

OSPI CNS Seamless Summer Option (SSO) Application Information

Application Information for SSO Sponsors

Federal regulations require specific information be collected in the application process. This information sheet provides details. Use the *Application Checklist for Sponsors Intending to Operate SSO* as your guide for what needs to be completed.

Sponsor Name

The sponsor name is the legal entity under which the Seamless Summer Option (SSO) operates.

Sponsor Contact Information

Current and accurate contact information is important to receive program notices and regulation changes. The SSO contact should be someone actively involved in the administration of your program and able to respond to program questions. Office of Superintendent of Public Instruction (OSPI) uses email to send communications and announcements.

The claim contact listed should be the person who submits the monthly claim. Make sure to update information as changes occur in the Washington Integrated Nutrition System (WINS), the online application and claims system.

Washington Integrated Nutrition System (WINS)

WINS is a web-based electronic system used to collect sponsor and site information, as well as process claims for reimbursement.

WINS Sponsor Administrator

The WINS sponsor administrator is your organization's authorized agent that will grant access to WINS for all other staff. The sponsor administrator is designated on the WINS Access Rights/User Authorization form, which is located on the [Child Nutrition WINS webpage](#). Only one form per sponsoring organization is needed for all child nutrition programs.

Sponsor Application

The Sponsor Application is a section in WINS detailing information and application information about a Child Nutrition Program sponsor.

Site Application

A site is the physical location where children consume meals in a supervised setting. Each site where meals are to be claimed must have an approved site application in WINS.



- For each site that will serve meals, complete a site application for the SSO, NSLP & SBP, review and update staff information.
- Grade Level tab: Check only the Grade Levels that are **enrolled** in the applicable school.
- Paid Lunch Price: Enter 0.00 for all grades.

Site Calendars

A site calendar identifies the operating days, meal types, and times of service at each site. A site calendar must be completed in WINS for each site. When site changes occur, you must update your site calendar.

Each site calendar must have at least two schedules – A schedule for the SSO program, and an “October Building Data” NSLP schedule. If your district starts school in August, please contact your CNS Program Specialist for instructions on adding an August Schedule.

1. The SSO schedule will cover the duration of the school year. Name your SSO schedule “SSO SY21-22”.
 - i. When “defining the schedule”, use the dropdown to select “NSLP” as the Schedule Type. **Do not select “summer feeding programs”**. On the following screen, select “Seamless” from the Program dropdown for the Meal Types when you add Breakfast and Lunch.
2. The NSLP October Building Data schedule will start and end on 10/31/21, check the “Sunday” box, and report estimated free, reduced, and paid counts. Name your October Building Data schedule “NSLP OBD”.
 - i. When “defining the schedule”, use the dropdown to select “NSLP” as the Schedule Type. **Do not select “summer feeding programs”**. On the following screen, select “NSLP Lunch” from the Program dropdown.

After you have added any required documents and completed your *Sponsor Application, Site Application(s), and Site Calendar(s)*, you must SUBMIT each section. Go to the ‘Current Overview’ tab to review your application, confirming that each section is submitted.

WINS Resources

Note that [WINS Job Aides](#) exist to assist you in the application process. A supplemental job aide *specific to the SY21-22 application* will be available soon and you will be notified of its posting in a CNS Update.