



Illinois State Board of Education

Web-based Illinois Nutrition System (WINS)

Child and Adult Care Food Programs - Homes
Sponsor Claim Instruction Manual

Illinois State Board of Education
Funding and Disbursement Services

November 2019

Introduction

Applications and claims for the Child and Adult Care Food Program-Homes Nutrition Programs will be completed using the Web-based Illinois Nutrition System (WINS) through the ISBE Web Application System (IWAS) on the ISBE homepage starting with fiscal year 2020. Claims prior to October 2019 must continue to be submitted by mailing, faxing, or emailing the claim form to Funding and Disbursements staff as in the past.

ORIGINAL claims for each month should be submitted by the published due dates. [Refer to the claim cut-off dates at https://www.isbe.net/Documents/reimbursement_procedures.pdf]. **ALL** claims, both original and upward revisions, must be submitted within 60 days of the end of the claiming month to be paid with federal funds. A claim submitted after 60 calendar days will be received by ISBE as “waiting for approval.” A letter will be forwarded to the authorized representative requesting further information if the claim is an increase. Downward claims will be approved by ISBE without further information. Refer to claim due dates at https://www.isbe.net/Documents/nutrition_claim_due_dates.pdf.

If you have any questions pertaining to the information detailed in this handbook, contact:

Illinois State Board of Education
Funding and Disbursements Services Department
100 North First Street, E-320
Springfield, Illinois 62777-0001
Phone: (217) 782-5256
Fax: (217) 782-3910

NOTE: ALL SCREEN SHOTS IN THIS HANDBOOK ARE INTENDED TO BE FOR EXAMPLE ONLY. ACTUAL SCREENS WILL VARY FOR EACH SPONSOR DEPENDING ON TIER TYPES APPROVED, NUMBER OF SITES, ETC.

Section I - Access to WINS

Local IWAS administrators have been granted automatic access to the new WINS. All other current Child Nutrition - Application and Claim Entry System users and new users must sign up for WINS. To sign up for WINS:

1. Go to the ISBE homepage at www.isbe.net.
2. Log into IWAS by clicking on System Quick Links located in the middle of the ISBE header.
3. Go to the IWAS Listing from the blue bar on the left and click the **"Want to Signup for Other Systems"** link.
4. Under the Claims category, click the "Sign Up Now" button next to "Web-based Illinois Nutrition System (WINS)."






The local IWAS administrator will approve or deny the request after it has been submitted.

IWAS access questions should be directed to the ISBE Helpdesk at **(217) 558-3600**.

Section II – Sponsor Claims

Submitting your claim in WINS is a two-step process. First you will keypunch your claim totals and then you will review the Claim Summary and officially submit to our office.

From your WINS homepage, click on the Claims & Monitoring tab to display a list of available claims. This tab will also display Advances if your organization receives those. Click on the month for the claim you wish to work on.

Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info	
Monitoring Summary					
Program	Review Type	Program Year	Status	Status Date	Monitor
 CACH	Administrative	2017	Closed	6/21/2019	Hansen
Sponsor Claims					
Month	Year	Type	Status	Payment Batch	
 Oct	2019	Advance	Sent to FRIS	1	
 Oct	2019	Claim	Not Submitted		
 Nov	2019	Advance	Sent to FRIS	2	
 Nov	2019	Claim	Not Submitted		

Click on the link to open the Sponsor Claim and you will see a screen similar to the following:

Claim Calendar Year: 2019 Calendar Month: 10	Quick Links Sponsor Claim Summary
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Version Selected Claim: <div style="border: 1px solid black; padding: 2px;"> -- Additional Claims -- </div>	
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Monthly Totals

1. TOTAL NUMBER OF SERVING DAYS				31
2. TOTAL NUMBER OF HOMES CLAIMED THIS MONTH				TOTAL HOMES
Tier I All Higher	Tier II All Higher	Tier II All Lower	Tier II Mixed	0
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>	
3. TOTAL NUMBER OF MEALS SERVED				
	Tier I All Higher	Tier II All Higher	Tier II All Lower	Tier II Mixed
Breakfast				
Higher	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>		<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
Lower			<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
A.M. Snack				
Higher	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>		<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
Lower			<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
Lunch				
Higher	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>		<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
Lower			<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
P.M. Snack				
Higher	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>		<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
Lower			<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
Supper				
Higher	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>		<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
Lower			<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
Evening Snack				
Higher	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>		<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
Lower			<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
TOTAL MEALS	0	0	0	0
4. DOCUMENTED ACTUAL ADMINISTRATIVE COSTS				<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Save

Enter your meal count totals for all homes that are claiming on this submission. Only the Tier Types that you have homes approved for are enabled for entry; the others are grayed out. Also, you now must break out the Snacks into A.M., P.M., and Evening Snack on the claim. Once you have entered all data, click the Save button and the Claim Summary page will be displayed.

