

2025 ISBE School Nutrition Training

CLAIMS AND WINS

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Alex Wheeler-Funding and Disbursement



**CHILD NUTRITION
PROGRAMS**



Illinois Web Application Security- IWAS

The screenshot shows the Illinois State Board of Education website. At the top, there is a dark blue navigation bar with the logo on the left and links for 'Careers at ISBE', 'Contact Us', and social media icons on the right. Below the navigation bar is a horizontal menu with links: 'Log Into IWAS', 'Become a Teacher', 'Public School District Lookup', 'FRIS Inquiry', 'IL Report Card', 'About the Agency and Board', and 'Topics A-Z'. The main content area features a search bar and a section titled 'HOW CAN WE HELP YOU?' with the text 'Already know what you are looking for? Find a Topic.' Below this is a section titled 'TOP-ACCESSED SERVICES' with icons for 'Board Meetings', 'Supporting Educators', 'Nutrition', 'Special Education', 'Assessment', 'Standards & Instruction', and 'Equity'. On the left side, a 'System Quick Links' dropdown menu is open, listing 'DATA SYSTEMS' (ELIS, EIS, IWAS, SIS) and 'INQUIRY SYSTEMS' (FRIS Inquiry, District ADA/Prior GSA Inquiry, ILEARN, Public School Calendar Inquiry, Pupil Transportation Claim Reimbursement Inquiry, RCDTS Lookup, Public School District Lookup). The 'IWAS: ISBE Web Application Security' link is highlighted with a green box.

Illinois Web Application Security- IWAS

System Quick Links ▾

 ILLINOIS STATE BOARD OF EDUCATION

Careers at ISBE Contact Us      Translate ▾

[Log Into ELIS](#) [Log Into IWAS](#) [Become a Teacher](#) [Public School District Lookup](#) [FRIS Inquiry](#) [IL Report Card](#) [About the Agency and Board](#) [Topics A-Z](#)

HOW CAN WE HELP YOU?

Search... 

Already know what you are looking for? [Find a Topic.](#)

TOP-ACCESSED SERVICES

-  Educator Licensure
-  Board Meetings
-  Supporting Educators
-  Nutrition
-  Special Education
-  Assessment
-  Standards & Instruction
-  Equity

IWAS- User Guide

The screenshot displays the IWAS user interface. At the top, a blue header contains the text "IWAS" repeated eight times. On the left side, a vertical navigation menu lists several options: "ISBE Home", "Home", "Sign Up Now", "Get Password", "Contact Us", "Help", "IWAS User Guide" (highlighted with a purple box), and "IWAS Training Video". The main content area is divided into two columns. The left column is titled "Already have an account? Login Here :" and contains a login form with fields for "Login Name" and "Password", a "Remember Login Name" checkbox, and a "LOG IN" button. Below the login form is a link for "Forgot Your Password?" with a brief instruction. The right column is titled "New Partner - Sign up Now" and contains a paragraph of text, a "Sign Up Now" link, and a "Need Help?" section with a "Help" link. At the bottom of the page, there is a footer with a copyright notice and browser icons for Internet Explorer and Firefox.

ISBE Home

Home

Sign Up Now

Get Password

Contact Us

Help

IWAS User Guide

IWAS Training Video

Already have an account? Login Here :

Login Name

Password

Remember Login Name

LOG IN

Forgot Your Password?

If you have forgotten your login name or password, click on the link below.

Find Login/Password

New Partner - Sign up Now

Some ISBE web-based systems require electronic signatures. You can create your own logon id and password by clicking on the following link. After you establish your logon, you will then have the ability to request authorization to use ISBE's systems.

Sign Up Now

Need Help?

If you need help with logging in, the sign up procedure or your password, please click on the link below.

Help

This web site has been optimized for Internet Explorer 6.0 or above / Firefox 2.0 or above. You can download the latest version of these browsers by clicking on the following icons.

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IWAS- User Guide, Cont.

Instructions for setting up a new IWAS User account:	4
Sign Up to Use Systems - Request Authorization to Use a System: ..	8
Requesting Access to Additional Systems.....	12
Access Existing IWAS Account	13
Your IWAS Homepage:	15

IWAS- Users

- Authorized representative
 - Public School District = Superintendent
 - Non-Public District = Person fiscally responsible for the district
- Claim or Annual Application submissions
 - School Business Official
 - Food Service Director
 - Food Service Director Administrative Assistant
 - Superintendent Administrative Assistant
 - District Administrative Assistant

IWAS Users-Cont.

