

School Nutrition Programs

Web-based Illinois Nutrition System

WINS Annual Application

School Year 2025-2026

Instructions

National School Lunch Program

School Breakfast Program

WINS Application—Agenda



Access application system



Renewal process



Update contact information



Sponsor questionnaire

NEW



Site questionnaire

NEW



Troubleshooting

What is WINS?



Illinois State Board of Education

WINS
Web-based Illinois Nutrition System

What is it and where do I find it?
Who should have a login?

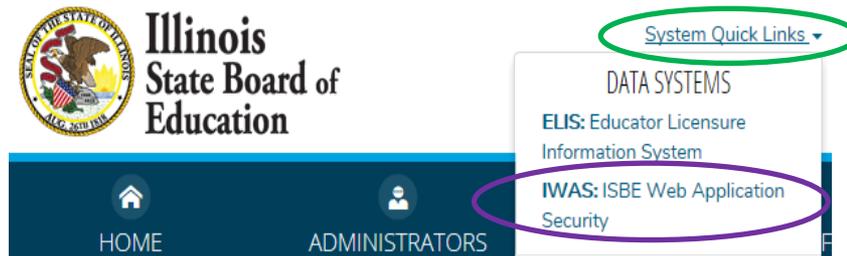
Nutrition Department
Illinois State Board of Education

[Recorded training for introduction to WINS](#)

[Slides only- introduction to WINS](#)

WINS Application

Go to Illinois State Board of Education (ISBE) webpage www.isbe.net, locate **System Quick Links** at the top of the screen. The drop-down data systems will appear, [click on IWAS: ISBE Web Application Security](#),



WINS Application

Enter your login and password, and LOG IN. Click on system listing and select WINS.

The screenshot displays the WINS application interface. On the left, a navigation menu includes links for ISBE Home, Home, Sign Up Now, Get Password, Contact Us, and Help. The main content area features a login section with the heading "Already have an account? Login Here:". Below this heading are input fields for "Login Name" and "Password", a "Remember Login Name" checkbox, and a "LOG IN" button. A "Forgot Your Password:" link is also present. On the right, a vertical menu contains links for Home, System Listing, Pending Sign Ups, Pending Documents, Change Password, Search, and Log Out. The "System Listing" link is circled in black. A blue arrow points from the "LOG IN" button to the "System Listing" link. Below the navigation menu, a "Categories" section is visible, with "Claims" expanded to show "Web-based Illinois Nutrition System (WINS)". A blue arrow points from the "System Listing" link to the "WINS" link. At the bottom right, there is an "Authorization" section with a green "Authorized" button.

WINS Application

Select Program Year 2025 Select Program School Nutrition Programs

WINS Dashboard

✓ Your application is complete.

Alerts [-]

No Sponsor alerts. Please use the Show Existing Site Alerts link below.

! Show existing site alerts

+ CUSD ()

To change the contact information, please refer to the instructions under the Help/Question icon at the top of the screen.

Comments/Notes [-]

No Sponsor notes. Please use the Show Existing Site Notes link below.

+Add Contact
+Add Address

Web-based Illinois Nutrition System

WINS- School Year 2024-2025/Fiscal Year

The screenshot shows the WINS Dashboard interface. At the top right, there are navigation icons: a home icon, a user profile icon, a document icon, a yellow square icon, and a question mark icon circled in green. Below these icons, the text reads "Program Year: 2025" and "Program: School Nutrition Programs".

The main content area features a green checkmark and the text "Your application is complete." Below this, there are two expandable sections: "Alerts" (red header) and "Comments/Notes" (green header). Both sections currently show "No Sponsor alerts/notes. Please use the Show Existing Site Alerts/Notes link below." Below the Alerts section, there is a link "Show existing site alerts" and a plus sign icon circled in green next to the text "CUSD ()".

At the bottom right, there are two blue links: "+Add Contact" and "+Add Address", both circled in green. A yellow highlight at the bottom of the screenshot reads: "To change the contact information, please refer to the instructions under the Help/Question icon at the top of the screen."

Prior to renewing application review and update current application:

Update contact information: click on the plus sign next to the name of Sponsor to display all district contact information, verify the information is correct, update as needed by clicking on the paper and pen icon and save all changes. (Note: Authorized Representative updates must be made in the Entity Profile System (EPS), instructions are under the blue and yellow question mark.)

