



# **Daily Meal Count Batch File & Site Application Batch File *Instruction Overview***

ISBE Nutrition Department  
Child and Adult Care Food Program  
Day Care Homes

Equity • Quality • Collaboration • Community



## Agenda

- **Part I: Daily Meal Count Batch File Instructions**
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  - WINS Batch File Upload
  - WINS Data Element Codes
- **Part II: Daily Meal Count Batch File Instructions**
  - Important Details
  - WINS File Format Layouts
  - WINS Data Element Codes
  - WINS Batch File Upload



## **Part I**

# **Meal Count Batch File Instructions**



## File Format Layout: Header

- Each import file must contain a header as the first row of the batch import file. All fields in the defined header row will be mandatory.
- If the file is in a text format (.txt or .csv), the header row will be delimited by a carriage return and followed by the detail record.
- The header row must contain the following fields:

<i>Excel Field</i>	<i>Field Name</i>	<i>Type</i>	<i>Max Length</i>	<i>Description</i>	<i>Example</i>
<b>A</b>	Record Identifier	Alpha-Num	15	Unique record Identifier used to identify the record if messages are returned	<b>1</b>
<b>B</b>	Record Type	Alpha-Num	1	" H" - for Header	<b>H</b>
<b>C</b>	Program Type	Numeric	3	WINS Program Type. 3 for Child and Adult Care Food Program – Homes	<b>3</b>
<b>D</b>	Batch Type	Numeric	3	Type of data submitted. 3 for Daily Meal Counts.	<b>3</b>
<b>E</b>	RCDT / Agreement #	Alpha-Num	11	Agreement # of Sponsor submitting file to WINS. Note: Must match Agreement # of IWAS login of the user submitting the file.	<b>15016299025</b>
<b>F</b>	Claim Calendar Year	Numeric	4	Calendar Year the data should apply to.	<b>2019</b>
<b>G</b>	Claim Calendar Month	Numeric	2	Calendar Month the data should apply to.	<b>09</b>
<b>H</b>	Creation Date	Alpha-Num	10	Date file was created (mm/dd/yyyy).	<b>09/01/2019</b>



## File Format Layout: Meal Count Detail

- **Excel Columns A — S**

- This file format pertains to the data submitted to WINS when requesting the Meal Counts.
- Additionally, all Meal Counts need not be submitted with each batch.
- The Sponsor may choose to send a file with only new or updated Meal Counts.
- It is important to remember to verify the changes reflected on the Sponsor level claim and submit that claim in order to get paid.
- The batch import file must conform to the order and data type listed in the table here and on the following page.
- Your file will have the detail row for each site and for each meal service being claimed. Refer to *Appendix A – Type Codes* for the approved codes and definitions.
- Please note that ALL fields are required for Meal Count Detail.



# Illinois State Board of Education

<i>Excel Field</i>	<i>Field Name</i>	<i>Type</i>	<i>Max Length</i>	<i>Description</i>	<i>Example</i>
<b>A</b>	Record Identifier	Alpha-Num	15	Unique record Identifier used to identify the record if messages are returned	<b>2</b>
<b>B</b>	Record Type	Alpha-Num	1	"D" – for Detail	<b>D</b>
<b>C</b>	Site Number	Numeric	5	ISBE assigned Site Number	<b>45327</b>
<b>D</b>	Meal Type	Numeric	4	Meal Type of the meal count detail being entered. Refer to Appendix A for the approved codes and definitions.	<b>5</b>
<b>E</b>	Meal Session Number	Numeric	1	Session number of the meal entered; 1= first session, 2 = second session.	<b>1</b>
<b>F</b>	Meal Rate Type	Numeric	4	Meal Rate Type of the meal count being entered. Refer to Appendix A.	<b>13</b>
<b>G</b>	Day 1 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>H</b>	Day 2 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>I</b>	Day 3 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>J</b>	Day 4 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>K</b>	Day 5 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>L</b>	Day 6 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>M</b>	Day 7 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>N</b>	Day 8 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>O</b>	Day 9 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>P</b>	Day 10 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>Q</b>	Day 11 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>R</b>	Day 12 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>23</b>
<b>S</b>	Day 13 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>



