

# QUICK REFERENCE GUIDE

## SNP ANNUAL APPLICATION

Every spring, all existing sponsors in [School Nutrition Programs](#) must complete an annual application to agree to and set up continued participation in the next program year/school year in such programs as the National School Lunch Program, School Breakfast Program, Special Milk Program, After-School Care Program, Illinois Free Lunch and Breakfast Program, and/or Seamless Summer Option.



### Before You Get Started

Print out the [instructions](#) and watch the [“WINS Annual Application SY 25-26 Instructions” training video](#). Some of the information has changed for Program Year 2026. We ask sponsors to follow the instructions carefully to minimize wait times for assistance. Or, if you plan to operate the Seamless Summer Option, you will want to [print these instructions](#) and watch [“WINS Annual Application SY 25-26 With SSO Instructions.”](#)

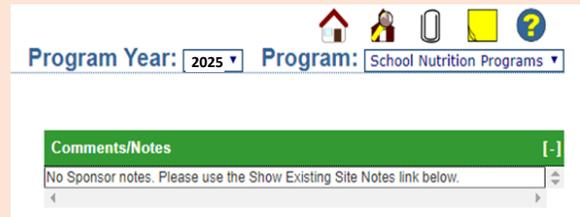


### Access the Application

- Log into WINS through IWAS at [www.isbe.net/nutrition](http://www.isbe.net/nutrition), under System Quick Links at the top of the screen or click the “Log in to IWAS” button above “What’s New.”
- On your WINS dashboard, click the “Renew Application” button under the “Sponsor Tasks” tab.
- Need help with WINS/IWAS? We have an introductory training.
  - ◇ [Training video](#)
  - ◇ [Presentation slides](#)

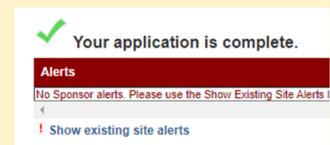
### Frequently Asked Question

- Where is the “Renew Application” button and why can’t I find this month’s claims? You only click the “Renew Application” button once. WINS will then create “Program Year 2026.” You may need to toggle back to “Program Year 2025” to access the current year.



### Application Checklist

- Update contacts in WINS and EPS
- Sponsor Questionnaire
- Site Questionnaire
- Participation —Program Selection
- Participation —Program Questions
- Participation Detail
- Save
- Check your WINS dashboard for the green check mark



### Still Need Help?

- **GATA TROUBLESHOOTING:** If your district’s GATA status is not in good standing you will see this message “Awaiting GATA Approval.” Contact the ISBE GATA Department directly by email [gata@isbe.net](mailto:gata@isbe.net) or call (217) 782-5630.
- **For help with IWAS,** including logins and passwords and WINS technical assistance, call (217) 558-3600. The agency help desk can assist.
- **ISBE NUTRITION DEPARTMENT:** If you need assistance completing the application please contact our office at [cnp@isbe.net](mailto:cnp@isbe.net) or by phone at (800) 545-7892 or (217) 782-2491. **If calling,** request a School Nutrition Program team member.