

OSPI School Meal Programs

WINS Job Aid

Completing Site Calendars in WINS

Calendars are program specific and must be accurate for operations in your institution at each site operating Child Nutrition Programs. Meals can only be claimed for meals served at approved mealtimes at each site.

Accurate calendars include the program, meal type, dates of service, and times of service.

This job aid will show the user how maximize use of the Shared Calendar feature, add and edit calendars or meal schedules at the site level, as well as create a site level calendar from the beginning. You can use the tabs to jump to the section that you will be using or walk through each one and decide which one will work best for your district.

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Definitions

- **Shared Calendar:** A schedule that is shared among multiple sites. This feature can be helpful and save time rather than creating individual calendars for each site.
 - All meal schedules will need to be **edited** at each sites calendar tab prior to submitting and will remain in error status until they have been individualized with the average Free, Reduced-Price, and Paid meal numbers or Average Daily Attendance (ADA) at the site level.
 - Once a **shared calendar** has been submitted, it can no longer be edited. All edits must happen at the site level, even if the shared calendar is not submitted/approved. New shared schedules can be added (snack or other programs) but edits cannot be made district wide.



- **Shared Non-Operating Days:** Allows users to add multiple non-operating dates to all sites without adding them individually in each site calendar.
 - Non-Operating Days, either at the site level or the shared level should only include days that the site will not be in operation. For example, holidays or school breaks should be added using the Shared Non-Operating Days feature.
 - This feature is found on the '*Shared Calendar*' tab in WINS
- **Site Calendar:** Each site must have a site calendar with schedule(s) for all programs operating (National School Lunch Program (NSLP) School Breakfast Program (SBP), Afterschool Snack Program (ASP), Child and Adult Care Food Program (CACFP), Summer Programs).
 - New schedules can be added after a calendar is already approved (see the '*Adding a New Schedule*' tab).

Shared Non-Operating Days

- ❑ Reference the Local Education Agencies' calendar of holidays/non-school days for **all sites**.
- ❑ Navigate to the '*Shared Calendar*' Tab, then the '*Non-Operating Days*' tab and click the "Add" button on the right side of the screen:

The screenshot shows the WINS application interface. At the top, there is a navigation bar with tabs: Sponsor Profile, Applications, Sites, Shared Calendar (highlighted with a red circle), Budgets, Reviews, Claims, Accounts, and Contracts. Below this, there is a sub-navigation bar with tabs: Schedules and Non-Operating Days (highlighted with a red circle). The main content area shows a header for 'SHARED NON-OPERATING DAYS' and a table with the text 'No Records Found'. An 'Add' button is located on the right side of the table, highlighted with a red circle.

- ❑ Edit the '*Site Group Name*' as appropriate:

The screenshot shows a form field labeled 'Site Group Name:'. The input field contains the text 'Non School Days SY22-23'. To the right of the input field is a red asterisk, indicating that this field is required.

- ❑ Select the "Add" button to begin entering Shared Non-Operating Days:

The screenshot shows the 'Non-Operating Days' form. At the top, it says 'Please enter your shared Non-Operating Days in the grid below.' Below this, there is a 'Site Group Name' field with the text 'Non School Days SY22-23' and a red asterisk. Below the field is a header for 'NON-OPERATING DAYS' and a table with the text 'No Records Found'. An 'Add' button is located on the right side of the table, highlighted with a red circle.

- ❑ Add all non-school days, such as holidays, planned in-service days, or school breaks, that are common to all schools.

- **Tip:** Do not include 'snow make-up days' as these are not definite non-operating days.

- Click "Save" after adding each non-operating day.

- **Tip:** The date range feature can be used for adding longer school breaks.

- When all of the shared non-operating days have been added, the screen should look something like this. Select the "Next" button to continue.