No data entry will be done on this page; you will just check your meal count totals for each meal (breakfast, lunch, etc.) and rate category (higher or lower).

CACFP Home Sponsor Claim

Quick Links Sponsor Claim Entry Claim Rates	Version <div>Current Oct 2019 Claim - Draft - 11/07/2019</div>
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Please review your completed claim prior to submission.

Claim Data

Claim Month	Oct 2019	Status	Draft
Days of Operation	10/01/2019 - 10/31/2019	Type	Claim
Days Claimed	31	Date Received	
Claim Source	Sponsor	Date Approved	
Last Updated: bmlinder		Submitted by:	

Sponsor Notes

79 site(s) included out of 81 sites approved

Meals

Child and Adult Care Home - Breakfast

Operation

Higher	7321
Lower	409

Child and Adult Care Home - A.M. Snack

Operation

Higher	2541
Lower	355

Child and Adult Care Home - Lunch

Operation

Higher	6923
Lower	404

Child and Adult Care Home - P.M. Snack

Operation

Higher	7589
Lower	652

Child and Adult Care Home - Supper

Operation

Higher	3124
Lower	211

Child and Adult Care Home - Evening Snack

Operation

Higher	145
Lower	23

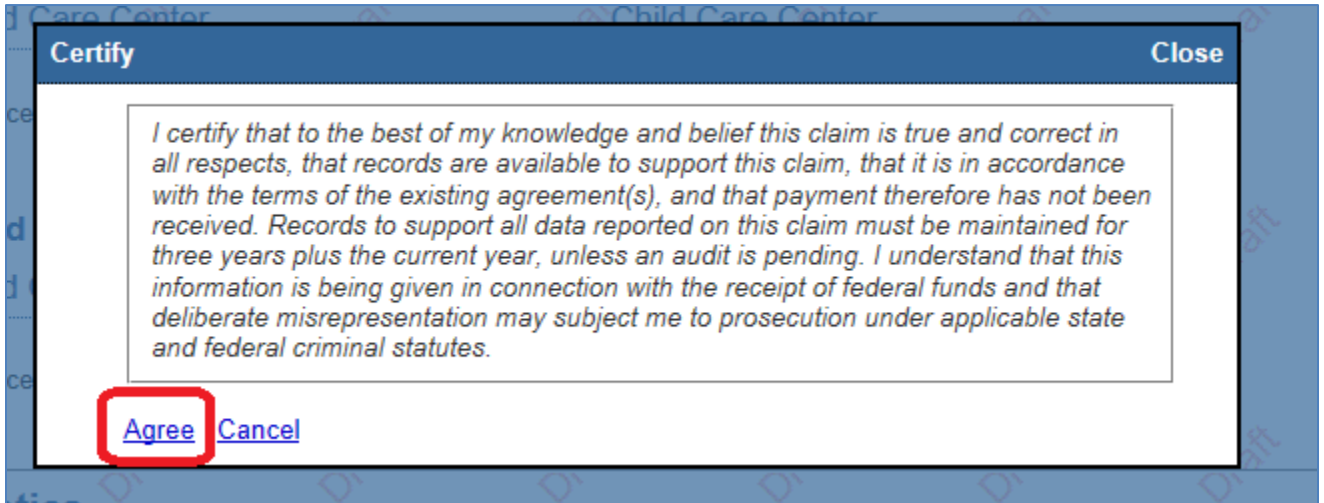
Statistics

Total Administrative Costs	\$9,125.49
Number of sites	79

[Submit](#)

You must return to the claim entry screen by clicking on the Sponsor Claim Entry link in the Quick Links box near the top of the page to make changes to any data. Fix any necessary data and re-save the claim.

