

WINS Information Sheet

Completing the Verification Summary Report in WINS

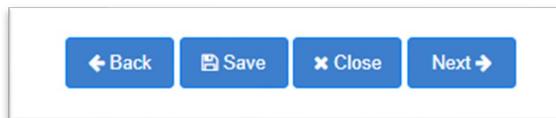
The Verification Summary Report (VSR) is required by the U.S. Department of Agriculture (USDA) and will be collected annually in the Washington Integrated Nutrition System (WINS).

Requirements

- ✓ All Local Education Agencies that collect school meal applications are required to conduct verification.
- ✓ Sponsors operating the Community Eligibility Program (CEP) District Wide and Residential Child Care Institutions (RCCIs) with no day students are required to submit a VSR.
 - The VSR is abbreviated and will prepopulate with October Building Data.
 - Sponsors will confirm the number of sites, enrollment, and attest that verification was not required.
- ✓ Once the user submits the VSR for specialist review, the user cannot make any more changes unless it is returned by your NSLP Program Specialist.

Tips

- ✓ **Helpful Tool** – Use the Excel Template VSR to gather necessary information. This tool is found on the OSPI CNS Webpage [NSLP Meal Application and Verification Webpage](#).
- ✓ Users will use the back, save, close, and next buttons at the bottom of each section to work through the report.



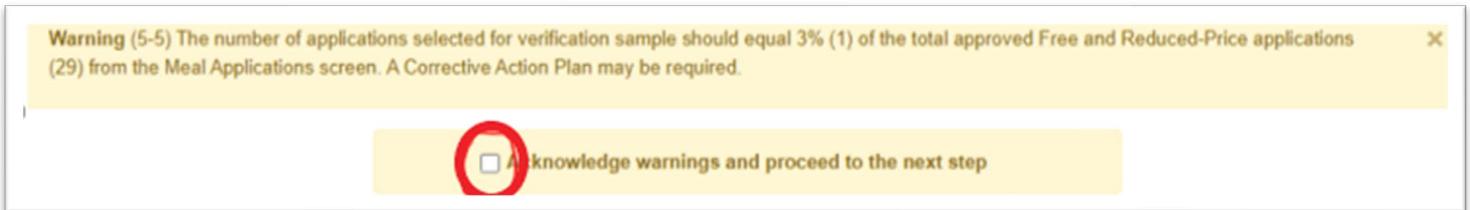
- ✓ When using the back button, WINS will save and adjust any information. When you move forward again, you must re-attest to any acknowledgements.
- ✓ The user can save and close at any time and later return to edit.

A screenshot of the WINS application interface. At the top, there is a navigation menu with tabs for 'Sponsor Profile', 'Applications', 'Sites', 'Shared Calendar', 'Budgets', 'Management Plans', 'Reviews', 'Claims', 'Accounts', and 'Contracts'. Below this, there are sub-tabs for 'Sponsor Applications' and 'Verification'. The 'Verification' section is active, showing a table with the following columns: 'View', 'Edit', 'Delete', 'Notes', 'Revise', 'History', 'Program Year', 'Status', 'Status Date', and 'Revision Count'. The 'Edit' button is circled in green. The table contains two rows of data:

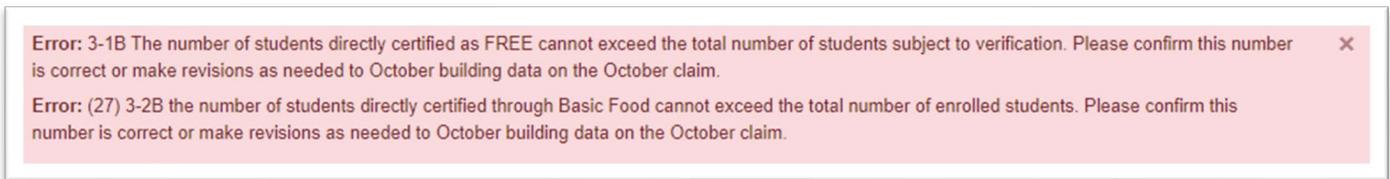
View	Edit	Delete	Notes	Revise	History	Program Year	Status	Status Date	Revision Count
			(0)			2021-22	Created	12/29/2021 12:00:00 AM	0
			(0)			2019-20	Approved	12/16/2019 12:00:00 AM	0



- ✓ There are over 114 edit checks written into the WINS VSR reporting system resulting in warnings and errors.
 - WINS will allow you to complete the report after you have attested to the warning or error.
 - Warnings are yellow and explained in detail in the box.
 - Warnings do not require a change or correction of information.
 - Double check your data and acknowledge the warning before you can proceed.
 - Acknowledge the warnings by “checking” the box.



