

WINS Information Sheet

Completing the Verification Summary Report in WINS

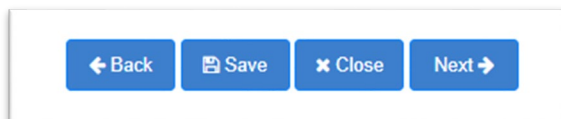
The Verification Summary Report (VSR) is required by the U.S. Department of Agriculture (USDA) and will be collected annually in the Washington Integrated Nutrition System (WINS).

Requirements

- ✓ All Local Education Agencies that collected school meal applications during SY2020-21 are required to conduct verification.
- ✓ Although schools may be operating the Summer Food Service Program (SFSP) or the Seamless Summer Option (SSO) during this school year, verification is still required, and the VSR must be submitted.
- ✓ Sponsors operating the Community Eligibility Program (CEP) District Wide and Residential Child Care Institutions (RCCIs) are required to submit a VSR.
 - The VSR is abbreviated and will prepopulate from the 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.

View	Edit	Delete	Notes	Revise	History	Program Year	Status	Status Date	Revision Count
			(0)			2020-21	Created	12/29/2020 12:00:00 AM	0
			(0)			2019-20	Approved	1/24/2020 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.

Warning (5-5) The number of applications selected for verification sample should equal 3% (1) of the total approved Free and Reduced-Price applications (29) from the Meal Applications screen. A Corrective Action Plan may be required.

Acknowledge warnings and proceed to the next step

- 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.

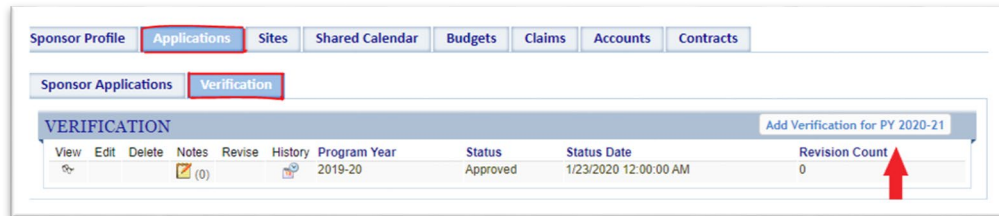
Error: 3-1B The number of students directly certified as FREE cannot exceed the total number of students subject to verification. Please confirm this number is correct or make revisions as needed to October building data on the October claim.

Error: (27) 3-2B the number of students directly certified through Basic Food cannot exceed the total number of enrolled students. Please confirm this number is correct or make revisions as needed to October building data on the October claim.

How to Complete the VSR in WINS

1. To Access the Verification Summary Report:

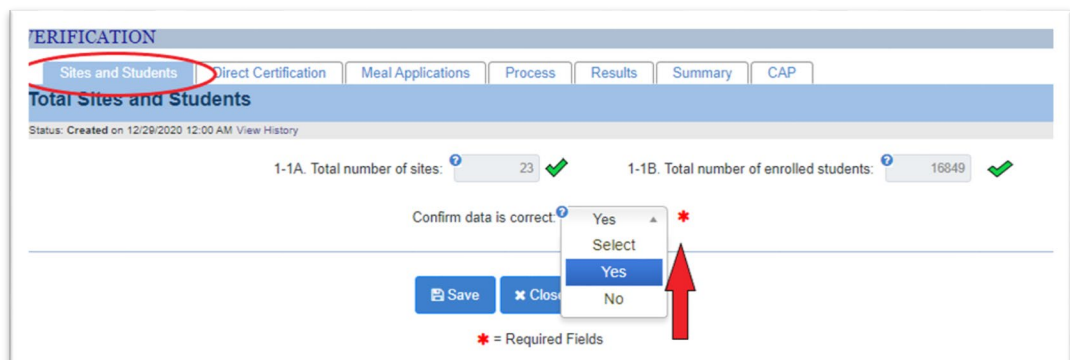
- a. Go to 'Sponsor Profile'.
- b. Go to the 'Applications' Tab.
- c. The 'Verification' Tab will appear below.
- d. Click on the 'Add Verification for PY 2020-21' button.



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.



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 (i.e., 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: *

3-3B. Number of students directly certified through programs other than Basic Food: *

(i.e., TANF, Foster, Migrant, FDIPIR, Headstart, ECEAP, Non-applicant – approved by local officials)

Number of students directly certified as FREE through Medicaid: *

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

Total number of students directly certified as FREE:

← Back | Save | Close | Next →

* = Required Fields

c. **Meal Applications Tab**

- **4A:** The user will enter the total **new** SY20-21 applications as of October 1, 2020.
- **4B:** The total number of students enrolled as of the last operating day in October. This will include the carryover students who remained categorically eligible during the “pause” for SY20-21 only.
- Totals prepopulate at the bottom.

Category	Number of Applications As of October 1	Number of Students As of the last operating day in October
4-1. Applications and students approved as categorically FREE eligible (Based on documentation (e.g., a case number for Basic Food, TANF, FDIPIR on an application):	420	970
4-2. Applications and students approved as FREE eligible (Based on household size and income information):	710	459
4-3. Applications and students approved as REDUCED-PRICE eligible (Based on household size and income information):	241	40
Total FREE and REDUCED-PRICE applications:	1371	
T-1. Total FREE students reported:	2566	
T-2. Total REDUCED-PRICE students reported:	40	

d. **Process Tab**

Use the drop-downs to select:

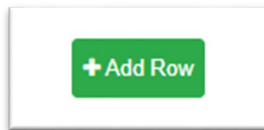
- **5-2:** Was Verification performed and completed?
 - For SY20-21, if Verification was completed by **February 28, 2021**, select 'Yes, completed by November 15th'.

- **5-3: Type of Verification Process**
 - Note: If 3% Focused was required based on last year's results, this section auto populates, and cannot be changed. The user must attest that this sample selection process was conducted through a warning.

- **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.
- Use drop-downs to select the original benefit type and verification review results.
- Continue to add rows until all application results are entered.

edit Delete	App ID	# of 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
	<input type="text"/>	<input type="text"/>	FREE-Categorically eligible (based on case number o...)	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 Summary								
Status: Created on 12/30/2020 12:00 AM View History								
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 %

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.

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.

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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Questions? Please contact your OSPI CNS Program Specialist.