Once you are sure that all totals are correct, you must click on the “Submit” button to submit the Sponsor Claim. You will receive a screen asking you to confirm that the data you are submitting is true and accurate to the best of your knowledge. You must click on “Agree” to complete the claim submission process.




The image shows a screenshot of a web application window with a blue header bar. The header bar contains the word "Certify" on the left and "Close" on the right. Below the header bar is a white rectangular area containing a text box with a confirmation statement. At the bottom left of this white area are two buttons: "Agree" and "Cancel". The "Agree" button is highlighted with a red rectangular border. The background of the window is a light blue color with faint, repeating text "Child Care Center" and "Draft" visible.

Certify **Close**

I certify that to the best of my knowledge and belief this claim is true and correct in all respects, that records are available to support this claim, that it is in accordance with the terms of the existing agreement(s), and that payment therefore has not been received. Records to support all data reported on this claim must be maintained for three years plus the current year, unless an audit is pending. I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes.

[Agree](#) [Cancel](#)

The screen will look like this after the Sponsor Claim is successfully submitted:


Saved Successfully.

CACFP Home Sponsor Claim

Quick Links

[Sponsor Claim Entry](#)

[Claim Rates](#)

Version

Oct 2019 Claim - Approved - 11/07/2019

Admin

Status:

Source:


Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Unmatched Advances Earned	Prior Paid YTD	Paid This Claim
Administrative	8,639.00	8,639.00	8,639.00	17,642.00	0.00
Meal/Operational	43,682.28	43,682.28	0.00	0.00	43,682.28

Claim Data

Claim Month	Oct 2019	Status	Approved
Days of Operation	10/01/2019 - 10/31/2019	Type	Claim
Days Claimed	31	Date Received	11/07/2019
Claim Source	Sponsor	Date Approved	11/07/2019
<small>Last Updated: bmlinder</small>		<small>Submitted by: bmlinder</small>	

Sponsor Notes

 79 site(s) included out of 81 sites approved

Meals

Child and Adult Care Home - Breakfast

Operation

Higher	7321
Lower	409

Child and Adult Care Home - A.M. Snack

Operation

Higher	2541
Lower	355

Child and Adult Care Home - Lunch

Operation

Higher	6923
Lower	404

Child and Adult Care Home - P.M. Snack

Operation

Higher	7589
Lower	652

Child and Adult Care Home - Supper

Operation

Higher	3124
Lower	211

Child and Adult Care Home - Evening Snack

Operation

Higher	145
Lower	23

Statistics

Total Administrative Costs	\$9,125.49
Number of sites	79






Child and Adult Care Home

Days Claimed	31
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In the Claim Analysis box near the top of the page, you can see how much Administrative and Meal/Operation Reimbursement the claim earned as well as Year to Date totals, Prior Paid YTD, Unmatched or Outstanding Advances, and how much you will be paid on this claim.

You can click on the "Claim Rates" under Quick Links if you wish to view the reimbursement rates for the program.

The claim will show “Approved” in the Sponsor Claim listing when you move back to the WINS Dashboard.






Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info	
Monitoring Summary					
Program	Review Type	Program Year	Status	Status Date	Monitor
 CACH	Administrative	2017	Closed	6/21/2019	Hansen
Sponsor Claims					
Month	Year	Type	Status	Payment Batch	
 Oct	2019	Advance	Sent to FRIS	1	
 Oct	2019	Claim	Approved		
 Nov	2019	Advance	Sent to FRIS	2	
 Nov	2019	Claim	Not Submitted		

Original claims for each month will be processed according to the published cut-off schedule. Revised claims will be processed when the Funding and Disbursement Department vouchers claims for payment on Tuesday morning each week. The claim will be included in the weekly voucher batch if it was submitted prior to the start of the voucher process.

The status of the Sponsor Claim will change to “Sent to FRIS” and will be reflected in the Sponsor Claim listing on the WINS Dashboard after the claim has been processed for payment.

Section III – Revised Claims

To submit a revised claim for a month, you will begin just as you did for the original claim. Click on the month you wish to revise in the Claims & Monitoring tab.

Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info		
Monitoring Summary						
	<u>Program</u>	<u>Review Type</u>	<u>Program Year</u>	<u>Status</u>	<u>Status Date</u>	<u>Monitor</u>
	CACH	Administrative	2017	Closed	8/21/2019	Hansen
Sponsor Claims						
<u>Month</u>	<u>Year</u>	<u>Type</u>	<u>Status</u>	<u>Payment Batch</u>		
 Oct	2019	Advance	Sent to FRIS	1		
 Oct	2019	Claim	Sent to FRIS	4		
 Nov	2019	Advance	Sent to FRIS	2		
 Nov	2019	Claim	Not Submitted			

It will automatically open to the Claim Summary page. You will need to click on the Sponsor Claim Entry link under the Quick Links box near the top of the page to return to the claim entry screen.

CACFP Home Sponsor Claim

Quick Links Sponsor Claim Entry Claim Rates	Version 4: Oct 2019 Claim - Sent to FRIS - 11/07/2019 ▼
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Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Unmatched Advances Earned	Prior Paid YTD	Paid This Claim
Administrative	8,639.00	8,639.00	8,639.00	17,842.00	0.00
Meal/Operational	43,682.28	43,682.28	0.00	0.00	43,682.28

Claim Data

Claim Month	Oct 2019	Status	Approved-Sent to FRIS
Days of Operation	10/01/2019 - 10/31/2019	Type	Claim
Days Claimed	31	Date Received	11/07/2019
Claim Source	Sponsor	Date Approved	11/07/2019
<small>Last Updated: bmlnder</small>		<small>Submitted by: bmlnder</small>	

Sponsor Notes

🚩 79 site(s) included out of 81 sites approved

Meals

Child and Adult Care Home - Breakfast

Operation

Higher	7321
Lower	409

Child and Adult Care Home - Lunch

Operation

Higher	6923
Lower	404

Child and Adult Care Home - Supper

Operation

Higher	3124
Lower	211

Child and Adult Care Home - A.M. Snack

Operation

Higher	2541
Lower	355

Child and Adult Care Home - P.M. Snack

Operation

Higher	7589
Lower	652

Child and Adult Care Home - Evening Snack

Operation

Higher	145
Lower	23

The entire screen will be grayed out and no entry is allowed. You will need to click on the Revise button near the top of the page to enable the claim entry.

Claim		Quick Links	
Calendar Year: 2019 Calendar Month: 10		Sponsor Claim Summary	
Version			
Selected Claim:			
4: Oct 2019 Claim - Sent to FRIS - 11/07/2019		Revise	
Monthly Totals			
1. TOTAL NUMBER OF SERVING DAYS		31	
2. TOTAL NUMBER OF HOMES CLAIMED THIS MONTH		TOTAL HOMES	
Tier I All Higher	Tier II All Higher	Tier II All Lower	Tier II Mixed
73		6	
3. TOTAL NUMBER OF MEALS SERVED			
Tier I All Higher	Tier II All Higher	Tier II All Lower	Tier II Mixed
Breakfast			
Higher	7321		
Lower		409	
A.M. Snack			
Higher	2541		
Lower		355	
Lunch			
Higher	6923		
Lower		404	
P.M. Snack			
Higher	7589		
Lower		652	
Supper			
Higher	3124		
Lower		211	
Evening Snack			
Higher	145		
Lower		23	
TOTAL MEALS	27643	0	2054
4. DOCUMENTED ACTUAL ADMINISTRATIVE COSTS		9125.49	
		Save	

Enter your updated information and click the Save button to move to the Claim Summary screen.