Provide Multiple Contacts

It is not a best practice to make one district personnel the contact for all areas of the School Nutrition Programs

School District Name (XX XXX XXXX XX) +Add Contact
+Add Address

Mailing Address	District Superintendent (Auth. Rep.)	Delivery Address
District Name 123 District Street City, IL XXXXX (217)000-000	Name: Supt Name Title: 123 District Street Business: City, IL XXXXX Fax: (217)000-000 Email: supt@email.something	Supt Name 123 District Street City, IL XXXXX (217)000-000 supt@email.something
Sponsor Contact	Sponsor Claim Contact	Food Service Director
Name: Supt Name Title: 123 District Street Business: City, IL XXXXX Fax: (217)000-000 Email: supt@email.something	Name: Supt Name Title: 123 District Street Business: City, IL XXXXX Fax: (217)000-000 Email: supt@email.something	Name: Supt Name Title: 123 District Street Business: City, IL XXXXX Fax: (217)000-000 Email: supt@email.something
Local Wellness Policy Contact		
Name: Supt Name Title: 123 District Street Business: City, IL XXXXX Fax: (217)000-000 Email: supt@email.something		

Authorized Representative

School District Name (XX XXX XXXX XX)

[+Add Contact](#)
[+Add Address](#)

Mailing Address

District Superintendent (Auth. Rep.)

Delivery Address

District Superintendent/Authorized Representative contact information may not be edited in WINS. Instructions for making changes: [Updating Authorized Representative](#)

Name: Supt Name
Title: 123 District Street
Business: City, IL XXXXX
Fax: (217)000-000
Email: supt@email.something

Sponsor Claim Contact

Food Service Director

Title:
Business
Fax
Email:

Name: [\[edit\]](#) [\[x\]](#)
Title:
Business
Fax
Email:

Name: [\[edit\]](#) [\[x\]](#)
Title:
Business
Fax
Email:

Local Wellness Policy Contact

Name: [\[edit\]](#) [\[x\]](#)
Title:
Business
Fax

Update Contact Link

School District Name (XX XXX XXXX XX)

[+Add Contact](#)
[+Add Address](#)

Mailing Address District Superintendent (Auth. Rep.) Delivery Address

All contacts with  icon may be edited by district, in WINS, without ISBE assistance or approvals.

Food Service Director

Name: Name: Name:
Title: Title: Business
Business Business Business
Fax Fax Fax
Email: Email: Email:

Local Wellness Policy Contact

Name:
Title:
Business
Fax

Sponsor Contact

School District Name (XX XXX XXXX XX)

[+Add Contact](#)
[+Add Address](#)

Mailing Address

District Name
123 District Street
City, IL XXXXX
(217)000-000

District Superintendent (Auth. Rep.)

Name: Supt Name
Title: 123 District Street
Business: City, IL XXXXX
Fax: (217)000-000
Email: supt@email.something

Delivery Address

Sponsor Contact

Name:
Title:
Business:
Fax:
Email:

District employee
who is the primary
contact for the meal
program

Sponsor Claim Contact

Name:
Title:
Business:
Fax:
Email:

Food Service Director

Name:
Title:
Business:
Fax:
Email:

Local Wellness Policy Contact

Name:
Title:
Business:
Fax:

Sponsor Contact

should be a second contact to the Authorized Representative. Many communications go to District Superintendent and Sponsor Contact.

Sponsor Claim Contact

School District Name (XX XXX XXXX XX)

[+Add Contact](#)
[+Add Address](#)

Mailing Address

District Name
123 District Street
City, IL XXXXX
(217)000-000

District Superintendent (Auth. Rep.)

Name: Supt Name
Title: 123 District Street
Business City, IL XXXXX
Fax (217)000-000
Email: supt@email.something

Delivery Address

Sponsor Claim Contact

Name:
Title:
Business
Fax
Email:

Food Service Director

Name:
Title:
Business
Fax
Email:

Sponsor Claim Contact

should be a district employee who is responsible for collection and submission of monthly claims for reimbursement.

Food Service Director

School District Name (XX XXX XXXX XX)

[+Add Contact](#)
[+Add Address](#)

Mailing Address

District Name
123 District Street
City, IL XXXXX
(217)000-000

District Superintendent (Auth. Rep.)

Name: Supt Name
Title: 123 District Street
Business City, IL XXXXX
Fax (217)000-000
Email: supt@email.something

Delivery Address

Sponsor Contact

Name:
Title:
Business
Fax
Email:

Local Wellness Policy Contact

Name:
Title:
Business
Fax

Food Service Director

Name:
Title:
Business
Fax
Email:

Food Service Director
should be a **district employee** responsible for the day-to-day operations of the meal program.

Local Wellness Policy Contact

School District Name (XX XXX XXXX XX)

[+Add Contact](#)
[+Add Address](#)

Mailing Address

District Name
123 District Street
City, IL XXXXX
(217)000-000

District Superintendent (Auth. Rep.)