- Errors are red and explained in detail in the box.
 - Some errors will result in a Corrective Action Plan to be submitted at the end of the report; the user must fix other errors before the system will allow the user to continue.
 - Read the box carefully and make appropriate changes.



How to Complete the VSR in WINS

1. To Access the Verification Summary Report:

- a. Go to “*Sponsor Profile*”.
- b. Go to the “*Applications*” Tab.
- c. The ‘*Verification*’ Tab will appear below.
- d. Click on the “*Add Verification for PY 20XX-XX*” button.



2. Begin completing the VSR by navigating through the following tabs:

a. Sites and Students Tab

WINS pre-populates this using the data previously reported as October Building Data in the October claim. Confirm the number of sites and total enrollment. If the data is incorrect, you will need to revise the October Claim and correct the building data.

VERIFICATION

Sites and Students Direct Certification Meal Applications Process Results Summary CAP

Total Sites and Students

Status: Created on 12/29/2020 12:00 AM View History

1-1A. Total number of sites: 23 ✓ 1-1B. Total number of enrolled students: 16849 ✓

Confirm data is correct. ?

Yes *
Select
Yes
No

Save Close

* = Required Fields

b. Direct Certification Tab

Enter the total number of students directly certified by category as of the last operating day of October.

VERIFICATION

Sites and Students Direct Certification Meal Applications Process Results Summary CAP

Direct Certification

Status: Created on 12/29/2020 12:00 AM View History

Direct Certification is the process by which the student is certified eligible based on documentation received directly from the applicable program (TANF or Medicaid). This process eliminates the need for the household to submit an application.

Number of students subject to verification: 16,849

Number of students as of the last operating day of October

3-2B. Number of students directly certified through Basic Food: 890 *

3-3B. Number of students directly certified through programs other than Basic Food: 107 *
(i.e., TANF, Foster, Migrant, FDPIR, Headstart, ECEAP, Non-applicant – approved by local officials)

Number of students directly certified as FREE through Medicaid: 140 *

Number of students directly certified as REDUCED-PRICED through Medicaid: 227 *

Total number of students directly certified as FREE: 1137

Back Save Close Next

* = Required Fields

c. **Meal Applications Tab**

- **4-1 A:** Enter the total number of approved **categorically eligible applications** on file as of October 1 of the current school year.
 - This is the number of **applications** approved based on a provided case number.
- **4-1 B:** Enter the total number of **students approved as categorically eligible based on an application with a case number** as of the last operating day in October.
- **4-2 A:** Enter the total number of approved **free applications** on file as of October 1 of the current school year.
 - This is the number of **applications** approved based on income information provided.
- **4-2 B:** Enter the total number of **students approved as free via application** as of the last operating day in October.
- **4-3 A:** Enter the total number of approved **reduced-price applications** on file as of October 1, 2021.
 - The number of **applications** approved based on income information provided on the application.
- **4-3 B:** Enter the total number of **students approved as reduced-price via application** as of the last operating day in October.
- Totals will prepopulate at the bottom.

A hard error will present if carryover applications or students were included; or if the number of students exceeds an average of 10 per application. Please review your data carefully and reach out to your program specialist if you are unable to determine why the error cannot be resolved.

Sites and Students | Direct Certification | **Meal Applications** | Process | Results | Summary | CAP

Meal Applications

Status: Created on 12/29/2020 12:00 AM View History

Meal Applications is the collecting of individual household applications. Do not include counts reported on the previous screen as directly certified.

	Number of Applications As of October 1	Number of Students As of the last operating day in October
Categorically Free Eligible		
4-1. Applications and students approved as categorically FREE eligible (Based on documentation (e.g., a case number for Basic Food, TANF, FDPIR on an application):	A. <input type="text" value="420"/> *	B. <input type="text" value="970"/> *
Based on Household Size and Income		
4-2. Applications and students approved as FREE eligible (Based on household size and income information):	A. <input type="text" value="710"/> *	B. <input type="text" value="459"/> *
4-3. Applications and students approved as REDUCED-PRICE eligible (Based on household size and income information):	A. <input type="text" value="241"/> *	B. <input type="text" value="40"/> *
Total FREE and REDUCED-PRICE applications:	<input type="text" value="1371"/>	
T-1. Total FREE students reported:	<input type="text" value="2566"/>	
T-2. Total REDUCED-PRICE students reported:	<input type="text" value="40"/>	

d. **Process Tab**

Use the drop-downs to select:

- **5-2:** Was Verification performed and completed?
 - If Verification was completed by **November 15 of the current school year**, select 'Yes, completed by November 15th'.
 - If Verification was completed after November 15, a corrective action plan will be required to be submitted to your NSLP Program Specialist.