Claim		Quick Links	
Calendar Year: 2019 Calendar Month: 10		Sponsor Claim Summary	
Version			
Selected Claim: <div style="border: 1px solid black; padding: 2px;">Current Oct 2019 Claim - Draft - 11/07/2019</div>			
Monthly Totals			
1. TOTAL NUMBER OF SERVING DAYS			31
2. TOTAL NUMBER OF HOMES CLAIMED THIS MONTH			TOTAL HOMES
Tier I All Higher	Tier II All Higher	Tier II All Lower	81
<div style="border: 1px solid black; width: 100px; text-align: center;">75</div>	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px; text-align: center;">6</div>	<div style="border: 1px solid black; width: 100px;"></div>
3. TOTAL NUMBER OF MEALS SERVED			
	Tier I All Higher	Tier II All Higher	Tier II All Lower
Breakfast			Tier II Mixed
Higher	<div style="border: 1px solid black; width: 100px; text-align: center;">7300</div>	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px;"></div>
Lower	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px; text-align: center;">409</div>	<div style="border: 1px solid black; width: 100px;"></div>
A.M. Snack			
Higher	<div style="border: 1px solid black; width: 100px; text-align: center;">2541</div>	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px;"></div>
Lower	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px; text-align: center;">355</div>	<div style="border: 1px solid black; width: 100px;"></div>
Lunch			
Higher	<div style="border: 1px solid black; width: 100px; text-align: center;">7000</div>	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px;"></div>
Lower	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px; text-align: center;">500</div>	<div style="border: 1px solid black; width: 100px;"></div>
P.M. Snack			
Higher	<div style="border: 1px solid black; width: 100px; text-align: center;">8000</div>	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px;"></div>
Lower	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px; text-align: center;">700</div>	<div style="border: 1px solid black; width: 100px;"></div>
Supper			
Higher	<div style="border: 1px solid black; width: 100px; text-align: center;">3124</div>	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px;"></div>
Lower	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px; text-align: center;">211</div>	<div style="border: 1px solid black; width: 100px;"></div>
Evening Snack			
Higher	<div style="border: 1px solid black; width: 100px; text-align: center;">145</div>	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px;"></div>
Lower	<div style="border: 1px solid black; width: 100px;"></div>	<div style="border: 1px solid black; width: 100px; text-align: center;">23</div>	<div style="border: 1px solid black; width: 100px;"></div>
TOTAL MEALS	28110	0	2198
4. DOCUMENTED ACTUAL ADMINISTRATIVE COSTS			<div style="border: 1px solid black; width: 100px; text-align: center;">9125.49</div>

Save

Review your updated meal count totals and submit the claim.

Claim Data

Claim Month	Oct 2019	Status	Draft
Days of Operation	10/01/2019 - 10/31/2019	Type	Claim
Days Claimed	31	Date Received	
Claim Source	Sponsor	Date Approved	
Last Updated: bminder		Submitted by:	

Sponsor Notes

81 site(s) included out of 81 sites approved

Meals

Child and Adult Care Home - Breakfast

Operation

Higher	7300
Lower	409

Child and Adult Care Home - A.M. Snack

Operation

Higher	2541
Lower	355

Child and Adult Care Home - Lunch

Operation

Higher	7000
Lower	500

Child and Adult Care Home - P.M. Snack

Operation

Higher	8000
Lower	700

Child and Adult Care Home - Supper

Operation

Higher	3124
Lower	211

Child and Adult Care Home - Evening Snack

Operation

Higher	145
Lower	23

Statistics

Total Administrative Costs	\$9,125.49
Number of sites	81

Submit



You will see the claim has been Approved as R1 (Revision 1) and you can see the additional Meal Reimbursement payment generated by the additional meals that were claimed.

CACFP Home Sponsor Claim

Quick Links

[Sponsor Claim Entry](#)
[Claim Rates](#)

Version

Oct 2019 Claim R1 - Approved - 11/07/2019

Admin

Status:

Source:

[Submit Claim](#)

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Unmatched Advances Earned	Prior Paid YTD	Paid This Claim
Administrative	8,821.00	8,821.00	8,639.00	17,642.00	0.00
Meal/Operational	44,303.82	44,303.82	0.00	43,682.28	621.54

Claim Data

Claim Month	Oct 2019	Status	Approved
Days of Operation	10/01/2019 - 10/31/2019	Type	Claim
Days Claimed	31	Date Received	11/07/2019
Claim Source	Sponsor	Date Approved	11/07/2019
Last Updated: bminder		Submitted by: bminder	

Sponsor Notes

81 site(s) included out of 81 sites approved

Meals

Child and Adult Care Home - Breakfast

Operation

Higher	7300
Lower	409

Child and Adult Care Home - A.M. Snack

Operation

Higher	2541
Lower	355

Child and Adult Care Home - Lunch

Operation

Higher	7000
Lower	500

Child and Adult Care Home - P.M. Snack

Operation

Higher	8000
Lower	700

Child and Adult Care Home - Supper

Operation

Higher	3124
Lower	211

Child and Adult Care Home - Evening Snack

Operation

Higher	145
Lower	23

Statistics

Total Administrative Costs	\$9,125.49
Number of sites	81

Child and Adult Care Home

Days Claimed	31
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