



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
 Child Nutrition Services  
 Old Capitol Building  
 PO BOX 47200  
 OLYMPIA WA 98504-7200  
 (360) 725-6200 TTY (360) 664-3631

**ACCESS RIGHTS/USER AUTHORIZATION  
 FOR CHILD NUTRITION PROGRAMS  
 WASHINGTON INTEGRATED NUTRITION SYSTEM (WINS)**

NAME OF CHILD NUTRITION PROGRAM SPONSOR/ORGANIZATION

MAILING ADDRESS (STREET OR PO BOX)

CITY, STATE, ZIP

**INSTRUCTIONS:**

The Office of Superintendent of Public Instruction (OSPI), Child Nutrition Services (CNS) maintains a web based application and claiming system for the above named programs. The system is called the Washington Integrated Nutrition System (WINS). In order for your organization to have access to WINS, you must complete and return this form to OSPI. Be sure to retain a copy for your files.

One person from your organization must be designated as the WINS Sponsor Administrator. This person should be the individual that has authority over your organization's participation in the federally funded Child Nutrition Programs. The WINS Sponsor Administrator must be designated by a person with the authority to legally bind the organization into a contract with OSPI. This person should be the Superintendent/Assistant Superintendent or Business Manager within a public school system. In a private school, it might be the Principal or Business Officer. In other organizations this might be the Executive Director, Owner, Co-Owner, or other official.

Once we receive your completed form, we will grant access to WINS. The designated WINS Sponsor Administrator will receive an email with their user name and password. It will be their responsibility to log into WINS and grant access to all other users in your organization that need access to applications and/or claims. If your organization participates in more than one Child Nutrition Program, we need only one form.

**Return by mail to:** Office of Superintendent of Public Instruction, Child Nutrition Services, Old Capitol Building, PO BOX 47200, Olympia, WA 98504-7200 **or send a fax to:** (360) 664-9397.

By using the WINS user name and password, I certify that the information transmitted is complete and accurate per federal regulations 7 CFR 210, 215, 220, 225 and 226. The criminal penalties and provisions established in section 12(g) of the National School Lunch Act (42 U.S.C. 1760(g)) states substantially: Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property that are the subject of a grant or other form of assistance under this Act or the Child Nutrition Act of 1966 (42 U.S.C. 1771 *et seq.*), whether received directly or indirectly from the United States Department of Agriculture, or whoever receives, conceals, or retains such funds, assets, or property for personal use or gain, knowing such funds, assets, or property have been embezzled, willfully misapplied, stolen, or obtained by fraud shall, if such funds, assets, or property are of the value of \$100 or more, be fined not more than \$25,000 or imprisoned not more than five years, or both, or, if such funds, assets, or property are of a value of less than \$100, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both.

I accept responsibility to maintain the integrity of the user name and password. I understand that I will be responsible for the content of the information transmitted to OSPI Child Nutrition Services. If I believe that my user name and password have been compromised, I will notify OSPI Child Nutrition Services immediately.

Signature of WINS Sponsor Administrator \_\_\_\_\_ Title \_\_\_\_\_

Printed Name \_\_\_\_\_ Email \_\_\_\_\_

**I HEREBY AUTHORIZE THE INDIVIDUAL LISTED ABOVE TO ACT AS THE WINS SPONSOR ADMINISTRATOR. A DESIGNATED OFFICIAL MUST COMPLETE THIS SECTION (SUPERINTENDENT, BUSINESS MANAGER, PRINCIPAL, EXECUTIVE DIRECTOR, OWNER OR CO-OWNER).**

Signature of Designated Official \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Designated Official \_\_\_\_\_ Title \_\_\_\_\_

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