## File Format Layout: Meal Count Detail

### Excel Columns T — AL

<i>Excel Field</i>	<i>Field Name</i>	<i>Type</i>	<i>Max Length</i>	<i>Description</i>	<i>Example</i>
<b>T</b>	Day 14 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>U</b>	Day 15 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>V</b>	Day 16 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>W</b>	Day 17 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>34</b>
<b>X</b>	Day 18 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>Y</b>	Day 19 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>Z</b>	Day 20 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>AA</b>	Day 21 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>AB</b>	Day 22 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>AC</b>	Day 23 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>AD</b>	Day 24 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>AE</b>	Day 25 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>21</b>
<b>AF</b>	Day 26 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>



## File Format Layout: Meal Count Detail

<b>AG</b>	Day 27 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>AH</b>	Day 28 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>15</b>
<b>AI</b>	Day 29 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>AJ</b>	Day 30 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>AK</b>	Day 31 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	<b>0</b>
<b>AL</b>	HEA Count	Numeric	4	Enter Household Eligibility Application count. Enter 0 if Tier II or Tier I census or Tier I school data.	<b>0</b>





## File Format Layout: Meal Count Detail

- The WINS batch process accepts the conversion of an Excel spreadsheet into a comma delimited text (.CSV) format.
- Once the data are entered into the spreadsheet and prior to submission to ISBE, the file will need to be converted to a .CSV file format.
- An Excel spreadsheet can be converted to another file format by saving it with the **Save As** command (**File** menu) in Excel.
- The directions for converting a file to .CSV are listed below.



## File Format Layout: Meal Count Detail















### Save a workbook in another file format

1. Open the CACH Meal Count Detail Excel Template, or if you already have the spreadsheet open, save the Excel version (.XLS extension).
2. On the **File** menu click **File / Save As**.
3. In the **File Name** box, type the same file name as you typed in Step 1.
4. In the **Save as** type list, select CSV (Comma delimited).
5. Click **Save**.
6. When notified that the file may contain features not compatible with CSV, click **Yes** to keep the workbook in the current format and finish saving the file.
7. **Close** the Excel file.
8. When prompted to save your changes to the CSV file during the close function click **No**.
9. Do NOT reopen the file in Excel.



## Batch File Upload into WINS

Once you have your external batch file created and ready to upload into WINS just log into WINS and go to your dashboard and un-der 'Sponsor Tasks' click on 'Batch Daily Meal Counts'.

Sponsor Tasks		Sponsor Applications & Participation		Site Applications		Claims & Monitoring		Sponsor Info	
Administrative Tasks									
Sponsor Tasks					Site Application Tasks				
	Batch Daily Meal Counts					Enroll Site In New Program			
	Batch Site Applications					Edit Site Questionnaire			
	Add New Site					Edit Program Participation			
	Deactivate/Re-activate Site(s)					Edit Participation Detail			
	Track SD Process								
	Deactivate Sponsor								
	Review Citation Responses								
Reports					Budget				
	Waiver Submissions				No WINS Budgets required.				
	Applications Not Received								
	DCFS Sponsor/Site Report								
	DCFS Unassigned Site License Verification								
	DCFS Licensee Report								



## Batch File Upload into WINS

- Select the Program Year and Month of the claim you wish to file from the drop down boxes.
- Click on the BROWSE button in the File Upload section. Select the file you wish to upload and then click on the UP-LOAD button. Any applicable error messages will display in the Messages section.
- ☐ If there are errors, you may correct the batch file and re-submit or go to the individual site claim entry screen in the application to correct errors.
- ☐ Upon successful submission of the site claims, you must still submit your sponsor claim. The payment process will not begin until your sponsor claim has been submitted. Refer to the CACH Claim Instruction Manual for how to submit



## Batching

### Selection

Program	Agreement Number	Batch Source	Program Year	Month
Child and Adult Care Home	53090014P00	Claim Meal Count	2021 ▼	Oct ▼
<input checked="" type="checkbox"/> Export Claim Summary				

### Upload History

No data available.

### File Upload

File:  No file chosen

### Messages

Click [Here](#) to view help.

