



# Illinois State Board of Education

## SY20-21 P-EBT: Uploading Data in WINS (Non-Public NSLP Eligible School)

Working in Partnership with the Illinois Department of Human Services (DHS)

# What is P-EBT?

- P-EBT (Pandemic- Electronic Benefit Transfer) is a United States Department of Agriculture (USDA) food assistance benefit available to families with students who would have received free or reduced-price lunch while attending school but are not receiving these meals in school due to COVID-19 restrictions.



# P-EBT Data for Non-Public Schools

- Data for P-EBT for non-public school students will be captured in the Web-Based Illinois Nutrition System (WINS).
- Data for P-EBT includes the following for nonpublic school students:
  - **Student Eligibility** – Nonpublic schools will be asked to create a monthly file for only eligible P-EBT students. For non-CEP schools, this will include students eligible for free or reduced-price meals. For any CEP school, as all enrolled students are P-EBT eligible, please upload all enrolled students.
  - **P-EBT Eligible School Days** - ISBE will use the school survey data and the number of P-EBT eligible days as submitted in WINS to determine eligible P-EBT benefit days.
  - **Student Mailing Address** – Student’s current mailing address, as submitted in WINS for eligible students, will be used to mail the P-EBT card to the student directly. Please ensure that the address provided is the current mailing address for the student.



# Access WINS via IWAS

Step One: Select Program *School Nutrition Programs*, Program Year *2021*. Click *Search*

**WINS**  
Web-based Illinois Nutrition System

**Sponsor Lookup**

Name / RCDT / City / Address / Zip

Program

Program Year

# P-EBT Upload: Module for Non-Public Schools to Submit P-EBT Eligible Student Data

Sponsor Tasks | Sponsor Applications & Participation | Site Applications | Claims & Monitoring | Sponsor Info

### Administrative Tasks

Sponsor Tasks	Site Application Tasks
<input type="checkbox"/> Batch Daily Meal Counts	<input checked="" type="checkbox"/> Enroll Site In New Program
<input type="checkbox"/> Batch Participation Detail	<input checked="" type="checkbox"/> Edit Site Questionnaire
<input type="checkbox"/> Add/Remove Detail Dates	<input checked="" type="checkbox"/> Edit Program Participation
<input type="checkbox"/> Batch Site Questionnaire	<input checked="" type="checkbox"/> Edit Participation Detail
<input type="checkbox"/> Batch Site Participation	
<input type="checkbox"/> FFVP Application	
<input type="checkbox"/> Is Community Eligibility Provision (CEP) for you?	
<input type="checkbox"/> Add New Site	
<input type="checkbox"/> Deactivate/Re-activate Site(s)	
<input type="checkbox"/> Deactivate Sponsor	
<input type="checkbox"/> Review Citation Responses	
<input type="checkbox"/> P-EBT Qualified Sponsor Survey	
<input checked="" type="checkbox"/> P-EBT Upload	

### Reports

Reports	Budget
<input type="checkbox"/> Waiver Submissions	No WINS Budgets required.
<input type="checkbox"/> Applications Not Received	
<input type="checkbox"/> NSLP Verification Summary Report	
<input type="checkbox"/> Direct Certification	
<input type="checkbox"/> Deleted Sites	
<input type="checkbox"/> Claim Data Report	
<input type="checkbox"/> Summary Reports - Applications Submitted for Sponsor	
<input type="checkbox"/> Summary Reports - Applications Submitted for Sites	
<input type="checkbox"/> Summary Reports - List of Sites and Applications Submitted	

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us  
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**For Non-Public Schools ONLY!** This link will ONLY appear if the *Illinois P-EBT Qualified Sponsor Survey is completed.*

**Public Schools: Data will be pulled from the Student Information System!**

# P-EBT Student Upload Module

This Module has three areas:

- Download Template
- Data Field Specifications
- Upload File

## P-EBT Student Upload

### Download Template

Please download the template here

[Download Template](#)

# Upload File Template



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	FirstName	MiddleName	LastName	Birthdate	Gender	StreetAddress	StreetAddress2	City	State	Zipcode	EligibleDays	SiteNumber	RaceCode	LanguageCode
2														
3														

- File must be saved as a .csv. (Comma Delimited)
- Header row text MUST be exact. NO CHANGES.
- Each Sponsor should create a NEW file for each MONTH.
- If any changes are needed to the file uploaded, the subsequent file to upload MUST be the complete data file. Any additional upload will REPLACE previously submitted data.



