

Instructions on How to Access Child Nutrition Payment Reports

Child Nutrition payment reports that were previously mailed to sponsors each time a claim was processed for payment are now available online. These reports will no longer be mailed out. You may access the reports through either the Child Nutrition Application and Claim Entry System (ACES) via IWAS or through the ISBE website. Below are some brief instructions on how to select the report you want as well as descriptions of each report.

- 1A. Go to www.isbe.net and click on School Finance on the left hand side of the screen, select Funding & Disbursements Services, then select Topics A-Z and click on Child Nutrition Program Payment Reports.

OR

- 1B. Access ACES through IWAS and on the main menu select Claim Analysis.
2. Select the program year and program type (note: National School Lunch includes Illinois Free, Special Milk and National Breakfast Programs).
3. Select the information prompted for on the screens (i.e. agreement number, claim month, report name, etc.) and click on the continue button.
4. Once you have accessed the report you are interested in, you may simply view that report or you may print the report by clicking on the printer icon in the upper left corner of the report screen.
5. You may change Programs, Agreement Number, or Claim Month by clicking on the links to those that are located right below the blue box stating which menu you are in.

If you have any questions regarding these reports please contact Funding & Disbursements at 217-782-5256.

Descriptions of Child Nutrition Payment Reports

National School Lunch

Voucher Summary -summarizes the month or months being paid, amount paid, voucher number, voucher date, and release date (date funds were released by the comptroller).

Claim and Voucher Analysis Report

- Details by type of program, the number of meals served times the reimbursement rates and what the claim Earned Year to Date, Earned Current, Adjustment Year to Date, Adjustment Current, Paid Year to Date, Payment, Voucher number and Date of Voucher. If more than one claim is paid together, multiple reports will be provided and need to be reviewed. It also lists the Total Reimbursement paid for each month and voucher number for the programs being paid.

Child and Adult Care Food Program

Center Claim/Advance Voucher Summary – summarizes the month or months being paid, amount paid, voucher number, voucher date, and release date (date funds were released by the comptroller).

Center Advance/Claim Analysis

- Center Advance Analysis - This shows the week number, Prior claims avg/day, Days this advance, Advance earned, Reimbursement claimed Year to Date, Money adjustment (if applicable), Unmatched advance earned, Prior Year to Date paid and Paid this claim.
- Center Claim Analysis – Shows the Average daily participation, Number of children eligible, Meal Counts and Days of Service as reported on the claim. It also details Meals and Commodity earned, Meals and Commodity reimbursement claimed Year to Date, Meals and Commodity money adjustment (if applicable), Meals unmatched advances earned, Meals and Commodity prior Year to Date paid and Meals and Commodity paid this claim.

Home Claim/Advance Voucher Summary - summarizes the month or months being paid, amount paid, voucher number, voucher date, and release date (date funds were released by the comptroller).

Homes Advance/ Claim Analysis -

- The Home Advance Analysis – details the week number and approved sites in operation for which meal counts are calculated, homes times rates, 1/12 Admin. budget, reimbursement claimed Year to date, money adjustment (if applicable) unmatched advances earned, prior Year to Date paid and Paid this claim.
- The Home Claim Analysis – Shows ADP, number of homes, and meal counts as reported on the claim. Details what the claim earned, reimbursement claimed Year to Date, money adjustment (if applicable), unmatched advance earned, prior Year to Date paid and paid this claim. It also details the monthly and Year To Date net administrative expense and homes times rates, yearly administrative budget, meal reimbursement claimed multiplied by .428571, reimbursement claimed Year to Date, Money adjustment (if applicable), unmatched advances earned, prior Year to Date paid and Paid this claim.

Summer Food Service Program

Voucher Summary - summarizes the month or months being paid, amount paid, voucher number, voucher date, and release date (date funds were released by the comptroller).

Start-up/Advance/Claim Analysis- details three different types of reimbursement (if applicable).

- Start up -details the voucher number and date, the approved administrative budget, and the calculated startup amount. It also shows administrative reimbursement earned, administrative money adjustment (if applicable), administrative prior total paid, administrative unmatched advances, administrative paid this claim and the net cost of program.
- The advance -details operating cost, operating meals times rates and the calculated advance amount, Approved Administrative budget and the calculated advance amount. It also details operating and administrative reimbursement earned, operating and administrative money adjustment (if applicable), operating and administrative prior total paid, operating and administrative unmatched advances, operating and administrative amount paid this claim, number of meals served and net cost of program.
- The claim – details operating and administrative costs, operating and administrative meals times rates and the approved administrative budget. It also details operating and administrative reimbursement earned, operating and administrative money adjustment (if applicable), operating and administrative prior total paid, operating and administrative unmatched advances, operating and administrative amount paid this claim, number of meals served and net cost of program