☒ Download Excel sample

☒ Download CSV sample



## Data Element Codes

### Appendix A—Type Codes

#### *Meal Type*

#### *Session Type*

#### *Meal Rate Type*

1 – Early Snack	1 – First Session	13 – Higher
2 - Breakfast	2 – Second Session	14 – Lower
3 – A.M. Snack		
4 – Lunch		
5 – P.M. Snack		
6 – Supper		
7 – Evening Snack		



## **Part II**

# **Site Application Batch File Instructions**

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## Important Details

- The following information details the layout of the batch file to be imported by the Illinois State Board of Education (ISBE).
- The file will go through two levels of automated validation.
- If the program detects the format has NOT been adhered to, those providers affected will be rejected (not updated).
- When or if errors are found, you must correct the errors for the affected provider and resubmit the batch file.
  - Adding new providers will be no different than submitting changes on your batch file.
  - You are required to follow the batch file layout.
  - However, the ISBE provider number may be blank, unless the provider was previously active in the CACH program with ISBE and already has an ISBE provider number.





## Important Details

1. Each provider will have its own line of data (providers are line delimited). In other words, all fields for one provider will be contained on one line separated by commas to differentiate each field of data. Ensure data does not have any extra commas between last name and first name or in column N special characters (slashes, dashes, parenthesis, etc.).
2. All addresses should be listed in United States Postal Service (USPS) format.
3. Each new fiscal year you must submit a batch file of all providers that are currently active with your organization. After we receive the entire file, you may send updates to provider information as often as necessary. You have the choice to send only those updates or the whole file.
4. License data—license data on your batch is now automatically compared to DCFS (for licensed providers) or IDHS (for no licensed providers) data. If the data does not match, provider information will be saved but not approved. It is your responsibility to update your batch file with the current DCFS or IDHS data.
5. There should be no blank lines in the file.
6. If the meal service time and dates of operation are listed in the batch file and there is a No listed for that same meal type in the Meal Selection section of the file, the program will NOT mark that meal type Yes in WINS.
7. If a provider is no longer active, the provider should be marked as "0" in column B and an inactive effective date and an inactive effective date included in column N. Once a provider is marked as inactive in WINS, you do not need to include that provider in future batch files unless you would like for them to be reactivated.



## Important Details

- Reactivation of a provider within a fiscal year must also be submitted to ISBE electronically. If you know the original ISBE provider number of the provider, place this number in the provider number field.
- Sponsors are still responsible for submitting inactivation dates for providers no longer claiming or not claiming during the current fiscal year.



## File Format Layout: Header

- Excel Columns A — G
  - Using the (CACH Site Applications Batch File Template) file, fill in fields A — G with provider information.
  - Each import file must contain a header as the first row of the batch import file.
  - All fields in the defined header are mandatory. The header row will be delimited by a carriage return and followed by the detail record.
  - The header row must contain the following fields.



## File Format Layout: Header

Excel Field	Description	Considerations	Example
A	Record Identifier	Required – The Record Identifier will always be 1 for the Header	1
B	Record Type	Required – “H” for Header	H
B	Program Type	Required  WINS Program Type: 1 = Summer Food Service Program (SFSP) 2 = National School Lunch Program (NSLP) 3 = Child and Adult Care Homes (CACH) 4 = Child and Adult Care Centers (CACC)	3
D	Batch Type	Required  Type of data submitted: 1 = Participation Detail 2 = Site Application 3 = Daily Meal Counts.	2
E	RCDT	Required  RCDT of district submitting file to WINS. Note: Must match RCDT of IWAS login of the user submitting the file.	15016400126
F	Fiscal Year	Required  This is the Fiscal Year the Data should apply to.	2020
G	Creation Date	Required  Date file was created (MM/DD/YYYY).	10/01/2019



## Data Element Codes

- Excel Columns A — U
  - Using the (CACH Site Applications Batch File Template) file, fill in fields A — U with provider information.
  - Do not delete any columns that are blank as this will causes error when uploading the file.