Name: Supt Name
Title: 123 District Street
Business: City, IL XXXXX
Fax: (217)000-000
Email: supt@email.something

Delivery Address

Sponsor Contact

Name:
Title:
Business
Fax
Email:

Sponsor Claim Contact

Name:
Title:
Business
Fax
Email:

Food Service Director

Name:
Title:
Business

Local Wellness Policy Contact

Name:
Title:
Business
Fax

Local Wellness Policy Contact
School Personnel who is the primary contact for wellness committee and directs communications to committee members.

Dashboard FY2025

Select **Renew Application**

The screenshot shows a dashboard with a top navigation bar containing four tabs: 'Sponsor Tasks', 'Sponsor Applications & Participation', 'Site Applications', and 'C'. Below the tabs is a main content area with a sub-header 'Administrative' on the right. Underneath, there is a section titled 'Sponsor Tasks' which contains a list of menu items. The item 'Renew Application' is circled in red. Other items include 'Batch Daily Meal Counts', 'Batch Participation Detail', 'Add/Remove Detail Dates', 'Batch Site Questionnaire', 'Batch Site Participation', 'FFVP Application', 'Is Community Eligibility Provision (CEP) for you?', 'Add New Site', 'Deactivate/Re-activate Site(s)', 'Deactivate Sponsor', 'Review Citation Responses', 'Waivers', and 'Local Food for Schools (LFS) Farm Search'. A notice at the bottom of the list states: 'LFS Open Enrollment has closed please contact ISBE at localfoods@isbe.net to inquire about applying'.

Sponsor Tasks	
	Batch Daily Meal Counts
	Batch Participation Detail
	Add/Remove Detail Dates
	Batch Site Questionnaire
	Batch Site Participation
	FFVP Application
	Is Community Eligibility Provision (CEP) for you?
	Add New Site
	Deactivate/Re-activate Site(s)
	Deactivate Sponsor
	Review Citation Responses
	Renew Application
	Waivers
	LFS Open Enrollment has closed please contact ISBE at localfoods@isbe.net to inquire about applying
	Local Food for Schools (LFS) Farm Search

Sponsor Questionnaire

Program Year – Fiscal Year

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

Component Status Summary

<u>Program</u>	<u>Component</u>	<u>Status</u>	<u>Substatus</u>	<u>Submit Date</u>	<u>Approval Date</u>	<u>Effective Date</u>	<u>Last Update Id</u>
School Nutrition Programs	Organization	Approved			4/3/2025	04/03/2025	
School Nutrition Programs	Questionnaire	Completed		4/3/2025	4/3/2025	04/03/2025	

Sponsor Questionnaire

Review/Update contact information

SNP Sponsor Questionnaire

Sponsor Information	Sponsor Information
Determining And Hearing Official Designation	School District Name (RCDT#)
School Nutrition Program Director	Mailing Address
Civil Rights	District Superintendent (Auth. Rep.)
Effective Date of Eligibility	Name: Title: Business Fax Email:
Financial Management	Delivery Address
Policy Statement	Sponsor Contact
Permanent Agreement	Name: Title: Business Fax Email:
Summary	Sponsor Claim Contact
	Name: Title: Business Fax Email:
	Food Service Director
	Name: Title: Business Fax Email:

The form displays contact information for various roles. Green circles highlight the edit (pencil) and delete (X) icons for the Delivery Address, Sponsor Contact, and Food Service Director sections. Question mark icons are present next to the District Superintendent, Sponsor Contact, and Food Service Director labels.

Sponsor Questionnaire

UEI is a 12-digit combination of letters and numbers. Provide the UEI if not displayed.



UEI Requirements

UEI:



UEI= Unique Entity Identifier

1. In the previous fiscal year, did your organization (including parent organizations, all branches and all affiliates worldwide) receive
 - a. 80% or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, sub grants, and/or cooperative agreements;
 - b. \$25,000,000 or more in annual gross revenue from U.S. federal contracts, subcontracts, loans, grants, sub grants, and/or cooperative agreements?

Please select YES only if both (a) and (b) are answered affirmatively.

Yes

No

2. The School Nutrition Programs (SNP) is a voluntary program available to all public schools, private schools, and residential child care institutions which agree to operate a non-profit program offering lunches meeting federal requirements to all children in attendance. The SNP includes the National School Lunch Program, School Breakfast Program, Special Milk Program, Seamless Summer Option, and Afterschool Care Program.

Do you agree that reimbursements received for this program will be used to cover operating and administrative costs associated with operating the program?

Yes

No

For more information regarding UEI visit:

[U.S. General Services Administration](#)

Sponsor Information

Answer the following question (Does not appear for every Sponsor)

Note: Please respond to the question below regarding unforeseen school closure.

