

Instructions on How to Make Changes to Your Summer Food Service Program Application

1) To change meal times, meal types, or HDP:

- Pull up your sites in IWAS and click on *Participation Detail* under the site you want to change.
- On the calendar, click on the day you would like to make the change effective. (You can NOT go back in time.)
- Make your changes.
- Click on *Submit to ISBE*.
- **NOTE:** When you bring up the site application again, you will not be able to see your change. For history purposes, the system is set up to always display whatever information you initially submitted.
- To see the most current information, go under *Participation Detail* and click on the days of the calendar.
- When you submit these changes, it will kick your site application back into a *pending* status. The state agency will go back in and approve. No matter when it is approved, it will be effective the day it was entered.

2) To enter a field trip:

- Pull up your sites in IWAS and click on *Participation Detail* under the site you want to enter a field trip.
- On the calendar, click on the day the field trip is occurring. (The field trip must be entered at least 48 hours before it occurs.)
- Click on the *Field Trip* box.
- Is the field trip a half-day field trip? Will you return in time to eat some of your meals? If so, please mark the appropriate box (*AM* means you will be gone for a breakfast or a AM supplement and *PM* means you will be gone for a lunch, a PM supplement, or supper).
- Answer the question if you are going to claim the meals or not.
 - If not, then we do not care where the field trip is located.
 - If you are planning to claim the meals, you will need to enter the address, phone, and the serving time of the field trip.