Non-Operating Day	Date
Labor Day	9/5/2022
Non Student Day	10/7/2022
Veterans Day Observed	11/11/2022
Thanksgiving Holiday	11/23/2022
Thanksgiving Holiday	11/24/2022
Thanksgiving Holiday	11/25/2022
Winter Break	12/19/2022
Winter Break	12/20/2022
Winter Break	12/21/2022
Winter Break	12/22/2022
Winter Break	12/23/2022
Winter Break	12/24/2022
Winter Break	12/25/2022
Winter Break	12/26/2022
Winter Break	12/27/2022
Winter Break	12/28/2022
Winter Break	12/29/2022
Winter Break	12/30/2022
Winter Break	12/31/2022
Winter Break	1/1/2023
Winter Break	1/2/2023
M.L. King Day	1/16/2023
Presidents Day & Mid Winter Break	2/20/2023
Presidents Day & Mid Winter Break	2/21/2023
Spring Break	4/3/2023
Spring Break	4/4/2023
Spring Break	4/5/2023
Spring Break	4/6/2023
Spring Break	4/7/2023
Memorial Day	5/29/2023
Juneteenth	6/19/2023

- ❑ Select all school sites that the non-operating days should be applied to. Select “Save” to continue.

Please select the sites that are affected by the Non-Operating Days defined in the previous step.

[Check All](#) [Uncheck All](#)

SITES			
Select	Name	Type	Status
☐	Playfield	Unknown	Active
☒	Emerson Elementary	Unknown	Active
☒	Lincoln Elementary	Unknown	Active
☒	Washington Elementary School	Unknown	Active
☒	Middle School	Unknown	Active
☒	Central Elementary	Unknown	Active
☒	High School	Unknown	Active
☒	Home Link School	Unknown	Active
☐	YMCA	Unknown	Active
☐	Rosewood Manor (formerly Woodlawn Neighborhood)	Unknown	Active
☐	7th Street Theater	Unknown	Active
☐	Timberland Library	Unknown	Active
☐	Olympic Stadium	Unknown	Active
☐	Route 2 (SFSP COVID)	Unknown	Active
☐	Emmanuel Baptist Church (COVID Site)	Unknown	Active

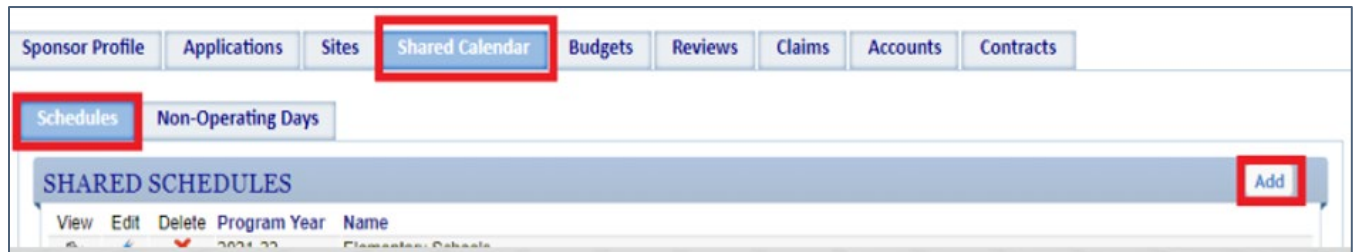
[Check All](#) [Uncheck All](#)

[Back](#) [Cancel](#) [Save](#)

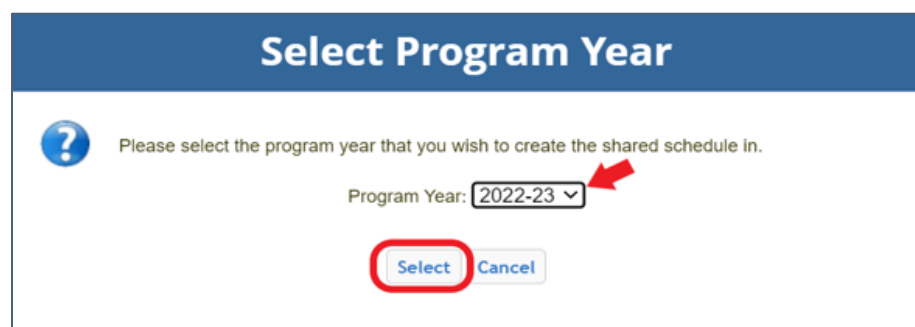
- ❑ You can now move to [Creating Site Calendars](#) or [Creating a Multi-Site Shared Calendar](#).