## Data Element Codes

Excel Field	Description	Considerations	Example
<b>A</b>	Record Identifier	Required – Sequential numbering (e.g. 1, 2, 3...)	1
<b>B</b>	Record Type	Required – “D” for Detail	D
<b>C</b>	ISBE Provider Number	Required unless this is a new provider	54390
<b>D</b>	Active or Inactive	Required – Active = 1, Inactive = 0	1
<b>E</b>	Provider Last Name	Required	Jameson
<b>F</b>	Provider First Name	Required	Jay
<b>G</b>	Provider Middle Name	Leave blank if none	Jonah
<b>H</b>	Provider Physical Address Line 1	Required - Valid USPS address.	221 Baker Street
<b>I</b>	Provider Physical Address Line 2	Optional - Leave blank if no second line in address	#B
<b>J</b>	Provider Physical City	Required - Valid USPS city	Berwyn
<b>K</b>	Provider Physical County	Required - Valid USPS county	Cook
<b>L</b>	Provider Physical Zip	Required - Valid USPS Zip (Only first 5 numbers)	60402
<b>M</b>	Provider Phone	Required - Enter only ten numbers	7087956611
<b>N</b>	Provider Phone Extension	Optional - Leave blank if no extension	
<b>O</b>	Begin Date	Required	10/01/2019
<b>P</b>	Inactivation Date for Providers No Longer Claiming	Optional - (MM/DD/YYYY) Must be after begin date and within the same program year as the begin date. <b>Leave blank if provider is active and claiming.</b>	10/02/2019
<b>Q</b>	DCFS/IDHS Number	Required: DCFS LICENSE ID or IDHS NUMBER	516394
<b>R</b>	Is License Exempt	Required – yes or no. Enter yes if not licensed by DCFS	No
<b>S</b>	Is Group Home	Required: Must be Yes or No	No
<b>T</b>	Is Extended Home	Required: Must be Yes or No	No
<b>U</b>	Tier type	Required: 1 = Tier 1 school, 2 = Tier 1 census, 3 = Tier 1 household owner, 4 = Tier II all lower, 5 = Tier II all higher, 6 = Tier II mixed	3



## Enrollment

- Excel Columns V — X
  - Using the (CACH Site Applications Batch File Template) file, fill in fields V — X with provider information. Do not delete any columns that are blank as this will causes error when uploading the file.

Excel Field	Description	Considerations	Example
V	Current Enrollment: Own Children	Required - Must be between 0 and 50.	2
W	Current Enrollment: Foster Children	Required - Must be between 0 and 50.	2
X	Current Enrollment: Outside Children	Required - Must be between 0 and 50.	6



## Serving Selection

- Excel Columns Y — AL
  - Using the (CACH Site Applications Batch File Template) file, fill in fields Y — AL with which meal servings are being offered.
  - At least one meal selection MUST be marked Yes for Excel columns Y thru AE.

Excel Field	Description	Considerations	Example
Y	First Serving—Early Snack	Required - Must be Yes or No.	No
Z	First Serving—Breakfast	Required - Must be Yes or No.	Yes
AA	First Serving—A.M. Snack	Required - Must be Yes or No.	No
AB	First Serving—Lunch	Required - Must be Yes or No.	Yes
AC	First Serving—P.M. Snack	Required - Must be Yes or No.	Yes
AD	First Serving—Supper	Required - Must be Yes or No.	No
AE	First Serving—Evening Snack	Required - Must be Yes or No.	No
AF	Second Serving— Early Snack	Required - Must be Yes or No.	No
AG	Second Serving—Breakfast	Required - Must be Yes or No.	Yes
AH	Second Serving—A.M. Snack	Required - Must be Yes or No.	No
AI	Second Serving—Lunch	Required - Must be Yes or No.	Yes
AJ	Second Serving—P.M. Snack	Required - Must be Yes or No.	Yes
AK	Second Serving—Supper	Required - Must be Yes or No.	No
AL	Second Serving—Evening Snack	Required - Must be Yes or No.	No





## Serving Begin and End Times

- Excel Columns AM — BN
  - Using the (CACH Site Applications Batch File Template) file, fill in fields AM — BN with which meal serving beginning and end times occur.
  - Beginning and Ending mealtimes are REQUIRED for each meal serving selected in columns Y— AL.
  - Must be two numbers, colon, two numbers, and AM or PM. (Example: 06:00 AM)
  - Do not delete any columns that are blank as this will causes error when uploading the file.



