


ANNUAL FINANCIAL REPORT INSTRUCTIONS

Child and Adult Care Food Program (CACFP)
Nutrition Department
Illinois State Board of Education (ISBE)
100 North First Street, W-270
Springfield, IL 62777-0001
Phone: 217.782.2491 or 800.545.7892

To complete the Child and Adult Care Food Program (CACFP) Annual Financial Report (AFR) for Fiscal Year 2024 (Oct. 1, 2023 – Sept. 30, 2024), please follow the steps below:

FIRST: Submit all claims for FY23, and then gather your completed [Monthly Profit \(or Loss\) Summary forms](#) and/or [CACFP AFR Spreadsheet](#) Then:

- Access WINS (Web-based Illinois Nutrition System), via IWAS (ISBE Web Application Security):
 - Go to the Illinois State Board of Education website at <http://www.isbe.net/nutrition>, click on the  (ISBE Web Application Security) link and log in.
 - Click on System Listing
 - Click on Web-based Illinois Nutrition System (WINS)
- In WINS, select Program Year 2024 from the “Program Year” drop-down menu:



Program	Program Year	
Child and Adult Care Center Food Program ▼	2024 ▼	Search

- On the “Sponsor Tasks Tab,” select Annual Financial Report:

Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info
Administrative Tasks				
Sponsor Tasks		Site Application Tasks		
Batch Daily Meal Counts Batch Participation Detail Add New Site Close Inactive Site(s) Terminate Site(s) Deactivate Sponsor		Enroll Site In New Program Edit Site Questionnaire Edit Program Participation Edit Participation Detail		
Reports		Budget		
Waiver Submissions Participation / Claiming Summary By Site Applications Not Received Dcfs Sponsor Reports Direct Certification Annual Financial Report Claim Data Report		Child and Adult Care Center Budget		
Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us Copyright © 2011-2015, Illinois State Board of Education				

- The system will pre-fill lines in the Revenue Sources section for FY24 CACFP Meal Reimbursement and CACFP Cash in Lieu of Commodities. If applicable, complete information for Other Food Service Revenue Received (food prepared but sold to other centers or sold as adult meals).
- Complete lines for FY24 Expenditures, as applicable. **Do not input commas or decimals, and round figures to the nearest dollar amount.** After inputting your organization's expenditure amounts, the Revenue Over/Under Expenditures section will automatically calculate your organization's profit or loss from CACFP reimbursement.

CACFP Expenditures should meet or exceed CACFP Revenue.

Expenditures

Administrative Costs

a. Administrative Labor

b. Monitoring/Training

c. Administrative Supplies

d. Administrative Other (provide explanation)

e. Total Administrative Costs

0.00

Food Service Labor

Purchased Vended Meals

Food Costs

Allowable Nonfood Costs

Overhead Costs

Other Costs (Specify)

Total Expenditures

0.00

- In the final section, 15% Administrative Cap, if your organization has not met the requirement to spend less than 15% of your CACFP reimbursement towards administrative costs, please complete question C, based on the information provided in A and B.
- After you enter and review all FY24 information, submit the report electronically to the Illinois State Board of Education by clicking the "Save" and then "**Submit**" button.

If you have questions regarding the AFR, please email cnp@isbe.net. If you have IWAS or WINS questions, please call the technology helpdesk at 217-558-3600.