Creating a Multi-Site Shared Calendar

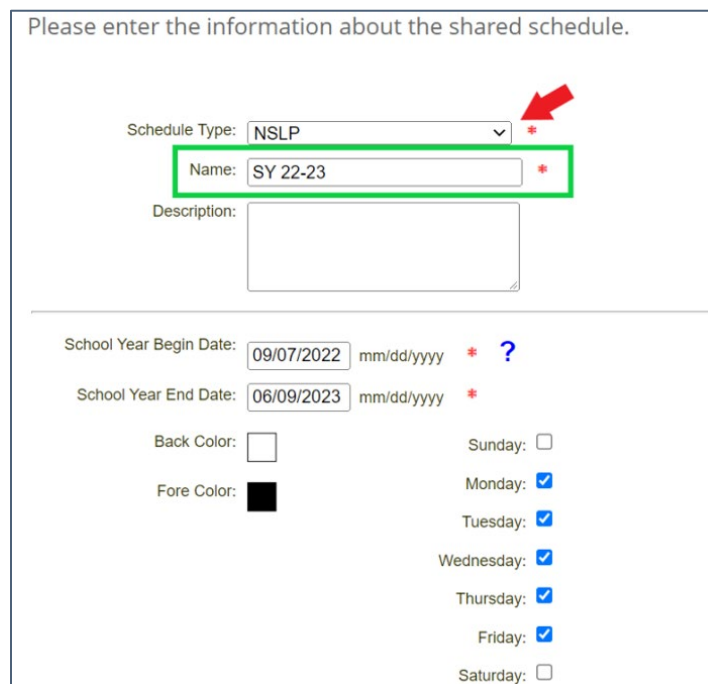
- ❑ Navigate to the 'Shared Calendar' tab to create a breakfast and lunch schedule for multiple sites.



- ❑ Select the *Program Year*.



- ❑ Select "NSLP" as the Schedule Type and rename the calendar.
- ❑ Add the Begin Date and End Date for the calendar.



- ❑ Click the "Next" button at the bottom of the screen.

- ❑ Select the “Add” button, then add both breakfast and lunch.
 - **Tip:** Do not add snack as this should be entered as a separate schedule due to the difference in operating dates.

Please enter the meals for the shared schedule.

MEALS
No Records Found

Add

- Edit the ‘Meal Preparation’ type to accurately reflect whether your Local Education Agency (LEA) contracts with a Food Service Management Company (FSMC).

Meal

Program: Lunch *

Begin Time: 11 : 30 AM

End Time: 12 : 30 PM

Meal Preparation: On-site Self Prep *

Meal Location: Off-site Sponsor Kitchen *

Off-site Vended/FSMC

On-site FSMC/Vended

On-site Self Prep

- ❑ Click “Next” after both breakfast and lunch have been added.
- ❑ Select all the schools that should have the schedule included in their site calendar and click the “Next” button at the bottom of the screen.

Please select the sites to which this shared schedule should be applied.

Check All **Uncheck All**

Select	Name	Type	Status
☐	4th Street Estate Apartments	Unknown	Inactive
☒	Algona Matchett City Park	Unknown	Active
☒	ALPAC Elementary School	Unknown	Active
☒	Arthur Jacobsen Elementary School	Unknown	Active
☐	City Hall Plaza	Unknown	Inactive
☐	Gymnastics Center	Unknown	Active
☒	High School	Unknown	Active
☒	Mountainview High School	Unknown	Active
☐	Pines Apartments	Unknown	Inactive
☒	Riverside High School	Unknown	Active
☐	Square Apartments	Unknown	Active
☒	Bowman Creek Elementary	Unknown	Active
☐	Brannan Park	Unknown	Active
☐	Burndale Homes	Unknown	Active

- Adjust the mealtimes for each school to accurately reflect the school's schedule.

Please enter the information for each site so that the shared schedule can be applied correctly.

