WINS
(Web-Based Illinois Nutrition System)
Questionnaires, Reports, and Claims

WINS Online Questionnaires, Reports, and Claims

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Additional Resources

- ISBE Nutrition Division Instructions for Online Applications and Reports Webpage https://www.isbe.net/Pages/School-Nutrition-Applications-and-Reports.aspx

ISBE Web-based Illinois Nutrition System (WINS)

Sponsor and Site questionnaires and claims are submitted online through the Web-based Illinois Nutrition System (WINS).

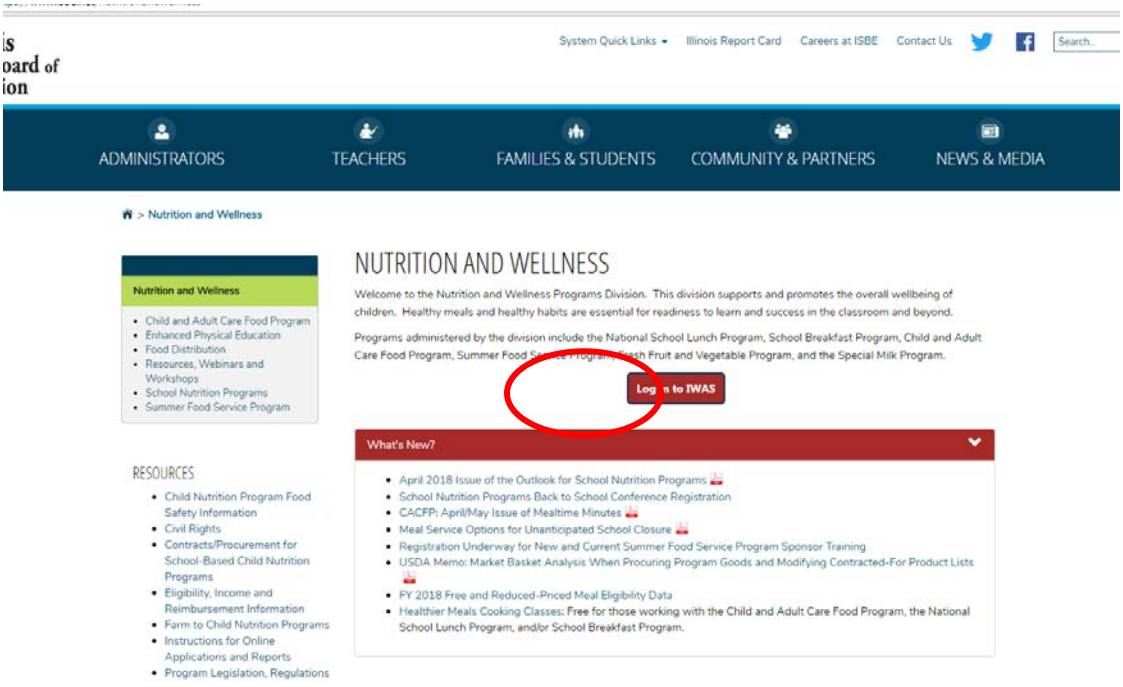
New Sponsors

Sponsors that are new to the federal and/or state meal/milk programs must first complete a new sponsor application process. The process starts by submitting the required paperwork to our office. The paperwork is available online at https://www.isbe.net/Pages/School-Nutrition-Programs.aspx. The application process can take 60-90 days to complete. Once approved ISBE staff will work with new Sponsors to get access WINS.

Currently Participating Sponsors in the School Nutrition Programs

Accessing the School Nutrition Programs WINS system through IWAS

Step 1— Access the Illinois State Board of Education (ISBE) website at www.isbe.net/nutritionandwellness. Click *Log In to IWAS* (Illinois Web Application Security) at the top of the page.

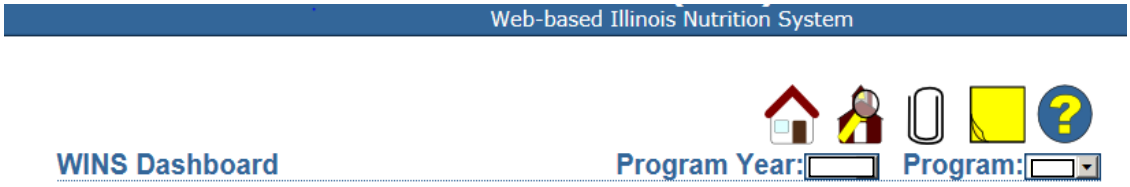


Step 2— Enter login name and password and then click *Login*. Users that do not have an IWAS account, click *Sign-Up Now* on the right side of the IWAS homepage and follow the instructions. Users without an administrative IWAS account that have requested access to WINS will need to have the administrator of their organization approve access to WINS. For user information about IWAS, click on the *IWAS User Guide* on the left side of the IWAS homepage. If you have issues login into IWAS or with access to IWAS call 217-558-3600 for help specifically with IWAS.