- Who can use a login?
 - Each user should have unique login for WINS
 - Limit staff to only those necessary
 - Do NOT share or use inherited login from previous staff or superior
- When to change staff login access?
 - Change of responsibilities
 - Personnel changes

IWAS Helpdesk 217-558-3600

How to Access-Sign Up

The screenshot shows the Illinois State Board of Education website. At the top, the logo and name "Illinois State Board of Education" are displayed. Below this is a navigation bar with links: "Log Into ELIS", "Log Into IWAS" (highlighted with a red box), "Public School District Lookup", "FRIS Inquiry", and "IL Report".

Below the navigation bar, there is a sidebar with links: "ISBE Home", "Home", "Sign Up Now", "Get Password", "Contact Us", "Help", "IWAS User Guide", and "IWAS Training Video".

The main content area features the "Illinois State Board of Education" header with the names of the Chairman and State Superintendent of Education. Below this is a login/sign-up form with the following sections:

- Already have an account? Login Here :** Includes fields for "Login Name" and "Password", a "Remember Login Name" checkbox, and a "LOG IN" button.
- New Partner - Sign up Now**: Includes a paragraph of text and a "Sign Up Now" button.
- Forgot Your Password?**: Includes a paragraph of text and a "Find Login/Password" button.
- Need Help?**: Includes a paragraph of text and a "Help" button.

Two red arrows originate from the "Log Into IWAS" link in the navigation bar. One arrow points to the "Sign Up Now" link in the sidebar, and the other points to the "Sign Up Now" button in the main content area.

Login: User ID

IWA STRAIN IWA STRAIN IWA STRAIN IWA STRAIN IWA STRAIN IWA STRAIN

Login:

DISTRICT / RCDT Administrator

Home

System Listing

Pending Sign Ups

Pending Documents

Change Password

Messages - Inbox

Messages - Archived

Preferences

View Sign Ups

Help

Log Out

IWAS Training Video

Messages :

- [0 unread Inbox message\(s\)](#)
- [0 unread Archived message\(s\)](#)

Require Action :

- [0 Sign-ups pending your approval](#)
- [0 Documents pending your approval](#)

We have your email address listed as:

If this is NOT correct, [click here](#) to update.

News Items

Presently there are no active News Items

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System Listing

IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN

Login:

DISTRICT / RCDT Administrator

- Home
- System Listing**
- Pending Sign Ups
- Pending Documents
- Change Password
- Messages - Inbox
- Messages - Archived
- Preferences
- View Sign Ups
- Help
- Log Out

Messages :

- [0 unread Inbox message\(s\)](#)
- [0 unread Archived message\(s\)](#)

Require Action :

- [0 Sign-ups pending your approval](#)
- [0 Documents pending your approval](#)

We have your email address listed as:

If this is NOT correct, [click here](#) to update.

News Items

Presently there are no active News Items

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IWAS Training Video

Web-based Illinois Nutrition System (WINS)

The screenshot shows a web interface for the Web-based Illinois Nutrition System (WINS). On the left is a vertical navigation menu with the following items: Home, System Listing, Pending Sign Ups, Pending Documents, and Change Password. The 'System Listing' item is highlighted with a red arrow. The main content area is titled 'my systems' and contains the following text: 'Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.' Below this text is a link: 'Click Here for Due Dates'. A table with two columns, 'Categories' and 'Authorization', lists the available systems. The 'Categories' column has a sub-header 'Click to Expand/Collapse Tree'. The 'Authorization' column has a sub-header 'Authorization'. The table contains one row for 'Web-based Illinois Nutrition System (WINS)', which is marked as 'Authorized'.

Categories - Click to Expand/Collapse Tree	Authorization
Claims	
Web-based Illinois Nutrition System (WINS)	Authorized

WINS Dashboard

WINS Dashboard

Program Year: 2026

Program: School Nutrition Programs

 Your application is not complete.

Alerts [-]

No Sponsor alerts. Please use the Show Existing Site Alerts link below.

 [Show existing site alerts](#)

 **Peoria SD 150**

Comments/Notes [-]

No Sponsor notes. Please use the Show Existing Site Notes link below.

 [Show existing site notes](#)

[+Add Contact](#)
[+Add Address](#)

WINS Dashboard

WINS Dashboard

Program Year:

Program:



Your application is not complete.

Alerts [-]

No Sponsor alerts. Please use the [Show Existing Site Alerts](#) link below.

[Show existing site alerts](#)

[Peoria SD 150](#)

Comments/Notes [-]

No Sponsor notes. Please use the [Show Existing Site Notes](#) link below.

[Show existing site notes](#)

[+Add Contact](#)
[+Add Address](#)

WINS Dashboard

WINS Dashboard

Program Year: Program:



✖ Your application is not complete.

