

**Washington State
Office of Superintendent of Public
Instruction**



WINS

October Building Data

**User's Manual
September 2019**

October Building Data

Federal regulations require Child Nutrition Services to gather enrollment data, representative of the last operating day in October, documenting the number of children eligible for free, reduced- price, and paid meals.

Enrollment, for the purposes of the October Building Data, means children enrolled in the local education agency with access to meals in the National School Lunch Program/School Breakfast Program/Special Milk Programs. Data is reported, by site, in the Washington Integrated Nutrition System (WINS) on the October claim for reimbursement no later than December 30 of each year.

Use October Building Data for:

- Area Eligibility Determinations
- Fresh Fruit and Vegetable Program application
- Federal and state equipment grants based on "need"

WINS Design and Formatting

Required Fields – Required fields will be marked with an asterisk (*). Data must be entered in required fields or user will receive an error message and will not be allowed to continue until the error has been corrected.

Help Links – Help links (?) will provide the user with additional on-screen help information.

Standard Counting and Claiming:

October Claim

Data is user-entered in October Building Data fields for enrolled students eligible in the free, reduced-price, and paid categories. *See Figure 1.*

Figure 1

NSLP (STANDARD)	
October 2018 Building Data ?	
Free-Eligible	78
Reduced-Eligible	28
Paid-Eligible	247
Total	353

Meal Count Claim Edit

When entering a claim, the sponsor will enter meal counts in each of the three categories (Free, Reduced-Price and Paid). WINS will validate meal counts using the following calculation:

Meal count by eligibility category (F/R/P) must not exceed October Building Data eligibility category (F/R/P) x Operating Days x site attendance factor.

If the claim passes the edit check, the claim is placed in "Ok to Pay" status and displays the calculated amount of payment. If the claim does not pass the edit, an error message will display and the October claim screen will display a link to "Add Highest Daily Meal Counts."

*Note: The attendance factor is self reported by sponsors in the sponsor application.

Highest Daily Meal Counts

The Highest Daily Meal Count may be added to account for students who were eligible in two categories during the month of October. For example, a student was eligible for reduced-price meals at the start of the school year then the school received updated information and the student is now eligible for free meals. The student would be included in both the count of "Free-Eligible" and "Reduced-Eligible" in October.

After clicking the Add Highest Daily Meal Counts link, new fields will display for entering Highest Daily Meal counts. See Figure 2.

After entering Highest Daily Meal Counts, the claim will validate meal counts using the following calculation. Sponsors should not report students in two eligibility categories in the October Building Data section of the claim.

Meal count by eligibility category (F/R/P) must not exceed Highest Daily Meal Count eligibility category (F/R/P) x Operating Days x site attendance factor.

Figure 2

NSLP (STANDARD)		
	October 2018 Building Data (Last School Day) ?	Highest Daily Meal Count ?
Free-Eligible	78	<input type="text"/> *
Reduced Price-Eligible	35	<input type="text"/> *
Paid-Eligible	60	<input type="text"/> *
Total	173	--

[Edit](#)

After the claim passes the edit, it is placed in "Ok to Pay" status and displays the calculated amount of payment.

Edit October Building Data

To modify October Building Data, click the 'Edit' button located under the October Building Data fields. Clicking this button will remove the Highest Daily Meal Count fields and place the October Building Data fields back in edit mode.

The edit button will display on the October claim through December 30. If you need to modify information, contact your program specialist.

November-September Claims

Any Highest Daily Meal Count fields entered in the October claim will not display or be used in validating meal counts for that month.

Claims submitted November through September are validated against the October Building Data. Sponsors are able to view the October Building Data on their claims as 'read-only'. If the claim passes the edit check, it is placed in "Ok to Pay" status and displays the calculated amount of payment.

If the claim does not pass the edit, an error message will display and the claim screen will display a link to "Add New Enrollment Data".

Enrollment Data

Users may add new enrollment data to account for increases in enrollment of students with access to meals at a site.

This feature is helpful when enrollment changes from the previous school year. For example, a school was K-4 in the previous year and is K-6 in the current year.