Site Name	Program	Meal	Begin Time	End Time
High School	Lunch	Lunch	12 : 15 AM	12 : 50 PM
High School	Breakfast	Breakfast	08 : 00 AM	08 : 30 AM
Elementary	Lunch	Lunch	11 : 45 AM	01 : 00 PM
Elementary	Breakfast	Breakfast	08 : 00 AM	08 : 30 AM
High School	Lunch	Lunch	11 : 30 AM	12 : 30 PM
High School	Breakfast	Breakfast	07 : 30 AM	08 : 30 AM
Elementary	Lunch	Lunch	11 : 30 AM	12 : 30 PM
Elementary	Breakfast	Breakfast	07 : 30 AM	08 : 30 AM
Middle School	Lunch	Lunch	11 : 30 AM	12 : 30 PM
Middle School	Breakfast	Breakfast	07 : 30 AM	08 : 30 AM

- Click "Save" to have the Shared Schedule applied to the selected sites' calendars.
 - **Note:** The Shared Schedule can no longer be edited after the site calendars have been submitted.
- Navigate to the 'Site Calendar' portion of the application.
 - **Note:** Each site calendar will show up in 'Created' status and will be 'In Error' until revisions are made at the site level.

Calendar Status

Not Started

Created (6/24/2022)

Created (6/24/2022)

Created (6/24/2022)

Site Profile Site Applications Site Calendars Claiming

SITE CALENDARS

View	Edit	Delete	Submit	Revise	History	Program Year	Revision Count	Current Status
						2022-23	0	In Error
						2021-22	0	Approved

- Navigate to *Summary View* of the site calendar and click the "Edit" icon for each meal to add the Free, Reduced-Price, and Paid numbers.

Schedules Non-Operating Days Summary View Calendar View

Non-Operating Days

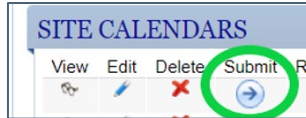
SY 22-23

Start: 9/7/2022 End: 6/9/2023 Days of Operation: S M T W T F S

View	Edit	Delete	Program/Meal	Start Time	End Time	Meal Preparation	Vendor	Meal Location	ADA Count	CAP Count	Camper Count	Free Count	Reduce Count	Paid Count
			Lunch	11:45 AM	1:00 PM	On-site Self Prep	--	Cafeteria	--	--	--	--	--	--
			Breakfast	7:35 AM	8:10 AM	On-site Self Prep	--	Classroom	--	--	--	--	--	--

- Select the "Close" button once all edits are complete and the calendar is ready to submit.

- ❑ "Submit" the site calendar!



Creating a Site Calendar

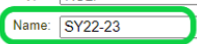
- ❑ Select the 'Site' that you want to add a site calendar for.
- ❑ Navigate to the 'Site Calendars' tab and click the "Add" button.



- ❑ Select a schedule type from the pull-down menu. For NSLP, SBP, Afterschool Snack, or Seamless Summer Option (SSO), select "NSLP" as the schedule type.
- ❑ Rename the schedule to reflect the program, edit the begin date, end date, and days of the week.
- ❑ Select the "Next" button at the bottom of the screen.

Please enter the information about the site schedule.

Schedule Type: NSLP * 

Name: SY22-23 * 

Description:

School Year Begin Date: 09/07/2022 mm/dd/yyyy * ? 

School Year End Date: 06/07/2023 mm/dd/yyyy *

Sunday: ☐

Monday: ☒

Tuesday: ☒

Wednesday: ☒

Thursday: ☒

Friday: ☒

Saturday: ☐ 

Cancel Next 

- ❑ Select the "Add" button to input the meal(s) being served.

Please enter the meals for the site schedule.

MEALS 

No Records Found

Back Cancel Save

- Edit the Program, Times, Meal Preparation Type, Meal Location, and Estimated Meal Counts (Free, Reduced-Price, and Paid) for the Meal and select the “Save” button to close the pop-up.

Meal

Program: Breakfast *

Begin Time: 8 : 00 AM

End Time: 08 : 15 AM

Meal Preparation: On-site FSMC/Vended *

Meal Location: Classroom *

Estimated Daily Meal Counts:

200 * Free

45 * Reduced

250 * Paid

Save Cancel

- Select the “Save” button at the bottom of the screen once all meal(s) have been added.

Please enter the meals for the site schedule.

MEALS Add

View	Edit	Delete	Program/M meal	Begin Time	End Time
			Lunch	11:50 AM	1:10 PM
			Breakfast	8:00 AM	8:15 AM

Back Cancel Save

- Double check that the schedule populates correctly on the ‘Summary View’ tab.