Alerts [-]

No Sponsor alerts. Please use the Show Existing Site Alerts link below.

[! Show existing site alerts](#)

Comments/Notes [-]

No Sponsor notes. Please use the Show Existing Site Notes link below.

[! Show existing site notes](#)

+ Peoria SD 150

[+Add Contact](#)
[+Add Address](#)

- Sponsor Tasks
- Sponsor Applications & Participation
- Site Applications
- Claims & Monitoring
- Sponsor Info

Administrative Tasks

Sponsor Tasks	Site Application Tasks
<ul style="list-style-type: none"> Batch Daily Meal Counts Batch Participation Detail Batch Site Questionnaire Batch Site Participation	<ul style="list-style-type: none"> Enroll Site In New Program Edit Site Questionnaire Edit Program Participation Edit Participation Detail



Sponsor Tasks-Tab

2026

2026

2026

2026

2026

Sponsor Tasks

Sponsor Applications & Participation

Site Applications

Administrative

Sponsor Tasks

- Batch Daily Meal Counts
- Batch Participation Detail
- Add/Remove Detail Dates
- Batch Site Questionnaire
- Batch Site Participation
- Is Community Eligibility Provision (CEP) for you?
- + Add New Site
- x Deactivate/Re-activate Site(s)
- x Deactivate Sponsor
- ⚠ Review Citation Responses
- ☰ Waivers

Sponsor Tasks-CEP

The screenshot shows a software interface with a top navigation bar containing three tabs: 'Sponsor Tasks', 'Sponsor Applications & Participation', and 'Site Applications'. Below the tabs is a main content area with a sub-menu titled 'Sponsor Tasks' highlighted in a blue box. The sub-menu contains the following items:

- Batch Daily Meal Counts
- Batch Participation Detail
- Add/Remove Detail Dates
- Batch Site Questionnaire
- Batch Site Participation
- Is Community Eligibility Provision (CEP) for you?**
- Add New Site
- Deactivate/Re-activate Site(s)
- Deactivate Sponsor
- Review Citation Responses
- Waivers

Sponsor Tasks-Waivers

2026

2026

2026

2026

2026

Sponsor Tasks | Sponsor Applications & Participation | Site Applications | Administration

Sponsor Tasks

- Batch Daily Meal Counts
- Batch Participation Detail
- Add/Remove Detail Dates
- Batch Site Questionnaire
- Batch Site Participation
- Is Community Eligibility Provision (CEP) for you?
- + Add New Site
- x Deactivate/Re-activate Site(s)
- x Deactivate Sponsor
- ⚠ Review Citation Responses
- ☰ Waivers**

Reports-Direct Certification Link

The screenshot displays the administrative interface of the Illinois State Board of Education. At the top, there are tabs for 'Sponsor Tasks', 'Sponsor Applications & Participation', and 'Site Applications'. Below these is a navigation menu with 'Sponsor Tasks' and 'Reports' sections. A red arrow points from the 'Reports' tab in the left sidebar to the 'Direct Certification' link in the main content area. The 'Reports' section is titled 'Reports' and contains several links: 'Applications Not Received', 'Direct Certification', 'Deleted Sites', 'Claim Data Report', 'Summary Reports - Applications Submitted for Sponsor', 'Summary Reports - Applications Submitted for Sites', and 'Summary Reports - List of Sites and Applications Submitted'. The 'Direct Certification' link is highlighted with a red box.

Sponsor Tasks

- Batch Daily Meal Counts
- Batch Participation Detail
- Add/Remove Detail Dates
- Batch Site Questionnaire
- Batch Site Participation
- Is Community Eligibility Provision (CEP) for you?
- + Add New Site
- x Deactivate/Re-activate Site(s)
- x Deactivate Sponsor
- ▲ Review Citation Responses
- ☰ Waivers

Reports

- Applications Not Received
- Direct Certification**
- Deleted Sites
- Claim Data Report
- Summary Reports - Applications Submitted for Sponsor
- Summary Reports - Applications Submitted for Sites
- Summary Reports - List of Sites and Applications Submitted

Direct Certification

- Home
- Direct Certification
 - SNAP/TANF
 - Homeless/Migrant/Headstart
 - File Upload Match
 - Single Child Match
- Direct Verification
- Contact Us

Welcome to the Illinois State Board of Education's Electronic Direct Certification System.

This system is used to certify a child to receive meal benefits for the USDA Child Nutrition Programs, based on information exchanged between other assistance programs without a household eligibility application completed by the household. LEAs participating in the National School Lunch Program are required to directly certify children for free meal benefits found in this system. If a child is directly certified for meal benefits, verification is not required. The local educational agency (LEA) agrees to follow all rules and regulations regarding the use of this data including confidentiality and disclosure as detailed in the School-Based Child Nutrition Programs Permanent Agreement.