Step 3— Click on *System Listings* found on the left side of the screen.

Step 4— Click on *Web-based Illinois Nutrition System (WINS)* to access the sponsors WINS Dashboard.

Helpful WINS Dashboard Icons



Home - This icon will return users to their main WINS Dashboard

Site lookup - This icon will take user to a page to search for individual sites

Attachments - This icon takes users to a page where all attached documents are stored. The approval letter will be attached and all supporting documentation for sponsors. Sponsors may also send documents to ISBE using this link.

Notes - Clicking on this icon will open a page that will allow users to view any notes placed by ISBE staff or allows sponsor to post notes for ISBE

Help - This icon provides a listing of all help documents and instructions developed to assist users through the completion of different tasks throughout the WINS system.

Sponsor and Site Applications / Questionnaires

Each year all sponsors must complete the Sponsor and Site Questionnaires to participate in the school nutrition programs. The annual application is generally available in April.

It is HIGHLY recommended that the instructions provided by ISBE be used to complete the application process. The instructions include step-by-step instructions, screen shots, helpful tips and guidance.

Instructions for each year's application will be posted both under the blue and yellow question mark within the WINS system and also on our webpage.

***Please note that the program year for the School Nutrition Programs (SNP) has changed. As of program year 2017 we run on a July 1-June 30 program year calendar.

Due Dates

The application will become available in April of each year and the due date is May 30th. If a site is participating in the Seamless Summer Option (SSO) the application must be completed prior to the first day of SSO.

Updating the WINS Application

Throughout the year, sponsors many need to make updates to the application. Common updates include adding or removing serving days, perhaps due to use of snow days or ending the school year earlier than anticipated. Instructions for making these updates are located in the WINS system under the blue and yellow question mark.

Updating Sponsor/Site information, Authorized Representative, & Contact Persons

Districts and sponsors can make most changes in the IWAS system through ISBE's Entity Profile System (EPS). The WINS system ties to the EPS system for official school district names, school site names, addresses, contact information and the Authorized Representative (District Administrator). For WINS we must tie to the official school information.

Within the WINS system, a small paper and pen icon indicates Information which can be updated directly in WINS

Anywhere this icon is present, the information can be changed directly in WINS. If this icon is not present, the update must be made through EPS or request the update through the Nutrition Division.

What info can I update directly in WINS myself?

- Any information that has this icon:

- Contact & Claim Contact Information and sometimes the delivery address (if applicable and it has the paper and pen icon). Please note this is for the delivery of mail, not your USDA Foods orders. USDA Foods delivery addresses are maintained in the Illinois Commodity System (ICS)

What info do I need to update in EPS? (no paper and pen icon)

- Public School District & Sponsoring Organization Information (district name, address, etc)
- Public School & Non-Public School Site Information (school name, address, etc)
- Public School District Authorized Representative, Non-Public School Authorized Representative, Sponsoring Organization Authorized Representative Information
- Public School & Non-Public School Principal (name and contact info)
- Delivery address (ONLY if there is no paper and pen icon)

For instructions on updating EPS information, please view the EPS guide.

For any further questions on the Entity Profile System, please call Ann Plogger at (217) 558-3600 or Brenda Umek at (217) 782-3950.

What type of info should I contact Nutrition Programs staff to update? (no paper and pen icon)

- Sites that are Residential Child Care Institutions, camps and/or non-school sites

For RCCI sites, camps and non-school sites email Nutrition Programs staff at cnp@isbe.net with information to be updated.