# Data Required and Specifications

Field (Order)	Fieldname Description	Data Field Specification Requirements
1	Student First Name	<b>REQUIRED</b> - Student's legal first name
2	Student Middle Name	<b>OPTIONAL</b> - Student's legal middle name
3	Student Last Name	<b>REQUIRED</b> - Student's legal last name
4	DOB (Date Of Birth)	<ul style="list-style-type: none"> <li>*<b>REQUIRED</b> - Allowable FormatMM-DD-YYYY (01-01-2010)</li> <li>*MM/DD/YYYY (01/01/2010)</li> <li>*MM-D-YYYY (1-1-2010)</li> <li>*M/D/YYYY (1/1/2010)</li> </ul>
5	Gender	<ul style="list-style-type: none"> <li>*<b>REQUIRED</b> - Allowable valuesM - Male</li> <li>*F - Female</li> </ul>
6	Street Address	<b>REQUIRED</b> - Student's mailing address
7	Street Address 2	<b>OPTIONAL</b> - Additional address information (such as Apartment number)
8	City	<b>REQUIRED</b> - Student's mailing address city
9	State	<b>REQUIRED</b> - Allowable formats: IL
10	Zipcode	<b>REQUIRED</b> - Student's mailing address ZIP Code
11	Eligible Days	<b>REQUIRED</b> - Must be not greater than 6days
12	Site Number	<b>REQUIRED</b> - WINS assigned site numberMust be 5 numeric characters
13	RaceCode	<ul style="list-style-type: none"> <li>*<b>OPTIONAL</b> - Allowable values11 - Hispanic or Latino</li> <li>*12 - American Indian or Alaska Native</li> <li>*13 - Asian</li> <li>*14 - Black of African American</li> <li>*15 - Native Hawaiian or Other Pacific Islander</li> <li>*16 - White</li> <li>*17 - Two or More Races</li> </ul>
14	LanguageCode	<ul style="list-style-type: none"> <li>*<b>OPTIONAL</b> - Allowable values0 - English</li> <li>*1 - Spanish</li> </ul>





# Upload File Area

Upload your file below

Select Month:  ⓘ

Maximum number of eligible days:

Search...

Site Name	Site Number	Uploaded Students	Uploaded Date
No data available in table			

Showing 0 to 0 of 0 entries

Choose File | No file chosen

Upload

**Please Note:** Only months in which the *Illinois P-EBT Qualified Sponsor Survey in WINS* is completed will appear. Future months will appear once the calendar month is concluded.



# Upload File - Successful



Illinois State Board of Education

## WINS (QA)

Web-based Illinois Nutrition System

ISBE HOME | LOGOUT  
SESSION 59:38  
TIMEOUT

Organization: Archdiocese of Chicago Type: Organization  
RCDT: 15-016-001P-00 Status: Approved  
Program Year: 2021 Program: SNP



Uploaded student file successfully

### SY2020-2021 P-EBT Data Collection of Eligible Student Data (Non Public Eligible Schools)

#### Upload your file below

Select Month:

Maximum number of eligible days: 22

[Download File](#)

Site Name	Site Number	Uploaded Students	Uploaded Date
Cristo Rey Jesuit High School	10951	35	01/26/2021
Leo High School	10698	65	01/26/2021

Showing 1 to 2 of 2 entries

[Previous](#) [1](#) [Next](#)

# Upload File – Contains Errors



Illinois State  
Board of Education

**WINS (QA)**

Web-based Illinois Nutrition System

Organization: St Agnes School Type: Organization  
RCDT: 51-084-013X-10 Status: Approved  
Program Year: 2021 Program: SNP



**Error - File upload.**

**The following errors were detected in the upload file:**

- Line 2 (Student A Student A) - Eligible Days cannot be empty
- Line 3 (Student B Student B) - Birth date is missing.
- Line 4 (Student C Student C) - Site number is missing.

# Any Questions?

Nutrition Department  
Illinois State Board of Education

**Telephone:** 800/545-7892 in Illinois only  
217/782-2491

**Email:** [pebt@isbe.net](mailto:pebt@isbe.net)

**Website:** [www.isbe.net/nutrition](http://www.isbe.net/nutrition)

Contact Us