Data sources currently being used for direct certification in Illinois includes:

- Supplemental Nutrition Assistance Program (SNAP),
- Temporary Assistance for Needy Families (TANF),
- Foster status,
- Income-Eligible Medicaid,
- Homeless,
- Migrant, and
- Head Start.

Please refer to the Electronic Direct Certification section of the [Administrative Handbook](#) for complete details.

Additional WINS Annual Application FY26

WINS application instructions website:

<https://www.isbe.net/Pages/School-Nutrition-Applications-and-Reports.aspx>

Helpful Links:

- [Recorded presentation](#)
- [Slides only](#)
- [SNP Annual Application Quick Reference Guide](#)

Submission Dates and Payment Dates

- Claim are required to be submitted within **60 days** following the last day of the month being claimed (e.g., January’s claims are due by March 31).
- IF a claim is submitted after the 60-day deadline:
 - It will be marked as “Waiting for Approval”, a sponsor is allowed to use a one-time exception to have one claim month approved after the 60-day deadline.
 - This one-time exception can only be used once every three years.
- Claims are processed and paid on Tuesday morning.
 - If you are trying to submit your claim on Tuesday morning, you will get an error!

Warnings, Errors and Messages

Error State	Edit Code	Location	Description
Critical	E3019159	Claim	Claims are currently locked. Reason: Processing Payment Now. Please re-submit your saved changes in a few minutes.

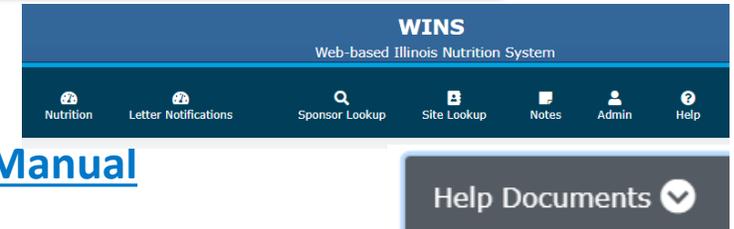
*Note*** Display shows maximum of 5 occurrences of each edit code; additional occurrences may exist if an edit code is repeated 5 times. Correct errors and resubmit.*

Please try to submit your claim later that afternoon.

Claim Submission

HELPFUL LINKS

- [School Nutrition Programs WINS Claims Instruction Manual](#)
- [Summer Food Service WINS Claim Instruction Manual](#)
- [Child and Adult Care Food Program – Centers Claim Instruction Manual](#)



- Claims can be reviewed and submitted by starting at the 'Claims and Monitoring' tab.
- Select the month you would like to submit a claim for by clicking the 'Site Claims' link.

Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info	
Monitoring Summary					
Program	Review Type	Program Year	Status	Status Date	Monitor
SNP	Administrative	2018	Closed	11/14/2018	
SNP	Administrative	2015	Cancelled	5/13/2020	
Sponsor Claims					
Month	Year	Type	Status	Payment Batch	Site Claims
Aug	2022	Claim	Approved	7	Site Claims
Sep	2022	Claim	Approved		Site Claims
Oct	2022	Claim	Not Submitted		Site Claims

Claim Submission continued

- Choose the site you would like to submit a claim for by clicking on the month to the left.

Site Claims Close [X]

Program Month	Program Year	Site Number
October ▾	2023 ▾	<input type="text"/>

Month	Year	Type	Status	Payment Batch	Site Name	Site Number
Oct	2022	Claim	Not Submitted			
Oct	2022	Claim	Not Submitted			
Oct	2022	Claim	Not Submitted			

Claims (Free, Reduced, & Paid) – Daily Meal Counts

- Once you select the site and month that you wish to submit a claim for, a claim entry screen (like the one on the right) will be displayed.
- This screen is where you will enter the Daily Meal Counts by Category (Free, Reduced, and Paid) and by program meal service that the site is approved for.
- Once you enter and save any information on the site claim the status of the site claim will change to 'Draft' and there will be a 'Draft' watermark in the background.
- Once you enter all the daily meal counts for the month, you can click the 'Save and Continue' button and it will take you to the next meal service Daily Meal Count entry screen.
- After all meal counts are entered for all meal services click 'Save and Continue.'