Unforeseen School Closures

In the event an [unforeseen school closure](#) occurs during the school year, School Food Authorities (SFA) may offer a meal program under the Seamless Summer Option or Summer Food Service Program at any site meeting eligibility requirements.

Will this SFA offer meals during unforeseen school closures?

- Yes
- No

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Sponsor Information

Review/Answer the following question (Does not appear for every Sponsor)

SNP Sponsor Questionnaire

Sponsor Information	Determining And Hearing Official Designation 1. Determining Official <input type="checkbox"/> Business Manager <input type="checkbox"/> Food Service Director / Head Cook <input type="checkbox"/> Food Service Staff <input type="checkbox"/> School Assistant Principal <input type="checkbox"/> School Principal <input type="checkbox"/> School Secretary <input type="checkbox"/> N/A (This may be due to Community Eligibility Provision (CEP) participation or Special Milk (paid option)) <input type="checkbox"/> Other 2. Hearing Official <input type="checkbox"/> School Superintendent <input type="checkbox"/> School Board President <input type="checkbox"/> School Principal <input type="checkbox"/> School Assistant Principal <input type="checkbox"/> Business Manager <input type="checkbox"/> Church Leader <input type="checkbox"/> N/A (This may be due to Community Eligibility Provision (CEP) participation or Special Milk (paid option)) <input type="checkbox"/> Other
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School Nutrition Program Director

SNP Sponsor Questionnaire

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School Nutrition Program Director

A school nutrition program director, also referred to as a food service director (FSD) is the person who is responsible for the day-to-day operations of the school meals programs of all participating schools under the jurisdiction of the school food authority (SFA). A FSD may have a different job title, such as program manager or coordinator – the job title may be different than the terms used in the United States Department of Agriculture (USDA) Professional Standards rule. Regardless of title, the director is the person responsible for the majority of the duties. If job duties are divided among several staff members, e.g., business manager, administrative assistant, and head cook, one person must still be designated as the director. Job responsibilities may include menu planning, food production, food safety, procurement, financial management, recordkeeping, personnel management, training, and program management.

The SNP Director must be an employee of the SFA. **The SNP Director MAY NOT be a contracted person.** However, a SFA that operates under a school-to-school agreement with another SFA, may designate the main SFA SNP director as their SNP Director.

The USDA Professional Standards Regulations, including hiring standards and training requirements, set these requirements. Complete information is found at <https://www.fns.usda.gov/cn/professional-standards>.

1. Please provide the following information for your SNP Director:

First Name:

Last Name:

Phone Number:

Email:

2. Please provide the following information for your SNP Director:

Start Date:

Total number of years experience as SNP Director (current and prior to this position):

Total number of years experience with School Nutrition Programs in a non-director role:

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Sponsor Information

Review/Answer the following question (Does not appear for every Sponsor)

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Civil Rights

1. We, as a School Food Authority (SFA), certify that all front-line staff have been trained on Civil Rights Requirements this past year.

- Yes
 No

For more information on this requirement and training resources please [Click here](#)

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Sponsor Information

Review/Answer the following question (Does not appear for every Sponsor)

Provide response indicating how Household Eligibility Applications are processed.

SNP Sponsor Questionnaire

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Eligibility Determination

1. Each SFA now has a choice regarding the effective date of eligibility for both traditional household eligibility applications and direct certification. Please select one.
 - Application Approval Date or Direct Certification Access Dates** - A student's meal benefits are effective the date the Determining Official reviews and approves the household eligibility application. Benefits provided through direct certification are effective the access date of the file in WINS.
 - Application Submission Date or Direct Certification Effective Date** - A student's meal benefits are effective the date the SFA receives the household eligibility application from the household. If choosing this option, the SFA will need to have a method in which to indicate the "received Date". Benefits provided through direct certification are effective the first day of the month regardless of when the file is accessed. Refunds of meal payments may be required.
 - Not Applicable** - Eligibility Determinations are not made. (This may be due to Community Eligibility Provision (CEP) participation or Special Milk (paid option).)
2. Which method is used for Household Eligibility Applications (HEA)? Check all that apply.
 - Paper Application
 - Online Application

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Sponsor Information

Review/Answer the following question (Does not appear for every Sponsor)

Please indicate how Household Eligibility Applications are offered to households.

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Eligibility Determination

1. Each SFA now has a choice regarding the effective date of eligibility for both traditional household eligibility applications and direct certification. Please select one.

