CACFP Renewal Instructions for Fiscal Year 2018

Illinois State Board of Education
Nutrition and Wellness Programs Division
Child and Adult Care Food Program

All Child and Adult Care Food Program (CACFP) sponsor organizations are required to renew their application in WINS for Fiscal Year 2017 (Oct. 1, 2017 - Sept. 30, 2018).

The due date for completion of FY 2018 renewal is October 31, 2017.

Sponsors must complete the following in WINS:

**Single-Site Sponsors**
* Sponsor Questionnaire
* Site Questionnaire
* Site Participation
* Site Participation Detail

**Multi-Site Sponsors**
* Sponsor Questionnaire
* Sponsor Budget
* Sponsor Review
* Site Questionnaire
* Site Participation
* Site Participation Detail

Step-by-step instructions for completing FY 2018 renewal continue on the following pages, or you can jump to individual step-by-step instructions by clicking on an option below:

* Access WINS via IWAS
* Complete the Sponsor Questionnaire
* Complete the Site Components
* FY 2017 Approval
* Adding or Closing Organization / Sites
* Application Updates and Help

**Access WINS via IWAS:**

1. Go to the Illinois State Board of Education (ISBE) website at www.isbe.net/nutrition
2. Click IWAS at the top of the page.
3. Enter login Name and Password and click Log In.
4. In IWAS, click on System Listings found on the left side of the screen; then click on Web-based Illinois Nutrition System (WINS) to access the WINS Dashboard.

   * For IWAS help, refer to theIWAS User Guide on the left side of the IWAS homepage or please contact ISBE’s helpdesk at (217) 558-3600 or click Contact Us on the left side of the IWAS homepage.

   * If WINS is not in your “My Systems” list, click Want to Sign Up for Other Systems and select Sign-Up Now on the right side of the selection for WINS. Follow any additional instructions from there.
If you’ve requested access to WINS and the Authorization status is showing “Pending District Approval,” the Authorized Representative of your organization needs to approve your access by clicking on their Pending Sign Ups link in IWAS.

**Complete the Sponsor Questionnaire:**

On your WINS Dashboard/Home screen, make sure Child and Adult Care Food Program is showing as the Program in the drop-down box:

![Program dropdown box](Child and Adult Care Center)

From the Sponsor Tasks tab, select the red link that says “Renew Application.”

Once you click “Renew Application,” WINS will process your request and go directly to your Sponsor Questionnaire screen.

**Important note for staff who submit monthly claims:** Once you have clicked the “Renew Application” button in WINS, the system will always default to program year 2018. To access Program information and claims for October 2016 – September 2017, you must change the program year back to 2017 from the Program Year drop-down box at the top of your WINS Dashboard.

As you complete each section of the Questionnaire, provide responses for unanswered questions and review all pre-filled information for accuracy. Update information as needed (shaded fields are locked, and will not accept changes).

1. If the contact information in the first section is not current, use the edit functions from your Dashboard to update or add the information or use the CACFP Change Request form that can be found in the Help Documents.

2. In the last section, read the Permanent Agreement for the Child and Adult Care Food Programs. Click I Agree at the bottom of the screen and then Next to continue.

3. When you have completed all fields, click the Review button. A summary screen with your answers will appear.
   - If all answers are correct select Submit Questionnaire.
   - If any information is incorrect, select Return to Questionnaire and make corrections.
If you left the WINS Dashboard before completing the Questionnaire

You can access it again:

- Make sure “Child and Adult Care Center” under Program and “2018” for Program Year are selected.
- Access the Sponsor Questionnaire by clicking on the Sponsor Applications & Participation tab.

- Select Questionnaire under the Component Status Summary section, and complete each section.

Single-site Sponsors may skip ahead to Complete the Site Components

Multi-site Sponsoring Organizations:

- If you did not include a written response for each of the following in the Oversight section of your Sponsor Questionnaire, please attach in WINS using the paperclip icon: Updated By-Laws, Conflict of Interest Policy Statement, Organization Chart, and/or Mission Statement.

Submit the Annual Budget and Sponsor Review:

1. Click the Applications & Participation tab, and click on the link for Budget.

2. Complete each tab. On the final tab for Summary, submit the Budget to ISBE.
   * Note: The Base Monthly will be based on previous claims for reimbursement. Enter the number of months you will be operating the CACFP, and the estimated total for annual reimbursement will be calculated.

3. Follow the prompt to complete the Sponsor Review or, go back to Home/the Dashboard, and click the Applications & Participation tab again. Select the link for Sponsor Review.

4. Complete each question and schedule site reviews, and on the final Summary tab, submit to ISBE.
Complete the Site Components:

From the WINS Dashboard/Home screen, click on the *Site Applications* tab

- Your site(s) will be listed here. Click on the name of the site.
- On the screen, the site organization consists of the following areas to complete:
  - Questionnaire
  - Participation
  - Participation Detail

1. Begin with the first blue link for *Questionnaire*. Review all pre-filled information and update as necessary. Shaded fields are locked and will not accept changes.

2. Click on *Submit Questionnaire* when all information is correct.

3. If changes are needed, select *Return to Questionnaire* and then make changes. If you need to complete the questionnaire later, click one of the icons at the top of the page and the system will save the answers given so far.

