



WINS-CACH Daily Meal Count Claim Process Training

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

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Agenda

- **Introduction of Phase Two**
- **Sponsor responsibility**
- **Daily meal count claim process demonstration**
- **Identifying errors**

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Why Daily Meal Counts Claims?

- **Phase One:** Practice learning during the slow roll out of the *daily meal count* batch file claiming in order to support preparedness for the complete system change.
- **Phase Two:** Submitting monthly claims solely with the use of *daily meal count* batch file data, without the claim entry summary as part of the claim submission process.



Sponsor Responsibility In Claim Success

- Ensuring the accuracy of the provider site information.
- Sponsor providers' files must be uploaded as a .CSV file and updated to WINS regularly, minimally at least twice a month.
- Sponsors are responsible for their own data's accuracy upon upload into WINS
- Sponsors should be the first to assess what is correct or incorrect in their data first, before sending to ISBE



Approve Claim Reimbursement Breakdown

- Excel document can be downloaded from:
 - Claim summary screen
 - From the Statistics section

Statistics

Total Administrative Costs

☒ Approved Claim Reimbursement Breakdown

Child and Adult Care Home

Days Claimed

31

	A	B	C	D	E	F	G	H	I	J	K
1	ClaimCalendarMonth	ClaimRevisionNum	EntityName	SiteNumber	MealTypeDescription	MealRateTypeDescription	MealSessionNumber	TotalDaysClaimed	Rate	approvedCount	reimbursementAmount
2		8 original			Breakfast	Higher	1	23	1.65	169	278.85
3		8 original			Lunch	Higher	1	23	3.12	158	492.96
4		8 original			P.M. Snack	Higher	1	23	0.93	158	146.94
5		8 original			Supper	Higher	1	23	3.12	66	205.92



Demo Part I: WINS – CACH Daily Meal Count Claim Process



Demo Part II: Identifying Errors



Identifying Errors

	Error Code	Site Number	Error Message	Fix
Critical	E1019011	30098	This site is not approved for the claim meal rate or tier specified for A.M. Snack	Site application states Tier II All Lower, but batch indicates "13" meaning all higher. Please correct either site application to correct tier or batch application to "14" to reflect All Lower
Critical	E1019011	79931	This site is not approved for the claim meal rate or tier specified for A.M. Snack	Site application states Tier I HEA, but batch indicates "14" meaning all lower. Please correct either site application to correct tier or batch application to "13" to reflect All Lower
Critical	E3019057	39068	Claiming Child and Adult Care Home (P.M. Snack) for Site - 39068 but site participation detail is not approved for Child and Adult Care Home (P.M. Snack)	Need to complete Participation Detail with Meal Times on Batch Application for site listed or update Site Participation Detail manually in WINS
Critical	E3019002	78901	Site 78901 must have a valid license on file.	Check batch file to ensure correct license number has been inputted. Please also check that the license number on the batch file is in number format and not scientific notation format. Please also ensure that there are the correct amount of digits with the license number field.
Critical	E3019016	57458	The Site Questionnaire has not yet been approved.	Contact ISBE CACH Staff to manually approve Site Application.
Critical	E3019019	64528	The Site Application for site has not yet been approved.	Contact ISBE CACH Staff to manually approve Site Questionnaire.



Questions & Answers

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Thank You

Please send any additional questions to CACH Staff at apye@isbe.net & shsmith@isbe.net

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