- Application Approval Date or Direct Certification - A student's household eligibility application and direct certification are effective the access date of the application.
- Application Submission Date or Direct Certification - A student's household eligibility application and direct certification are effective the date the SFA receives the household eligibility application.
- Not Applicable - Eligibility Determination is not made for this student.

NEW

2. Which method is used for Household Eligibility Applications (HEA)? Check all that apply.

- Paper Application
- Online Application

What is the name of the Online HEA Software/System?

- Skyward
- Heartland
- My School Apps
- Other

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Sponsor Information

Review/Answer the following question (Does not appear for every Sponsor)

Sponsors that do not collect Household Eligibility Applications must select N/A

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Eligibility Determination

1. Each SFA now has a choice regarding the effective date of eligibility for both traditional household eligibility applications and direct certification. Please select one.
 - Application Approval Date or Direct Certification Access Dates - A student's meal benefits are effective the date the Determining Official reviews and approves the household eligibility application. Benefits provided through direct certification are effective the access date of the file in WINS.
 - Application Submission Date or Direct Certification Effective Date - A student's meal benefits are effective the date the SFA receives the household eligibility application from the household. If choosing this option, the SFA will need to have a method in which to indicate the "received Date". Benefits provided through direct certification are effective the first day of the month regardless of when the file is accessed. Refunds of meal payments may be required.
 - Not Applicable - Eligibility Determinations are not made. (This may be due to Community Eligibility Provision (CEP) participation or Special Milk (paid option).)

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Financial Management (FM)

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Financial Management

MEAL PREPARATION

1. Is the School Food Authority (SFA) food service self-operated or contracted?

- Self operated:** - Self-operated means the SFA employs all staff to manage all aspects of the program, the SFA develops menus and production records, and the SFA prepares, delivers and/or serves the reimbursable meals. The SFA does not contract with a Food Service Management Company (FSMC), Vended Meals Company, another SFA or Governmental Agency for unutilized meals or for management services.
- Contracted:** - Contracted means the reimbursable meals are prepared, served, or delivered through a Third Party such as a Food Service Management Company (FSMC), Vended Meals Company, another SFA or Governmental Agency.

UNPAID MEAL CHARGES

The goal of the school meal programs is to provide nutritious meals to children during the school day. Children may receive breakfast and lunch at no cost to them if they are categorically eligible. Meals to children who do not qualify for free meals based on federal poverty guidelines. Some children, however, who do not qualify for free meals based on the standards would like a breakfast or lunch, but do not have the money to pay for it. The SFA may charge for the meal at the time of the meal service which may lead to unpaid meal charges.

10. What is the School Food Authority (SFA) [Unpaid Meal Charges](#) balance as of:

June 30th of the
prior fiscal year:

April 30th of the
current fiscal year:

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FM: Meal Preparation

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Financial Management

MEAL PREPARATION

1. Is the School Food Authority (SFA) food service self-operated or contracted?

- Self operated:** - Self-operated means the SFA employs all staff to manage all aspects of the program, the SFA develops menus and production records, and the SFA prepares, delivers and/or serves the reimbursable meals. The SFA does not contract with a Food Service Management Company (FSMC), Vended Meals Company, another SFA or Governmental Agency for unitized meals or for management services.
- Contracted:** - Contracted means the reimbursable meals are prepared on or off site through a Third Party such as a Food Service Management Company (FSMC), Vended Meals Company, another SFA or Governmental Agency.

UNPAID MEAL CHARGES

The goal of the school meal programs is to provide nutritious meals to children during the school day. Children may receive breakfast and lunch at no cost to them if they are categorically eligible for free meals or if they qualify for free meals based on federal poverty guidelines. Sometimes, however, children who do not qualify based on these standards would like a breakfast or lunch, but do not have money in their account or in-hand to cover the cost of the meal at the time of the meal service which may lead to unpaid meal charge debt.

10. What is the School Food Authority (SFA) total of [Unpaid Meal Charges](#) balance as of:

June 30th of the
prior fiscal year:

April 30th of the
current fiscal year:

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FM: Meal Preparation- Contracted

SNP Sponsor Questionnaire

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MEAL PREPARATION

1. Is the School Food Authority (SFA) food service self-operated or contracted?

Self operated: - Self-operated means the SFA employs all staff to manage all aspects of the program, the SFA develops menus and production records, and the SFA prepares, delivers and/or serves the reimbursable meals. The SFA does not contract with a Food Service Management Company (FSMC), Vended Meals Company, another SFA or Governmental Agency for unitized meals or for management services.

Contracted: - Contracted means the reimbursable meals are prepared on or off site through a Third Party such as a Food Service Management Company (FSMC), Vended Meals Company, another SFA or Governmental Agency.