4. For the same site that you just completed the Site Questionnaire for, continue on to complete the *Participation* component and follow the same steps you did for the Site Questionnaire.

**Facility & Enrollment**: All facilities must complete the section for “Program DCFS Capacity OR Enrollment.” If you are a DCFS Licensed center, enter your licensed capacity, not enrollment. However, if you are a DCFS licensed facility providing Child Care and Head Start, first list the number approved for Head Start in the capacity/enrollment box. Next, subtract that number from your total DCFS licensed capacity. The remaining number is your child care capacity/enrollment.

**Days of Operation**: Program Start Date/End Dates – The fiscal year operates between October 1 and September 30 each year. Enter the start date and end dates by adding a date range.

- **If your program closes during the summer months**, add the first date range which begins October 1 and ends when school closes for the summer. Don’t forget to add another date range when school reopens in the fall and ends at the end of the fiscal year, which is Sept 30. A second date range should be entered ONLY when meals will not be claimed for an entire month; not for shorter breaks, such as Christmas or Spring break.
5. Continue with the Participation Detail component, which includes your Summary of Monthly Serving Days, the site’s Enrollment, Meal Begin and End Times, and Meal Preparation information.

Either of the two screens below will be showing. Screen 1 is the “Daily Detail” screen, where changes for specific days may be made. Screen 2 is the “Make Bulk Changes” screen, where changes for a range of dates may be made. Select between the two screens by using the links, as shown circled:
**“Daily Detail” screen:**

- Select the month and program using the dropdown menus.
- Tabs will appear to make Enrollment, Meal Times, and Meal Preparation updates to any specific date. When making updates, work on **one tab at a time** and click “Save” at the bottom before proceeding to the next tab.

**“Bulk Changes” screen:**

- Select each day of the week for which you want to apply updates
- Put a check in the box to the left of the Program(s)/Meal(s) to be updated
- Enter in the first and last days for the range of dates to apply updates
• Update the remaining Enrollment, Meal Time, and Meal Prep information, as needed
  
  * For Meal Preparation, if a meal is contracted, type in the vendor name in the “Contractor Name” box, or indicate “School Agreement” or “Small Purchase Agreement” if that is what you use. Click “Add.”

• When complete, click on “Save” at the bottom of the screen.

Unlicensed Facilities:

• Attach your current fire inspection report in WINS. Click on the “Paperclip” icon at the top of the screen and attach the document from there. (Facilities that are located in school buildings participating in the National School Lunch Program are exempt.)

• NEW sites must attach their current public health inspection, dated within one year and with no violations.

• Unlicensed at-risk, emergency, and unlicensed outside school hours program facilities that have participated in previous years are not required to attach a health inspection. IDPH is conducting these annual inspections.

FY 2018 Renewal Approval:

The Sponsor and Site Organization will approve automatically when all components are completed. The Site Component Status Summary section will look like this:

If any component status shows “Pending ISBE Approval,” someone from this agency will review the item and contact you if necessary.

Sponsors with an approved Sponsor Questionnaire and at least one approved Site Questionnaire will receive an approval letter via electronic mail to the authorized representative’s electronic mail address.

• Review your Approval Letter to ensure all of your sites are listed, and the information provided is correct.

• Sponsors may receive multiple approval letters via electronic mail if there is a change in the number of approved sites or due to changes to program participation during the fiscal year.

• A sponsor may view and print an approval letter at any time by selecting the “paperclip” icon from the upper right corner of the WINS screen.

• A list of all approval letters will appear; choose the most recent date for the current approval letter.
**Adding or Closing Organization / Sites:**

To **add a new site**, refer to the instructions found online at [www.isbe.net/nutrition/pdf/instructions_adding_new_site.pdf](http://www.isbe.net/nutrition/pdf/instructions_adding_new_site.pdf) or refer to the *Instructions for Adding a New Site*, located in the Help Documents in WINS.

If your **organization will not participate in the CACFP in FY18 or closes during the year**, send a letter of notification to the Nutrition and Wellness Programs division by e-mail to [CNP@isbe.net](mailto:CNP@isbe.net) or fax to (217) 524-6124. In the letter, please include your:

- RCDT (Agreement) number
- Organization name
- Contact information
- Last date of participation/Effective date of closure

If **meals or snacks will no longer served at a site during FY18**, it is important that you send an email or fax to this effect, indicating the last day of participation for the program(s) in which you have been participating. Send this email notification to [cnp@isbe.net](mailto:cnp@isbe.net) or by fax to (217) 524-6124, and include your:

- Agreement number
- Organization name
- Contact information
- Site Name and Site Number
- Last date of participation/Effective date of closure

**Application Updates and Help**

- **WINS** is accessible any time. If updates are needed throughout the fiscal year (October 1, 2017–September 30, 2018):
  - Access the system as outlined in the preceding instructions
  - Make necessary changes/updates
  - Click Submit.

- If you have technical questions related to IWAS, please contact the ISBE’s helpdesk at (217) 558-3600.

- If you have WINS questions, please check the Help Documents located under the “Help” blue circle icon in WINS, or contact the Nutrition and Wellness Programs division at (800) 545-7892 (in-state only) or (217) 782-2491, or via e-mail at [cnp@isbe.net](mailto:cnp@isbe.net).