

# QUICK REFERENCE GUIDE

## SNP ANNUAL APPLICATION

**E**very 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

- Watch the “Program Year 2025 SNP Application Instructions” training video. Some of the information has changed for Program Year 2025.
  - ◇ [Recorded Training](#)
- Pull up or print out the “[Program Year 2025 SNP Application Instructions.](#)” We ask sponsors to follow the instructions carefully to minimize wait times for assistance.

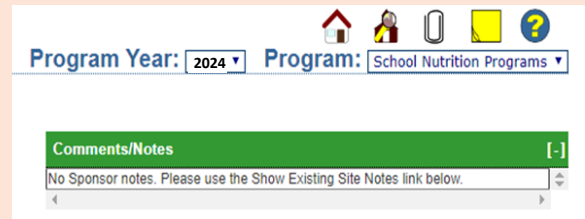


### Access the Application

- 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 a new updated introductory training.
  - ◇ [Training video](#)
  - ◇ [Presentation slides](#)

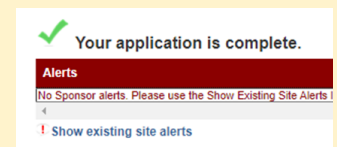
## Frequently Asked Question

- 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 and now default to the “Program Year 2025” main page. You will need to toggle back to “Program Year 2024” 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.