2. What third-party contract does the SFA have in place? Select all that apply.

Food Service Management Company

Vended Meals Company

Another SFA or Governmental Agency

UNPAID MEAL CHARGES

The goal of the school meal programs is to provide nutritious meals to children during the school day. Children may receive breakfast and lunch at no cost to them if they are categorically eligible for free meals or if they qualify for free meals based on federal poverty guidelines. Sometimes, however, children who do not qualify based on these standards would like a breakfast or lunch, but do not have money in their account or in-hand to cover the cost of the meal at the time of the meal service which may lead to unpaid meal charge debt.

3. What is the School Food Authority (SFA) total of [Unpaid Meal Charges](#) balance as of:

June 30th of the prior fiscal year: \$

April 30th of the current fiscal year: \$

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Contracted SFA

FM: Meal Preparation- Self-Operated; with a Group Purchasing Agreement

SNP Sponsor Questionnaire

Sponsor Information	Financial Management
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School Nutrition Program Director	1. Is the School Food Authority (SFA) food service self-operated or contracted?
Civil Rights	<input checked="" type="checkbox"/> Self operated: - Self-operated means the SFA employs all staff to manage all aspects of the program, the SFA develops menus and production records, and the SFA prepares, delivers and/or serves the reimbursable meals. The SFA does not contract with a Food Service Management Company (FSMC), Vended Meals Company, another SFA or Governmental Agency for utilized meals or for management services.
Eligibility Determination	<input type="checkbox"/> Contracted: - Contracted means the reimbursable meals are prepared on or off site through a Third Party such as a Food Service Management Company (FSMC), Vended Meals Company, another SFA or Governmental Agency.
Financial Management	2. Does the School Food Authority (SFA) have one of the following group purchasing agreements ? Check all that apply.
Policy Statement	<input type="checkbox"/> CNP Program Operator cooperative agreement - This is an agreement formed solely between Child Nutrition Program (CNP) Program operators formed to increase purchasing power. This agreement is not a method of procurement, rather an agreement to competitively procure goods and services. Such agreements may include a fixed fee to cover overhead, or administrative costs as specified in the cooperative agreement.
Permanent Agreement	<input type="checkbox"/> Agent - An agent is a person or business authorized to act on a client's behalf. An agency may be necessary for procuring goods or services when/if the client does not have the necessary technical understanding of the equipment, service, food, or other food service supplies to be purchased; or lacks time or expertise to conduct a proper procurement. A procurement agent represents a special fiduciary relationship of trust between itself and its client. In other words, the agent must be contractually required to conduct all competitive procurement methods with its client's interests solely in mind. An agent's services in excess of the micro-purchase threshold currently set at \$10,000 must be competitively procured in accordance with Federal procurement methods outlined in 2 CFR 200.320 .
Summary	<input type="checkbox"/> Third Party entity - Third-Party entities include State procurement agency agreements, inter-agency agreements, group purchasing organizations, group buying organizations, and third-party vendors.
	<input type="checkbox"/> The SFA does not hold nor belong to a group purchasing agreement.
	UNPAID MEAL CHARGES
	The goal of the school meal programs is to provide nutritious meals to children during the school day. Children may receive breakfast and lunch at no cost to them if they are categorically eligible for free meals or if they qualify for free meals based on federal poverty guidelines. Sometimes, however, children who do not qualify based on these standards would like a breakfast or lunch, but do not have money in their account or in-hand to cover the cost of the meal at the time of the meal service which may lead to unpaid meal charge debt.
	3. What is the School Food Authority (SFA) total of Unpaid Meal Charges balance as of:
	June 30th of the prior fiscal year: \$ <input type="text"/>
	April 30th of the current fiscal year: \$ <input type="text"/>
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**Self-Operated
SFA**

FM: Meal Preparation- Self-Operated; with a Group Purchasing Agreement

SNP Sponsor Questionnaire

Sponsor Information

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School Nutrition Program Director

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Financial Management

MEAL PREPARATION

1. Is the School Food Authority (SFA) food service self-operated or contracted?

Self operated: - Self-operated means the SFA employs all staff to manage all aspects of the program, the SFA develops menus and production records, and the SFA prepares, delivers and/or serves the reimbursable meals. The SFA does not contract with a Food Service Management Company (FSMC), Vended Meals Company, another SFA or Governmental Agency for unitized meals or for management services.

Contracted: - Contracted means the reimbursable meals are prepared on or off site through a Third Party such as a Food Service Management Company (FSMC), Vended Meals Company, another SFA or Governmental Agency.

2. Does the School Food Authority (SFA) have one of the following [group purchasing agreements](#)? Check all that apply.