New Claim

Daily Meal Counts

Claim
Calendar Year: 2022
Calendar Month: 10

Quick Links
[Site Claims](#)
[Participation Detail](#)

Version
Selected Claim:
New Claim

Meal Counts

Daily Totals

Program Daily Meal Counts

- School Breakfast Severe Need (100%)
- National School Lunch 80% or more Eligible (100%)

Show All

Program **School Breakfast**

Day	Meal	Program	Free	Reduced	Paid
3	Breakfast	School Breakfast	Free	Reduced	Paid
4	Breakfast	School Breakfast	Free	Reduced	Paid
5	Breakfast	School Breakfast	Free	Reduced	Paid
6	Breakfast	School Breakfast	Free	Reduced	Paid
7	Breakfast	School Breakfast	Free	Reduced	Paid
10	Breakfast	School Breakfast	Free	Reduced	Paid
11	Breakfast	School Breakfast	Free	Reduced	Paid
12	Breakfast	School Breakfast	Free	Reduced	Paid
13	Breakfast	School Breakfast	Free	Reduced	Paid
14	Breakfast	School Breakfast	Free	Reduced	Paid
17	Breakfast	School Breakfast	Free	Reduced	Paid
18	Breakfast	School Breakfast	Free	Reduced	Paid
19	Breakfast	School Breakfast	Free	Reduced	Paid
20	Breakfast	School Breakfast	Free	Reduced	Paid
21	Breakfast	School Breakfast	Free	Reduced	Paid
24	Breakfast	School Breakfast	Free	Reduced	Paid
25	Breakfast	School Breakfast	Free	Reduced	Paid
26	Breakfast	School Breakfast	Free	Reduced	Paid
27	Breakfast	School Breakfast	Free	Reduced	Paid
28	Breakfast	School Breakfast	Free	Reduced	Paid
31	Breakfast	School Breakfast	Free	Reduced	Paid
			0	0	0

Save And Continue

Claims (Free, Reduced, & Paid) – Statistics Screen

- Next you should be taken to the Statistics Page. This is monthly information for each program type (i.e., National School Lunch, Special Milk, National School Breakfast, Snack, and Seamless Summer). Enter the highest Enrollment and highest Free, Reduced and Paid Eligibles (Do NOT enter Meal totals) for the month for each program type. Place your mouse cursor over the  to display the definition.

Statistics

School Breakfast		National School Lunch	
 Enrollment	<input type="text" value="467"/>	 Enrollment	<input type="text" value="467"/>
 ADA	<input type="text" value="442"/>	 ADA	<input type="text" value="442"/>
 Free Eligible	<input type="text" value="70"/>	 Free Eligible	<input type="text" value="70"/>
 Reduced Eligible	<input type="text" value="1"/>	 Reduced Eligible	<input type="text" value="1"/>
 Paid Eligible	<input type="text" value="396"/>	 Paid Eligible	<input type="text" value="396"/>

Claims (CEP) – Daily Meal Counts

- If you are submitting a claim for a CEP site, then your claim entry screen will look a bit different from the Free, Reduced, & Paid claim entry screen.
- You will notice on the CEP claim entry screen there is only one spot to enter meal counts for each day. This is because all students qualify for free meals so there is no need to separate by free, reduced, and paid meals.
- All that needs to be entered here is the total reimbursable meals served that day (**be sure that you keep breakfast and lunch counts separate**)

New Claim

Daily Meal Counts

Claim
Calendar Year: 2022
Calendar Month: 10

Quick Links
[Site Claims](#)
[Participation Detail](#)

Version
Selected Claim:
New Claim

Meal Counts

Daily Totals

Program Daily Meal Counts

- School Breakfast Severe Need (100%)
- National School Lunch 80% or more Eligible (100%)
- After School Snack Area Eligible Snack (90%)

Show All

Program: **School Breakfast**

Day	Meal	Program
3	Breakfast	School Breakfast
4	Breakfast	School Breakfast
5	Breakfast	School Breakfast
6	Breakfast	School Breakfast
7	Breakfast	School Breakfast
11	Breakfast	School Breakfast
12	Breakfast	School Breakfast
13	Breakfast	School Breakfast
14	Breakfast	School Breakfast
17	Breakfast	School Breakfast
18	Breakfast	School Breakfast
19	Breakfast	School Breakfast
20	Breakfast	School Breakfast
24	Breakfast	School Breakfast
25	Breakfast	School Breakfast
26	Breakfast	School Breakfast
27	Breakfast	School Breakfast
28	Breakfast	School Breakfast
31	Breakfast	School Breakfast

CEP

0

Save And Continue

Claims (CEP) – Statistics Page

- CEP statistics look a little different than Free, Reduced, and Paid. The process to find enrollment and ADA are the same as it is for Free, Reduced, and Paid claims, but you will see there is section called CEP Eligible. CEP Eligible would be the same as enrollment because it is the number of students who are enrolled in the site and have access to the program.