VERIFICATION

Sites and Students | Direct Certification | Meal Applications | **Process** | Summary

Verification Process

Status: Created on 12/30/2020 12:00 AM View History

5-2. Was verification performed and completed? *

5-3. Type of verification process used:

5-5. Total number of applications selected for verification sample:

Were questionable applications verified for cause?

- **5-3:** Select the type of Verification Process used.

VERIFICATION

Sites and Students | Direct Certification | Meal Applications | **Process** | Summary

Verification Process

Status: Created on 12/30/2020 12:00 AM View History

5-2. Was verification performed and completed? Yes, completed by November 15th *

5-3. Type of verification process used: [Select] *

5-4. Total ERROR PRONE applications: [Select]

5-5. Total number of applications selected for verification sample:

Were questionable applications verified for cause?

3% Focused (Standard)
3% Random (Alternate 1)
1.5% Focused (Alternate 2)

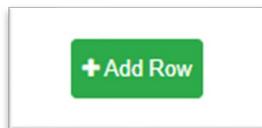
← Back | Save | Close | Next →

* = Required Fields

- **5-5:** Enter the number of applications selected for the verification sample.
 - Acknowledge any warnings that may come up.
 - Move to the next section.

e. **Results Tab**

The user will now enter each application separately using the 'Add Row' and 'Save' buttons.



- Each application must have a unique Application ID- student names should NOT be used.
- Use drop-downs to select the original benefit type and verification review results.
- Continue to add rows until all application results are entered.

App ID	Students On App	Original Benefit Type	Verification Review Results
101	3	FREE-Income (based on income/household size on application)	NO RESPONSE, changed to PAID
102	2	FREE-Income (based on income/household size on application)	Responded, Changed to REDUCED-PRICE
103	1	REDUCED-PRICE Income (based on income/household size on application)	Responded, NO CHANGE
[Redacted]	[Redacted]	FREE-Categorically eligible (based on case number 0...)	Responded, NO CHANGE

f. **Summary Tab**

If a corrective action plan is not required, you will see the summary tab.

- Review for accuracy.
- Use the 'Submit to OSPI' button to submit the VSR.
- You can also print the summary report for your records from this screen.

VERIFICATION

Sites and Students | Direct Certification | Meal Applications | Process | Results | **Summary**

Verification Summary

Status: Created on 12/30/2020 12:00 AM View History

Print

FREE-Categorically Eligible - Certified as FREE based on Basic Food/TANF/FDPIR documentation (e.g., case number) on application.			FREE Income - Certified as FREE based on income/household size application.			REDUCED PRICE Income - Certified as REDUCED PRICE based on income/household size application.		
Result Category	Applications	Students	Result Category	Applications	Students	Result Category	Applications	Students
Responded NO CHANGE	0	0	Responded NO CHANGE	1	4	Responded NO CHANGE	1	2
Responded changed to REDUCED PRICE	1	2	Responded changed to REDUCED PRICE	0	0	Responded changed to FREE	1	2
Responded changed to PAID	0	0	Responded changed to PAID	0	0	Responded changed to PAID	0	0
No Response changed to PAID	1	3	No Response changed to PAID	0	0	No Response changed to PAID	0	0
TOTAL	2	5		1	4		2	4

Total number of applications verified: 5
 Total number of students verified: 13
 Total number of applications that did not respond: 1
 Percent of applicants that did not respond: 20.00 %

Back Save Submit to OSPI Close

g. **Corrective Action Plan (CAP) – if required**

- If a CAP is required, they will be directed to the 'Corrective Action Plan (CAP)' screen.
- Add the CAP and then use the 'Submit to OSPI' button.
- Your NSLP Specialist will respond by returning or accepting the VSR.
- Follow-up instruction may be provided by your NSLP Program Specialist.

VERIFICATION

Sites and Students

Direct Certification

Meal Applications

Process

Results

Summary

CAP

Corrective Action Plan

Status: Created on 12/29/2020 12:00 AM View History

Corrective Action Plan Required

You must submit a detailed Corrective Action Plan that provides the steps you will take to ensure the problem does not occur in future years.

Reason: Correct number of applications not verified.

← → **B** *I* U

Additional applications will be selected and verification will be conducted on these additional applications. In future school years, the FSD will confirm the sample selection and validate the correct sample size and selection process prior to starting verification processing of applications during the first week of October.

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← Back

Save

Submit to OSPI

× Close

* = Required Fields

Questions? Please contact your OSPI CNS Program Specialist.