CNP Program Operator cooperative agreement - This is an agreement formed solely between Child Nutrition Program (CNP) Program operators formed to increase purchasing power. This agreement is not a method of procurement, rather an agreement to competitively procure goods and services. Such agreements may include a fixed fee to cover overhead, or administrative costs as specified in the cooperative agreement.

Agent - An agent is a person or business authorized to act on a client's behalf. An agency may be necessary for procuring goods or services when/if the client does not have the necessary technical understanding of the equipment, service, food, or other food service supplies to be purchased, or lacks time or expertise to conduct a proper procurement. A procurement agent represents a special fiduciary relationship of trust between itself and its client. In other words, the agent must be contractually required to conduct all competitive procurement methods with its client's interests solely in mind. An agent's services in excess of the micro-purchase threshold currently set at \$10,000 must be competitively procured in accordance with Federal procurement methods outlined in [2 CFR 200.320](#).

Third Party entity - Third-Party entities include State procurement agency agreements, inter-agency agreements, group purchasing organizations, group buying organizations, and third-party vendors.

The SFA does not hold nor belong to a group purchasing agreement.

3. What is the name of the CNP Program Cooperative, Agent, or Third-Party entity? Select all that apply.

Northern Illinois Independent Purchasing Coop (NIIPC)

Southern Illinois School District Cooperative Buying (SISDCB)

IA/IL COOP (AWS)

Southeast Purchasing COOP (SEPCO)

Other

Please explain:
Christina Smith Enterprises

4. What is the contact information for the Cooperative, Agent, or Third-Party entity?

Contact Name:

Contact email:

5. What products are purchased through the Cooperative, Agent, or Third-Party entity? Select all that apply.

Mainline distributor

Bread

Milk

Equipment

Disposables

Other

UNPAID MEAL CHARGES

Self-Operated SFA

FM: Meal Preparation- Self-Operated; No Group Purchasing Agreement

SNP Sponsor Questionnaire

Sponsor Information
Determining And Hearing Official Designation
School Nutrition Program Director
Civil Rights
Eligibility Determination
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Financial Management

MEAL PREPARATION

1. Is the School Food Authority (SFA) food service self-operated or contracted?

- Self operated:** - Self-operated means the SFA employs all staff to manage all aspects of the program, the SFA develops menus and production records, and the SFA prepares, delivers and/or serves the reimbursable meals. The SFA does not contract with a Food Service Management Company (FSMC), Vended Meals Company, another SFA or Governmental Agency for unitized meals or for management services.
- Contracted:** - Contracted means the reimbursable meals are prepared on or off site through a Third Party such as a Food Service Management Company (FSMC), Vended Meals Company, another SFA or Governmental Agency.

2. Does the School Food Authority (SFA) have one of the following [group purchasing agreements](#)? Check all that apply.

- CNP Program Operator cooperative agreement** - This is an agreement formed solely between Child Nutrition Program (CNP) Program operators formed to increase purchasing power. This agreement is not a method of procurement, rather an agreement to competitively procure goods and services. Such agreements may include a fixed fee to cover overhead, or administrative costs as specified in the cooperative agreement.
- Agent** - An agent is a person or business authorized to act on a client's behalf. An agency may be necessary for procuring goods or services when/if the client does not have the necessary technical understanding of the equipment, service, food, or other food service supplies to be purchased; or lacks time or expertise to conduct a proper procurement. A procurement agent represents a special fiduciary relationship of trust between itself and its client. In other words, the agent must be contractually required to conduct all competitive procurement methods with its client's interests solely in mind. An agent's services in excess of the micro-purchase threshold currently set at \$10,000 must be competitively procured in accordance with Federal procurement methods outlined in [2 CFR 200.320](#)
- Third Party entity** - Third-Party entities include State procurement agency agreements, inter-agency agreements, group purchasing organizations, group buying organizations, and third-party vendors.
- The SFA does not hold nor belong to a group purchasing agreement.**

What is the name of the mainline distributor?

4. What is the company name of the milk vendor?

5. What is the company name of the bread vendor?

Self-Operated SFA

FM: Unpaid Meal Charges

SNP Sponsor Questionnaire

Sponsor Information
Determining And Hearing Official Designation
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MEAL PREPARATION

1. Is the School Food Authority (SFA) food service self-operated or contracted?

- Self operated:** - Self-operated means the SFA employs all staff to manage all aspects of the program, the SFA develops menus and production records, and the SFA prepares, delivers and/or serves the reimbursable meals. The SFA does not contract with a Food Service Management Company (FSMC), Vended Meals Company, another SFA or Governmental Agency for unitized meals or for management services.
- Contracted:** - Contracted means the reimbursable meals are prepared on or off site through a Third Party such as a Food Service Management Company (FSMC), Vended Meals Company, another SFA or Governmental Agency.