Schedules Non-Operating Days Summary View Calendar View

Non-Operating Days Add a Non-Operating Day

SY22-23 Start: 9/7/2022 End: 6/14/2023 Days of Operation: S M T W T F S Add a Meal

View	Edit	Delete	Program/M meal	Start Time	End Time	Meal Preparation	Vendor	Meal Location	ADA Count	CAP Count	Camper Count	Free Count	Reduce Count	Paid Count
			Lunch	11:50 AM	1:10 PM	Off-site Sponsor Kitchen	✓	Cafeteria	--	--	--	185	23	128
			Breakfast	8:00 AM	8:15 AM	On-site FSMC/Vended	✗	Classroom	--	--	--	200	45	250

- Navigate to the ‘Non-Operating Days’ tab to input the non-operating days for the school year.
 - **Tip:** Only include days where school is definitely not in session, such as holidays or school breaks.

Schedules **Non-Operating Days** Summary View Calendar View

NON-OPERATING DAYS Add

No Records Found

- Select "Add Date Range" for breaks spanning longer than one operating day.

- Save the *Non-Operating Days* as they are added to the schedule.
- Close the site calendar once all edits are complete.

- Select the "Submit" button.

Adding New Schedules

- Click the "Edit" icon for the school year's site calendar or the "Revise" button if it has already been approved.
- Navigate to the 'Schedules' tab and select "Add".

- Select the appropriate schedule type. (i.e., NSLP should be selected for Afterschool Snack, Seamless Summer Option (SSO), Breakfast, and Lunch).
- Rename the schedule to reflect the program.
- Enter the Begin Date, End Date, and Days of the Week for the schedule.

- ❑ Click the “Next” button at the bottom of the screen.
- ❑ Select the “Add” button to input the meal(s) being served.

Please enter the meals for the site schedule.

MEALS

No Records Found

Back Cancel Save

- ❑ Edit the Program, Times, Meal Preparation Type, Meal Location, and Estimated Meal Counts (Free, Reduced-Price, and Paid) for the Meal and select the “Save” button to close the pop-up.

Meal

Program: Snack

Begin Time: 03 : 00 PM

End Time: 03 : 15 PM

Meal Preparation: Off-site Sponsor Kitchen

Meal Location: Classroom

Estimated Daily Meal Counts:

75 Free

0 Reduced-Price

0 Paid

Save Cancel

- ❑ Select the “Save” button to both save the schedule close the wizard.
- ❑ Double check that the schedule populates correctly on the ‘Summary View’ tab.

2022-23 Site Calendar, Revision 0

Schedules Non-Operating Days **Summary View** Calendar View

Non-Operating Days

Add a Non-Operating Day

Afterschool Snack SY22-23

Start: 10/3/2022 End: 5/25/2023 Days of Operation: S M T W T F S

View	Edit	Delete	Program/Meal	Start Time	End Time	Meal Preparation	Vendor	Meal Location	ADA Count	CAP Count	Camp Count	Free Count	Reduce Count	Paid Count
View	Edit	Delete	Snack/Afterschool Snack	3:00 PM	3:15 PM	Off-site Sponsor Kitchen	--	Classroom	--	--	--	75	0	0

SY22-23

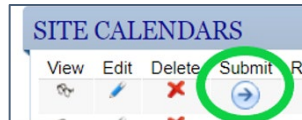
Start: 9/7/2022 End: 6/14/2023 Days of Operation: S M T W T F S

View	Edit	Delete	Program/Meal	Start Time	End Time	Meal Preparation	Vendor	Meal Location	ADA Count	CAP Count	Camp Count	Free Count	Reduce Count	Paid Count
View	Edit	Delete	Lunch	11:50 AM	1:10 PM	Off-site Sponsor Kitchen	--	Cafeteria	--	--	--	185	23	128
View	Edit	Delete	Breakfast	8:00 AM	8:15 AM	Off-site Sponsor Kitchen	--	Classroom	--	--	--	200	45	250

Close

- ❑ Close the site calendar once all edits are complete.

- ❑ Select the "Submit" button.



Questions? Please email the [School Meals Team inbox](#).