Closing a Site and/or Sponsor

Closing a Site

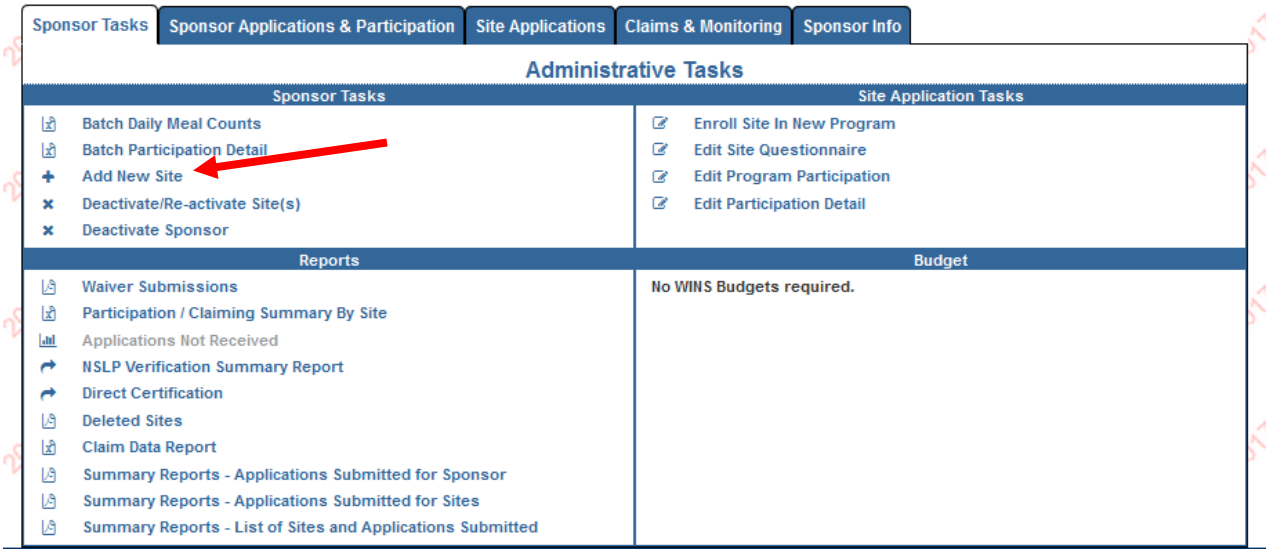
Sponsors that have a site that will no longer be participating in the SNP or that is officially closing with the ISBE can request that that site be closed in the WINS system by going to the blue and yellow question mark within the WINS system and selecting the document titled *Close Site* – complete that form and then send it to our office. Instructions for how to send it to our office are listed at the top of the *Close Site* form.

Closing a Sponsor

A sponsor that has determined none of its sites will continue to participate in the SNP or in which all of its sites are officially closing with ISBE can request that that the sponsor be closed in the WINS system by going to the blue and yellow question mark within the WINS system and selecting the document titled '*Sponsor Close Form'* – complete the form and then send it to ISBE. Instructions for how to send it to ISBE are listed at the top of the *Sponsor Close Form*.