## Serving Begin and End Times

<i>Excel Field</i>	<i>Description</i>	<i>Considerations</i>	<i>Example</i>
<b>AM</b>	First Serving—Early Snack Begin Time	Required - if column Y = Yes	
<b>AN</b>	First Serving—Early Snack End Time	Required - if column Y = Yes	
<b>AO</b>	First Serving—Breakfast Begin Time	Required - if column Z = Yes	<b>06:30 AM</b>
<b>AP</b>	First Serving—Breakfast End Time	Required - if column Z = Yes	<b>07:00 AM</b>
<b>AQ</b>	First Serving—A.M. Snack Begin Time	Required - if column AA = Yes	
<b>AR</b>	First Serving—A.M. Snack End Time	Required - if column AA = Yes	
<b>AS</b>	First Serving—Lunch Begin Time	Required - if column AB = Yes	<b>12:00 PM</b>
<b>AT</b>	First Serving—Lunch End Time	Required - if column AB = Yes	<b>12:30 PM</b>
<b>AU</b>	First Serving—P.M. Snack Begin Time	Required - if column AC = Yes	<b>03:00 PM</b>
<b>AV</b>	First Serving—P.M. Snack End Time	Required - if column AC = Yes	<b>03:30 PM</b>
<b>AW</b>	First Serving—Supper Begin Time	Required - if column AD = Yes	
<b>AX</b>	First Serving—Super End Time	Required - if column AD = Yes	
<b>AY</b>	First Serving—Evening Snack Begin Time	Required - if column AE = Yes	
<b>AZ</b>	First Serving—Evening Snack End Time	Required - if column AE = Yes	
<b>BA</b>	Second Serving—Early Snack Begin Time	Required - if column AF = Yes	
<b>BB</b>	Second Serving—Early Snack End Time	Required - if column AF = Yes	
<b>BC</b>	Second Serving—Breakfast Begin Time	Required - if column AG = Yes	<b>07:00 AM</b>
<b>BD</b>	Second Serving—Breakfast End Time	Required - if column AG = Yes	<b>07:30 AM</b>
<b>BE</b>	Second Serving—A.M. Snack Begin Time	Required - if column AH = Yes	
<b>BF</b>	Second Serving—A.M. Snack End Time	Required - if column AH = Yes	
<b>BG</b>	Second Serving—Lunch Begin Time	Required - if column AI = Yes	<b>12:30 PM</b>
<b>BH</b>	Second Serving—Lunch End Time	Required - if column AI = Yes	<b>01:00 PM</b>
<b>BI</b>	Second Serving—P.M. Snack Begin Time	Required - if column AJ = Yes	<b>03:30 PM</b>
<b>BJ</b>	Second Serving—P.M. Snack End Time	Required - if column AJ = Yes	<b>04:00 PM</b>
<b>BK</b>	Second Serving—Supper Begin Time	Required - if column AK = Yes	
<b>BL</b>	Second Serving—Supper End Time	Required - if column AK = Yes	
<b>BM</b>	Second Serving—Evening Snack Begin Time	Required - if column AL = Yes	
<b>BN</b>	Second Serving—Evening Snack End Time	Required - if column AL = Yes	



## Serving Begin and End Dates

- Excel Columns BO — CB
  - Using the (CACH Site Applications Batch File Template) file, fill in fields BO — CB with which meal serving beginning and end dates for the program year.
  - Beginning and Ending dates are REQUIRED for each first meal serving selected in columns Y — AE.
  - Dates are to be formatted as (MM/DD/YYYY) and must be on or before the end date and within the participation program year.
  - Do not delete any columns that are blank as this will causes error when uploading the file.



## Serving Begin and End Dates

Excel Field	Description	Considerations	Example
BO	First Serving—Early Snack Begin Date	Required - if column Y = Yes	
BP	First Serving—Early Snack End Date	Required - if column Y = Yes	
BQ	First Serving—Breakfast Begin Date	Required - if column Z = Yes	10/01/2019
BR	First Serving—Breakfast End Date	Required - if column Z = Yes	9/30/2020
BS	First Serving—A.M. Snack Begin Date	Required - if column AA = Yes	
BT	First Serving—A.M. Snack End Date	Required - if column AA = Yes	
BU	First Serving—Lunch Begin Date	Required - if column AB = Yes	10/01/2019
BV	First Serving—Lunch End Date	Required - if column AB = Yes	9/30/2020
BW	First Serving—P.M. Snack Begin Date	Required - if column AC = Yes	10/01/2019
BX	First Serving— P.M. Snack End Date	Required - if column AC = Yes	9/30/2020
BY	First Serving—Supper Begin Date	Required - if column AD = Yes	
BZ	First Serving—Supper End Date	Required - if column AD = Yes	
CA	First Serving—Evening Snack Begin Date	Required - if column AE = Yes	
CB	First Serving—Evening Snack End Date	Required - if column AE = Yes	



## Serving Days of the Week

- Excel Columns CC — CI
  - Using the (CACH Site Applications Batch File Template) file, fill in fields CC — CI with which days of the week meals are to be served.
  - Only enter serving days for first meal services selected in columns Y — AE. A “0” equals not serving and “1” equals serving.
  - Week starts on Sunday and an example of serving meals Monday - Friday is displays as 0111110.

