.
- No more than one month's advance can be provided to a sponsor and no more than two months of outstanding advances are available during a fiscal year.
- If a sponsor is terminated or self-terminates, any outstanding advances are due immediately.

▪ *Start-up Funds*

- Sponsors with fewer than 50 homes may apply for start-up funds for recruitment of additional homes. Contact Chaundra Barboza, Community Nutrition Programs Supervisor, at [chaundra.barboza@k12.wa.us](mailto:chaundra.barboza@k12.wa.us) for additional information.

### 3. Budgets

Updated Budget submissions are required for institutions submitting a renewal for the new fiscal year. Budgets must be approved **prior** to the first day of program operations.

#### a. Submitting Your Budget

- All expenses must be necessary, reasonable, and allowable per FNS Instruction 796-2, Revision 4.
  - Comprehensive Budget Instructions and CNS Policy 38 are available upon request.
  - Use the Allowable and Unallowable Cost Reference Sheet for more details.
- Budgets must be based on the average number of homes claimed to date in the current fiscal year.
- Sponsoring organizations with carry-over funds must include the carry-over amount in the annual administrative budget.
  - Carry-over amounts are not known until the end of the fiscal year.
  - A budget revision will be required for those sponsors with carry-over funds.
- Budget submissions should have sufficient detailed information concerning projected reimbursements and expenses, as well as other non-program funds to be used to meet CACFP requirements.
- This information is used by CNS to determine the allowability, necessity, and reasonableness of all proposed expenditures, and to assess the sponsor's capability to manage program funds.
- Revisions to the approved budget must be submitted when changes occur.

#### b. Administrative Costs

Administrative expenses must be tracked and reported monthly with claim submission.

For further guidance on budgets, please email [chaundra.barboza@k12.wa.us](mailto:chaundra.barboza@k12.wa.us).

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

The management plan is used to assist in evaluating the financial viability, organizational capability, and administrative accountability of the sponsor.

- Review each part of your management plan carefully for accuracy and make updates as appropriate.
- Complete the federal staffing standards question by providing the percentage of time each job position spends on monitoring duties.
- Ensure all position descriptions have been submitted to OSPI.

## 5. Reporting Race and Ethnicity Data

Federal regulation requires race and ethnicity data be collected each year for the current population your sponsoring organization serves as well as the potentially eligible population in your service area.

- Assessment of the potentially eligible population in your service area can be done by using Census data.
  - Download the “*County: 2010-2020 data table*” in *Age, sex, race and Hispanic origin* section from the [WA State Office of Financial Management website](#).
  - The “*Total*” tab provides race data, and the “*Hispanic*” & “*Non-Hispanic*” tabs provide ethnicity data.
  - On all three tabs, highlight the counties where you currently have providers.
  - Upload the revised “*County: 2010-2020 data table*” with highlighted counties into WINS in the ‘*Documents*’ section.
  
- Use the definitions and instruction found in the [Race and Ethnicity Data Collection Reference Sheet](#) when assessing race and ethnicity data for current population served.

## 6. Submitting Your Application

Applications must be submitted by September 1, 2022. 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, 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.