The screenshot displays a 'Statistics' page with a blue question mark icon. It is divided into three sections: 'School Breakfast', 'National School Lunch', and 'After School Snack'. Each section contains three rows of data: 'Enrollment', 'ADA', and 'CEP Eligible' (or 'Free Eligible' for After School Snack). Each row has a blue question mark icon and a text input field containing a number. At the bottom right, there are 'Previous' and 'Next' navigation buttons, with the 'Next' button circled in red and an orange arrow pointing to it.

Category	Enrollment	ADA	CEP Eligible
School Breakfast	710	617	710
National School Lunch	710	617	710
After School Snack	45	37	45

Statistics Definitions

- **Enrollment:** Report the highest number of students enrolled in the site for the month who had access to the program. Even if a student was enrolled for one day they should be included in this figure.
- **ADA (Average Daily Attendance):** Total the attendance for all days of the month for students who had access to the program. Divide by the number of serving days for the program and round to the next higher full number. Do not include fractions, percentages or decimals. EX: attendance for all days of the month = 1500 / 21 days = 71.43 which would be rounded up to 72 for the ADA.
- **Eligibles:** Report the number of students in the eligibility category at the end of the month plus any students who transferred out of the site or to another category at any time during the claim month. A student may be counted in more than one category during the month if they change categories during that month.
- **ADA%:** ADA divided by Enrollment (this is calculated by the system and used in edit checks.)
- **Attendance Adjusted Eligibles:** ADA% multiplied by the number of Eligibles in each category. (this is calculated by the system and used in edit checks.)

Claims – Site Summary Screen

- Once you have entered all statistical information click on 'Save and Continue' to continue to the Site Claim Summary screen.
- This screen summarizes the information you submitted on the Claim Entry and Statistics pages. You should review the information for accuracy and ensure it matches your records. If any changes need to be made, navigate back to the Meal Count Entry screen or Statistics screen by using the blue tabs on the left side of the screen or the 'Previous' button at the bottom of the page. If all information is correct, click on the 'Submit Claim' button.

The screenshot displays the 'Site Claim Summary' screen with the following sections:

- Site Information:** A header section with a redacted area below it.
- Claim Data:** A table with the following data:

Claim Month	Jan 2014	Status	Draft
Days of Operation	01/06/2014 - 01/21/2014	Type	Claim
Days Claimed	11	Date Received	
Claim Source	Sponsor	Date Approved	
- Meals:** A table comparing 'Illinois Free Lunch - Lunch' and 'National School Lunch - Lunch'.

Category	Free	Reduced	Paid
Illinois Free Lunch - Lunch	204		
National School Lunch - Lunch	204	127	39
- Statistics:** A table for 'National School Lunch'.

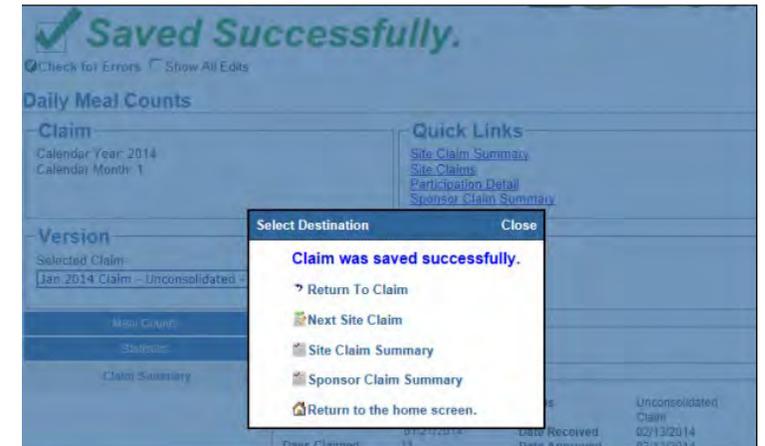
Days Claimed	11
Enrollment	75
ADA	68
- Eligibles:** A table for 'National School Lunch'.

Free	45
Reduced	18
Paid	12

At the bottom of the screen, there are two buttons: 'Previous' and 'Submit Claim'. Two orange arrows point down to these buttons from the 'Eligibles' section.