<i>Excel Field</i>	<i>Description</i>	<i>Considerations</i>	<i>Example</i>
CC	First Serving—Early Snack - Days of the Week	Required - if column Y = Yes	
CD	First Serving—Breakfast - Days of the Week	Required - if column Z = Yes	0111110
CE	First Serving—A.M. Snack - Days of the Week	Required - if column AA = Yes	
CF	First Serving—Lunch – Days of the Week	Required - if column AB = Yes	0111110
CG	First Serving—P.M. Snack Days of the Week	Required - if column AC = Yes	0111110
CH	First Serving—Supper - Days of the Week	Required - if column AD = Yes	
CI	First Serving—Evening Snack - Days of the Week	Required - if column AE = Yes	



## File Format Layout: Site Application Detail

- The WINS batch process accepts the conversion of an Excel spreadsheet into a comma delimited text (.CSV) format.
- Once the data are entered into the spreadsheet and prior to submission to ISBE, the file will need to be converted to a .CSV file format.
- An Excel spreadsheet can be converted to another file format by saving it with the Save As command (File menu) in Excel.
- The directions for converting a file to .CSV are listed below.



## File Format Layout: Site Application Detail

1. Open the CACH Site\_Applications\_Batch\_File\_Template file, or if you already have the spreadsheet open, save the Excel version (.XLS extension).
2. On the File menu click File / Save As.
3. In the File Name box, type the same file name as you typed in Step 1.
4. In the Save as type list, select CSV (Comma delimited).
5. Click Save.
6. When notified that the file may contain features not compatible with CSV, click Yes to keep the workbook in the current format and finish saving the file.
7. Close the Excel file.
8. When prompted to save your changes to the CSV file during the close function click No.
9. Do NOT reopen the file in Excel.





## Upload Batch File into WINS

- Once you have your external batch file created and ready to upload into WINS just log into WINS and go to your dashboard and under 'Sponsor Tasks' click on 'Batch Site Applications'.

Administrative Tasks	
<b>Sponsor Tasks</b>	<b>Site Application Tasks</b>
Batch Daily Meal Counts	Enroll Site In New Program
<b>Batch Site Applications</b>	Edit Site Questionnaire
Add New Site	Edit Program Participation
Deactivate/Re-activate Site(s)	Edit Participation Detail
Track SD Process	
Deactivate Sponsor	
Review Citation Responses	
<b>Reports</b>	<b>Budget</b>
Waiver Submissions	No WINS Budgets required.
Applications Not Received	
DCFS Sponsor/Site Report	
DCFS Unassigned Site License Verification	





## Upload Batch File into WINS

- Select the Program Year of the claim you wish to file from the drop-down boxes.
- Click on the BROWSE button in the File Upload section. Select the file you wish to upload and then click on the UPLOAD button.
- Any applicable error messages will display in the Messages section.
- If there are errors, you may correct the batch file and re-submit or go to the individual site claim entry screen in the application to correct errors.
- If the file has errors or is in the wrong format, a red banner will appear with additional guidance.
- A green banner will appear on the top when the file is successfully uploaded.
- Once the green banner appears, select Continue (in the lower right corner) to populate the results by WINS site on the next screen



## Upload Batch File into WINS



### Batching

#### Selection

Program	Agreement Number	Batch Source	Program Year
Child and Adult Care Home	53090014P00	Site Application	2019 ▼

#### Upload History

PreView	Submitted Date	Status	Submitted	Missing	Rejected	Adjusted	Warning
<a href="#">view</a>	8/1/2019 9:39:30 AM	Failed Processing	3	0	0	0	0

#### File Upload

File:

#### Messages

Click [Here](#) to view help.



## Thank You

Contact Us

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