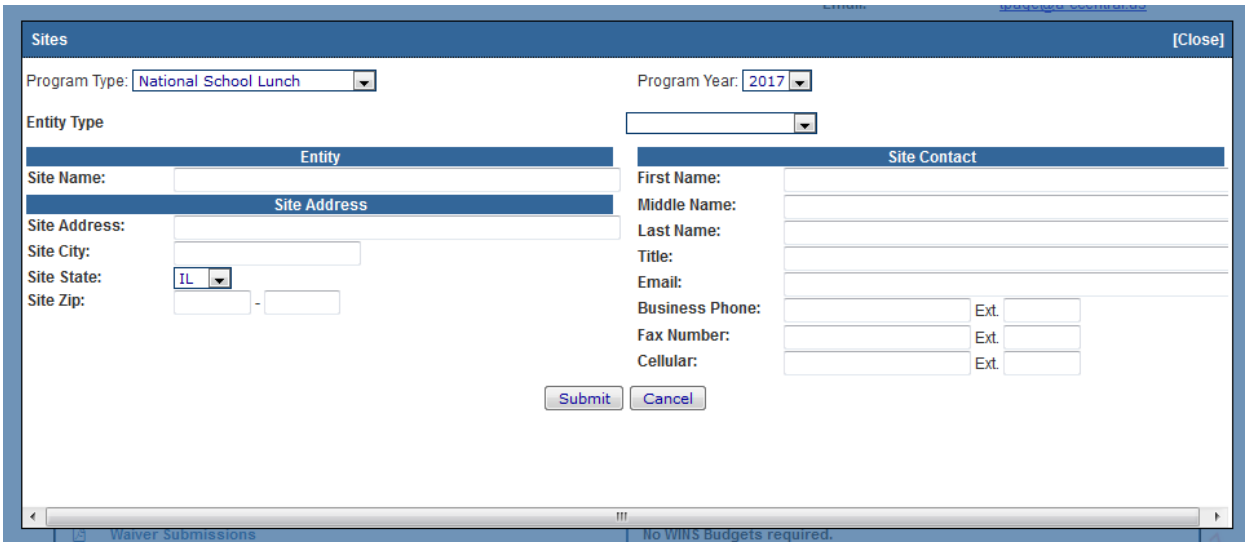
Adding a New Site

Sponsors that wish to add a new site to the SNP can submit a request in the WINS system. Once logged into WINS, locate the link *'Add New Site'* on the Sponsor Tasks tab from the home/main dashboard.



Clicking the *Add New Site* link will open the pop-up pictured below.
Complete all of the requested information and hit Submit.
Please allow up to 15-20 business days for review and approval of new site requests.

NOTE: For school sites – only official schools listed with ISBE in the Entity Profile System (EPS) can be added as schools.



Other Reports in WINS

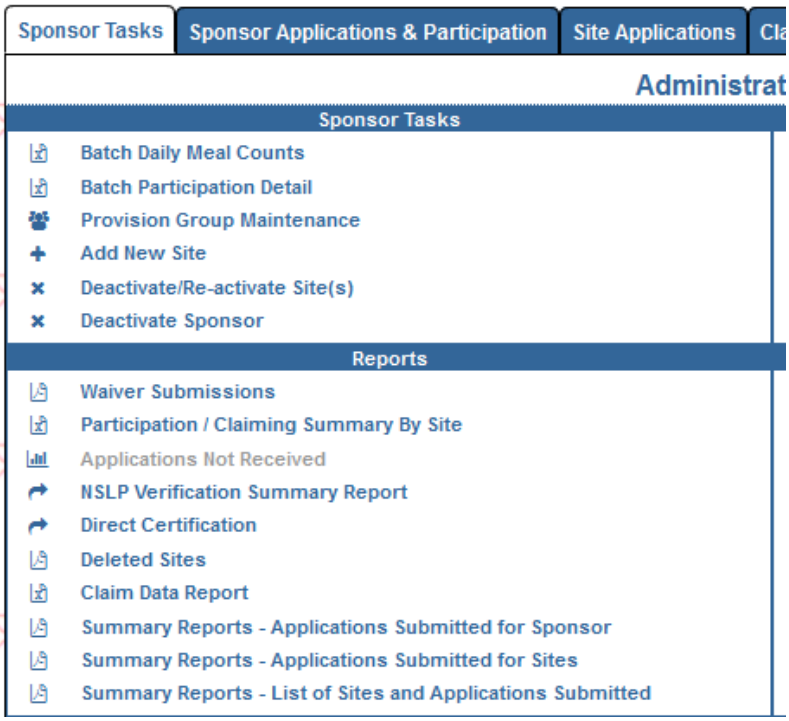
Verification Summary Report (VSR)

The VSR is completed through the WINS system. See the Verification Section of the Administrative Handbook for more information regarding the VSR.

Electronic Direct Certification

The Direct Certification reports are available each month through the WINS system. For more information about Direct Certification, see the Electronic Direct Certification section of the Administrative Handbook.

Commonly Used / Needed Information Available in the WINS System



Provision Group Maintenance – this link is ONLY available to sponsors having at least one site participating in the Community Eligibility Provision (CEP). By clicking this link, the user can view their specific CEP data, including site level information and grouping information, along with the begin and end date(s) of their CEP cycle.

Claim Data Report – a report with your claim data is available on the home/main dashboard page of WINS on the Sponsor Tasks tab under Reports.

Claims for Reimbursement

Claims for Reimbursement Instruction Manual

Claim Timeline

A Claim for Reimbursement must be submitted through WINS. Submit one claim per site for each month of operation. To ensure prompt payment, it is recommended claims be submitted by the 10th of the month following the month being claimed. For example, the Claim for Reimbursement for the month of October should be submitted to ISBE no later than November 10.

Federal regulations require ALL valid final claims to be submitted no later than 60 calendar days following the last day of the full month covered by the claim.

This applies to ALL original claims AND upward revisions.

Downward revisions must continue to be submitted at any time.

Funding and Disbursements Division

For questions regarding Claims for Reimbursement, contact ISBE's Funding and Disbursements Division at 217.782.5256.

For IWAS and WINS technical problems, contact ISBE's Technical Assistance at 217.558.3600.