

Child and Adult Care Homes



Batch File Instructions Meal Counts

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Child and Adult Care Homes (CACH)

Introduction

This document provides the WINS file format layouts for the daily meal batch counts by site that will be collected in WINS. Formats for text (comma delimited) and csv (comma separated value) are provided. Sample import files are presented following the layout descriptions. Additionally, *Appendix A – Type Codes* provides the various WINS Data Element codes used in creating each batch file.

This document describes the details for the WINS file format layout, including:

- File Header Format
- File Body Format
 - Daily Meal Counts
 - Text (.txt)
 - Excel (.csv)



Please note that all fields are required for both the File Header and Meal Count Detail formats

File Header Format

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>
A	Record Identifier	Alpha-Num	15	Unique record Identifier used to identify the record if messages are returned	1
B	Record Type	Alpha-Num	1	“ H” - for Header	H
C	Program Type	Numeric	3	WINS Program Type. 3 for Child and Adult Care Food Program – Homes	3
D	Batch Type	Numeric	3	Type of data submitted. 3 for Daily Meal Counts.	3
E	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.	15016299025
F	Claim Calendar Year	Numeric	4	Calendar Year the data should apply to.	2019
G	Claim Calendar Month	Numeric	2	Calendar Month the data should apply to.	09
H	Creation Date	Alpha-Num	10	Date file was created (mm/dd/yyyy).	09/01/2019

NOTE: Do not enter a comma in the Administrative Costs field to separate hundreds and thousands

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.

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

Meal Count Detail (cont'd)

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>
T	Day 14 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	0
U	Day 15 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	0
V	Day 16 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	0
W	Day 17 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	34
X	Day 18 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	0
Y	Day 19 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	0
Z	Day 20 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	0
AA	Day 21 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	0
AB	Day 22 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	0
AC	Day 23 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	0
AD	Day 24 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	0
AE	Day 25 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	21
AF	Day 26 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	0
AG	Day 27 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	0
AH	Day 28 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	15
AI	Day 29 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	0
AJ	Day 30 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	0
AK	Day 31 Count	Numeric	4	Enter Actual Meal Served Counts for this day. Enter 0 if meals were not served.	0
AL	HEA Count	Numeric	4	Enter Household Eligibility Application count. Enter 0 if Tier II or Tier I census or Tier I school data.	0

Import File Example—Header / Meal Count Detail:

```
1,H,3,3,15016299025,2019,09,09/01/2019,34541.25
2,D,45327,5,1,13,0,0,0,0,0,0,0,0,0,0,0,23,0,0,0,0,34,0,0,0,0,0,0,21,0,0,15,0,0,0,0
3,D,45325,5,1,14,0,0,0,0,0,0,0,0,0,0,34,0,0,0,0,0,12,0,0,0,0,34,0,0,0,14,0,0,0,0
```



Excel File Format (Saved as .CSV—Comma Delimited)

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.

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.

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 Daily Meal Counts'.

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 Site Applications  Add New Site  Deactivate/Re-activate Site(s)  Track SD Process  Deactivate Sponsor  Review Citation Responses 			<ul style="list-style-type: none">  Enroll Site In New Program  Edit Site Questionnaire  Edit Program Participation  Edit Participation Detail 	
Reports			Budget	
<ul style="list-style-type: none">  Waiver Submissions  Applications Not Received  DCFS Sponsor/Site Report 			No WINS Budgets required.	



Upload Batch File into WINS (cont'd)

- 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 Child and Adult Care Home	Agreement Number 53090014P00	Batch Source Claim Meal Count	Program Year 2021 ▼	Month Oct ▼
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Export Claim Summary

Upload History

No data available.

File Upload

File: No file chosen

Messages

Errors and Messages

Click [Here](#) to view help.

Download Excel sample

Download CSV sample

NOTE: If you have any questions regarding meal count batch files or claims, contact Funding & Disbursements at (217) 782-5256

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		