Clicking the Add New Enrollment Data link will display a screen requiring the sponsor to select the reason for making an adjustment to the site's enrollment data. Reasons include a grade level added to a site, a new site, an increase in the number of eligible students, students moved from a closed site, or 'other'. *See Figure 3.*

Figure 3

The screenshot shows a web form titled "Add Enrollment Data". Below the title, there is a label "Reason for Adjustment:" followed by a dropdown menu. The dropdown menu is open, showing five options: "Grade level added to site", "New Site", "Increase in number of eligible students", "Students moved from closed school", and "Other". A red asterisk is visible to the right of the dropdown menu, indicating a required field.

New fields will display on the claim for entering New Enrollment Data. After entering new enrollment data, the claim will validate meal counts using the following calculation:

Meal count by eligibility category (F/R/P) must not exceed Enrollment Data eligibility category (F/R/P) x Operating Days x site attendance factor.

If a site adds new enrollment data, a notification will be sent to the OSPI Child Nutrition fiscal team, alerting them of the action. Fiscal will review the action to ensure it appears reasonable.

After adding enrollment data, the claim screen will display a 'Remove Enrollment Data' link, this allows the sponsor to remove data. Removing enrollment data will also remove the notification from the OSPI Child Nutrition fiscal team's queue.

Any enrollment data entered will display on future claims and be used when validating meal counts.

Standard Claiming – Sites where Children Eat at another School

There are special rules for sites that indicate children eat breakfast and/or lunch at another school, either within their same district or in another district. This indicator is located on the 'Service Type' screen of the NSLP Site Application. *See Figure 4.*

Figure 4

The screenshot shows a web application interface for site management. The left sidebar contains navigation menus for SITE, NSLP, BREAKFAST, LUNCH, SERVICE TYPE, MEAL COUNTING, PRICING, PAY METHOD, REVIEW, APPLICATION ERRORS, APPROVAL, and INTERNAL USE. The SERVICE TYPE menu is currently selected. The main content area shows a form for 'Service Type' set to 'Children eat at another school'. A red box highlights a section asking 'Is the school in your same district or another district?' with a 'Same District' dropdown and a 'Select Site' dropdown. Below this, there are dropdowns for 'Will Offer versus Serve be implemented?' (set to 'Yes') and a section to 'Indicate which grades will utilize Offer versus Serve?' with 'Yes' dropdowns for Pre-K, K, Grade 1, Grade 2, Grade 3, Grade 4, Grade 5, and Grade 6. At the bottom, there are navigation buttons: 'Preview Errors', 'Show All Sections', 'Back', 'Cancel', and 'Next'.

For sites with children from another school eating at their location, the claim will validate meal counts for both Site A and Site B combined.

Meals must not exceed Site A and Site B October Building Data eligibility count (F/R/P) x operating days x Attendance Factor for Site A and Site B combined.

Example

If Site A selects "Children eat at another school" on the Service Type screen of their Site Application (for breakfast and/or lunch), they are required to select the site where the children actually eat.

- Site A will enter the number of their own eligible students in their October Building Data but enter meal counts as zero.

Site A will receive a warning message if they enter meal counts (breakfast and/or lunch) that are greater than zero.

- Site B will enter the number of their own eligible students in their October Building Data but enter meal counts that include their eligible students and students from Site A.

Standard Claiming – RCCI’s

The October Building Data claim section will display additional fields for RCCI’s that indicate they have day students. This indicator is found on the RCCI Service screen of the NSLP Site Application. *See Figure 5.*

Figure 5

For RCCI sites with day students, the claim displays separate fields for entering eligible residential students and eligible day students. *See Figure 6.*

Figure 6

NSLP (STANDARD)			
October 2018 Building Data (Last School Day) ?			
	Residential Students		Day Students ?
Free-Eligible	<input type="text"/> *		<input type="text"/> *
Reduced Price-Eligible	<input type="text"/> *		<input type="text"/> *
Paid-Eligible	<input type="text"/> *		<input type="text"/> *
Total	--		--

The claim will validate meal counts using the following calculation:

Site claim meal category (F/R/P) must not exceed October Building Data eligibility category (F/R/P) for RCCI Students + Day Students x operating days x attendance factor.