Claims – Submission Screen

- The system will run edit checks to validate the accuracy of the claim. If the claim passes all the edit checks, the following screen will display. If the claim does not pass all edits, you will receive Critical Errors.
 - [SNP WINS Claims Instruction Manual \(pg 14\)](#)
- From here you can select where you would like to go next:
 - Return to the Claim, Next Site Claim, Site Claim Summary, Sponsor Claim Summary, Return to the Home Screen (Dashboard)
 - **If this is your last site, click on ‘Sponsor Claim Summary.’**



Sponsor Claim Summary

- When you click on the link to open the Sponsor Claim you will see a screen like the one on the right.
- The Sponsor Claim is a consolidation of all the Site Claims that were successfully submitted for the month. In the Sponsor Notes area, it identifies how many Site Claims are included in this Sponsor Claim. You must ensure that ALL appropriate Sites are included. Please ensure that ALL meal counts and statistical totals match your records before submitting the sponsor claim.

Claim Data

Claim Month	Jan 2014	Status	Draft
Days of Operation	01/06/2014 - 01/21/2014	Type	Claim
Days Claimed	11	Date Received	
Claim Source	Sponsor	Date Approved	

Sponsor Notes

1 site(s) included out of 3 sites approved
National School Lunch - 1 site(s)
Illinois Free Lunch - 1 site(s)

Meals

Illinois Free Lunch - Lunch		National School Lunch - Lunch	
Illinois Free Lunch		Less than 60% Eligible	
Free	204	Free	204
		Reduced	124
		Paid	39

Statistics

National School Lunch	
Days Claimed	11
Enrollment	75
ADA	68

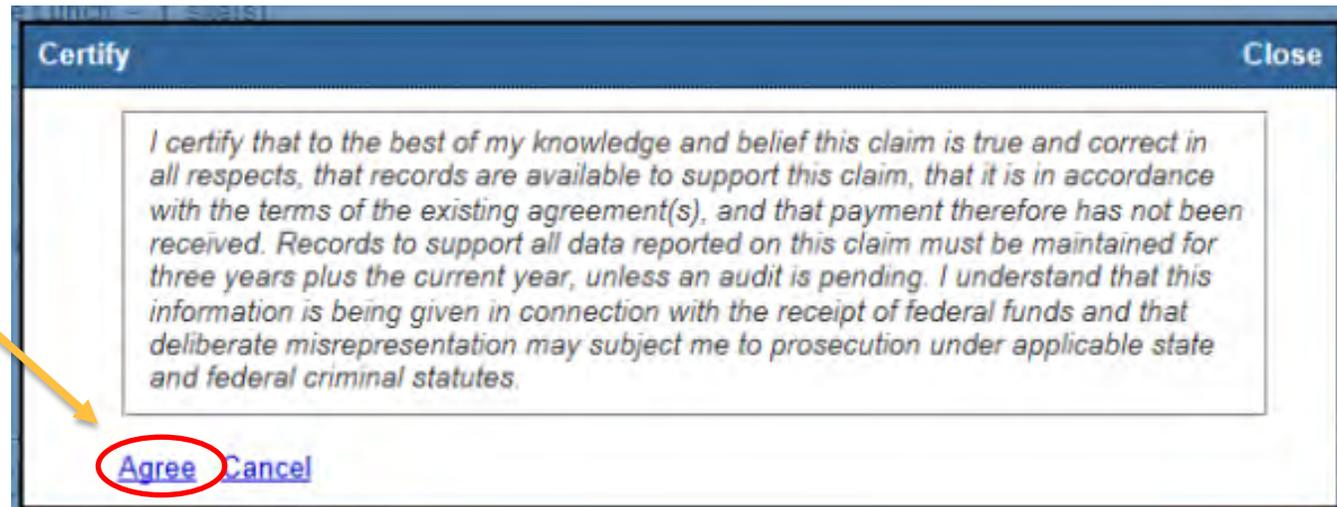
Eligibles

National School Lunch	
Free	45
Reduced	18
Paid	12

Submit

Sponsor Claim Summary

- Once you are sure that all totals are correct, and you have clicked the 'Submit' button to submit the Sponsor Claim you will receive a screen asking you to confirm that the data you are submitting is true and accurate to the best of your knowledge. You must click on 'Agree' to complete the claim submission process.



Sponsor Claim Summary

- Once the Sponsor Claim is successfully submitted the screen will look like the one below.
- The Funding & Disbursements Department vouchers claims for payment each week on Tuesday mornings. If the claim was submitted prior to the start of the voucher process, it will be included in the weekly voucher batch.