Provision II

Provision II – In a Base Year

For sites operating Provision II in a base year, the October Building Data and claim meal count fields function the same as Standard Claiming. Refer to the Standard Claiming and Counting section for details.

Provision II – In a Non-Base Year Breakfast Only

For sites operating Provision II in a non-base year, enter data in the October Building Data fields for enrolled students in free, reduced-price, and paid eligibility categories.

Lunch

For Lunch, enter meal counts in the Free, Reduced-Price and Paid categories and the claim validates Lunch meal counts using the same validation as Standard Claiming.

If Lunch meal counts do not pass validation, a link displays that allows the user to enter Highest Daily Meal Counts. After entering Highest Daily Meal Counts in each eligibility category (Free, Reduced-Price and Paid), Lunch meal counts will validate against the Highest Daily Meal Counts using the following calculation:

Site claim meal category (F/R/P) must not exceed Highest Daily Count eligibility category (F/R/P) x operating days

Breakfast

For Breakfast, user enters a total Breakfast meal count only. See Figure 7.

Figure 7

Breakfast	
Total	3157

The claim validates the breakfast total meal using the following calculation:

Site claim meal total must not exceed October Building Data total x operating days x site attendance factor

If the Breakfast total meal count does not pass validation, the link to add Highest Daily Meal Counts does not display. Breakfast does not validate against the Highest Daily Meal Counts even after Highest Daily Meal Counts were entered for Lunch. It validates against October Building Data only.

Provision II – Non-Base Year Breakfast and Lunch

For sites operating Provision II in a non-base year for both Breakfast and Lunch, enter data in the 'Total' category only. See Figure 8.

Figure 8

NSLP (PROVISION II)	
October 2018 Building Data (Last School Day) ?	
Free-Eligible	0
Reduced Price-Eligible	0
Paid-Eligible	0
Total	<input type="text"/> *

Calculation for Determining Provision II Eligibility

WINS calculates the free, reduced-price, and paid eligibility categories based on the percent of increase or decrease in total enrollment from the base year.

Example

Base Year Enrollment = 100

- Eligible Free = 80
- Eligible Reduced-Price = 10
- Eligible Paid = 10

Non-Base Year Enrollment = 120 (20% increase from base year)

- Eligible Free = 96 (80 free from base year x .20 (20%) = 16.
(16 + 80 = 96)
- Eligible Reduced-Price = 12 (10 reduced-price from base year x .20 (20%) = 2.
(2 + 10 = 12)
- Eligible Paid = 12

(120 total enrolled – 96 free – 12 reduced = 12)

For Breakfast and Lunch, enter a total meal count only. See Figure 9

Figure 9

	Breakfast	Lunch
Total	5130	6912

The claim validates breakfast and lunch total meal counts using the following calculation:

Site claim meal total (breakfast and/or lunch) must not exceed October Building Data total x operating days x site attendance factor.

If the total meal counts do not pass validation, the link to add Highest Daily Meal Counts does not display. It continues to validate against October Building Data only.

Community Eligibility Provision:

For sites operating CEP, data is user-entered in October Building Data fields for Free and Paid eligibility categories. The Reduced-Price and K-3 fields do not display for sites operating CEP.

Starting SY 19-20, OBD is collected in WINS. Please review the [OBD Updates webinar](#) for more details.

Calculation for Determining CEP Eligibility

The school/site level Identified Student Percentage multiplied by the 1.6 factor is applied to total enrollment. The result is the number of students eligible for free meals. The remaining number (enrollment minus free) is the number of students eligible for paid meals.

For Breakfast and Lunch, enter total meal counts only. The claim validates breakfast and lunch total meal counts using the following calculation:

Site claim meal total (breakfast and/or lunch) must not exceed October Building Data total x operating days x site attendance factor.

If the total meal counts do not pass validation, the link to add Highest Daily Meal Counts does not display. It continues to validate against October Building Data only.