 **Saved Successfully.**

NSLP Sponsor Claim

Quick Links
[Site Claims](#)
[Claim Rates](#)

Version
 Jan 2014 Claim - Approved - 02/13/2014

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
Illinois Free Breakfast & Lunch 2014	10.20	447.95	437.75	10.20
National Lunch	944.38	34,717.92	33,773.54	944.38
Special Milk	0.00	99.64	99.64	0.00

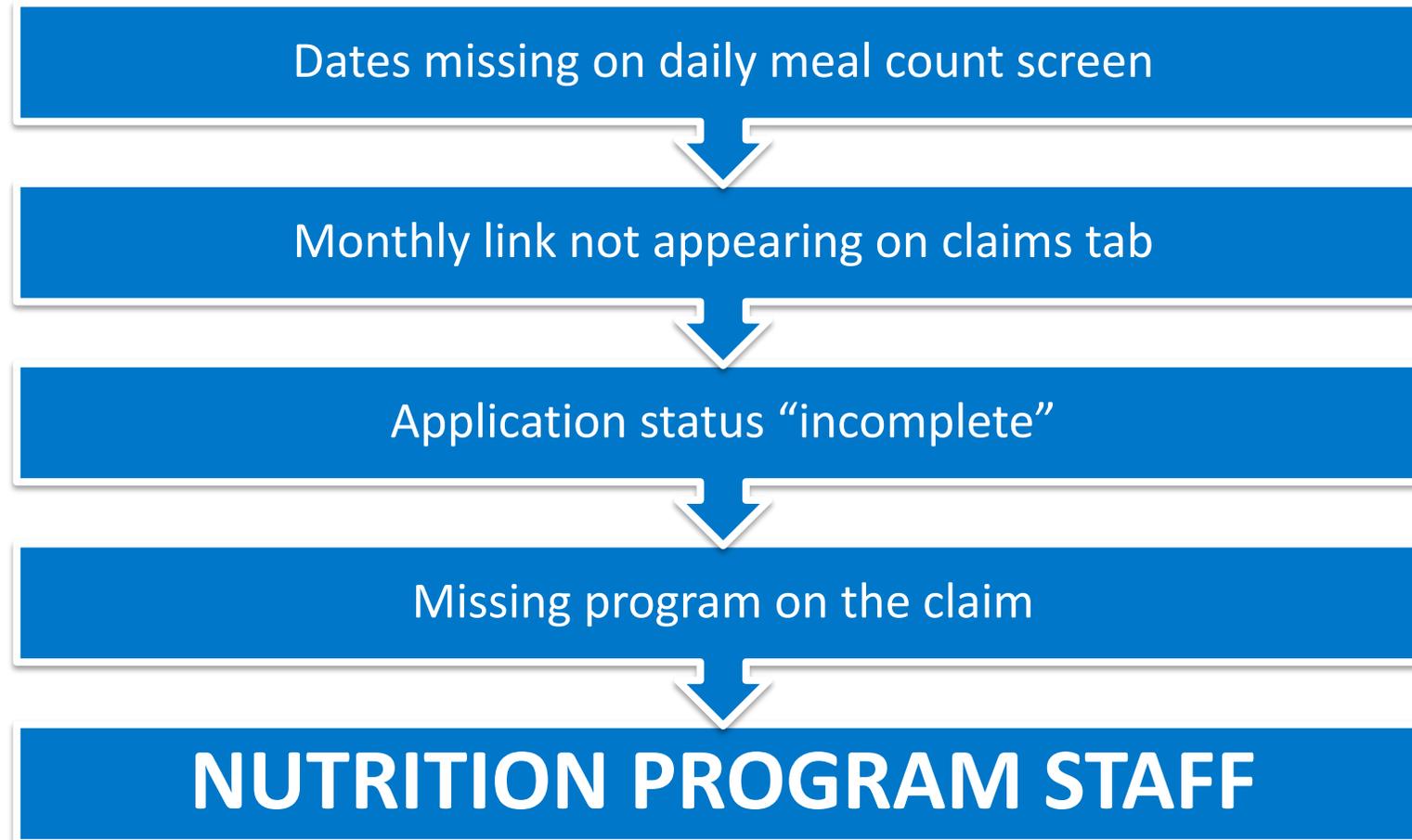
Sponsor Information
[Teutopolis CUSD 50](#)

Claim Data

Claim Month	Jan 2014	Status	Approved
Days of Operation	01/06/2014 - 01/21/2014	Type	Claim
Days Claimed	11	Date Received	02/13/2014
Claim Source	Sponsor	Date Approved	02/13/2014

Upashat amjoshi

Claims: When to contact Nutrition Staff?



Contact Information

- If you need any assistance with your claims, the ISBE Funding and Disbursements Department processes all state and federal child nutrition reimbursement claims.
- Funding and Disbursements Contact Info
 - <https://www.isbe.net/Pages/Child-Nutrition-Programs.aspx>
 - (217) 782-5256
- If you need assistance with your application in WINS please contact Nutrition Program staff:
 - CNP@isbe.net
 - (217)782-2491 or (800)545-7892