2. What third-party contract does the SFA have in place? Select all that apply.

- Food Service Management Company
- Vended Meals Company
- Another SFA or Governmental Agency

UNPAID MEAL CHARGES

The goal of the school meal programs is to provide nutritious meals to children during the school day. Children may receive breakfast and lunch at no cost to them if they are categorically eligible for free meals or if they qualify for free meals based on federal poverty guidelines. Sometimes, however, children who do not qualify based on these standards would like a breakfast or lunch, but do not have money in their account or in-hand to cover the cost of the meal at the time of the meal service which may lead to unpaid meal charge debt.

3. What is the School Food Authority (SFA) total of [Unpaid Meal Charges](#) balance as of:

June 30th of the prior fiscal year: \$

April 30th of the current fiscal year: \$

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Policy Statement

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ILLINOIS STATE BOARD OF EDUCATION
Nutrition and Wellness Programs Division
100 North First Street
Springfield, Illinois 62777-0201
800/545-7802 — 217/782-2491

POLICY STATEMENT FOR NATIONAL, SCHOOL LUNCH, SCHOOL BREAKFAST, SPECIAL MILK, AND ILLINOIS FREE BREAKFAST AND LUNCH PROGRAMS

Each school food authority, by agreeing to this policy statement, will abide by these statements as applicable to the program(s) and any provision including a community eligibility provision included in the program(s) that each school food authority elects to participate in.

The school food authority (SFA) agrees to participate in the program(s) designated on the application form and accept responsibility for providing free, reduced-price and paid lunches, breakfasts, after-school-care snacks, or free milk in the schools under its jurisdiction, as identified on each site application.

The SFA agrees the school system will uniformly implement an application policy to determine children's eligibility for free and reduced-price meal services in all National School Lunch Program, School Breakfast Program, and Illinois Free Lunch and Breakfast Program schools under its jurisdiction and to determine children's eligibility for free milk as all Special Milk Program schools providing free milk under its jurisdiction. Meal services include breakfast, lunch, and after-school-care snacks.

In fulfilling the responsibilities, the SFA:

- Agrees to serve free lunch, breakfast, after-school-care snacks, or milk to children from households in accordance with the current Income Eligibility Guidelines or to children from Supplemental Nutrition Assistance Program (SNAP) households or Temporary Assistance to Needy Families (TANF) units that provide a case number, to certified foster children under the legal responsibility of a foster care agency or court, or to children certified as homeless, runaway, migrant, Head Start/Early Head Start, or alternative per regulations (FCR Part 348).
- Agrees to serve reduced-price lunch, breakfast, and after-school-care snacks to children from households in accordance with the current Income Eligibility Guidelines.
- Agrees to provide these benefits to children from households who are experiencing strikes, layoffs, and unemployment which cause the household income to fall within the specified criteria.
- Agrees that a foster child is categorically eligible for free meals and may be included as a member of the foster family if the foster family chooses to apply for benefits for other children and that existing children in foster care as household members can help other children in the household qualify for free or reduced-price meals. If the foster family is not eligible for free or reduced-price meal benefits, it does not prevent a foster child from receiving free meal benefits.
- Agrees that households with children who are categorically eligible under Other Income Categorically Eligible Programs should contact the school for assistance in receiving benefits and mark the relevant box on the application to indicate their status.
- Agrees that the state agency as well as the LEAs will ensure that there are no barriers for participation in the USDA Programs for Limited English Proficient (LEP) families and that both the state agency and the LEAs are required to communicate with parents and guardians in a language they can understand throughout the certification and verification process.
- Agrees there will be no physical segregation of, nor any other discrimination against, any child because of reduced ability to pay the full price of the meal or milk. The names of the children eligible to receive free or reduced-price meal benefits, or free milk, shall not be published, posted, or announced in any manner and there shall be no overt identification of any youth children by use of special signs, labels, or any other means. Further notice is given that children eligible for free or reduced-price meal services, or free milk shall not be required to:
 1. Visit the free meals, snacks, or milk
 2. Use a separate dining room
 3. Go through a separate serving line
 4. Enter the dining room through a separate entrance
 5. Eat meals or after-school care snacks, or drink milk at a different time

See all parts of the Policy Statement

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ILLINOIS STATE BOARD OF EDUCATION
Nutrition and Wellness Programs Division
100 North First Street (A0-270)
Springfield, Illinois 62777-0201
618/243-7802 — 1-777-832-2491
PERMANENT AGREEMENT
(Child Nutrition and Food Distribution Programs)

I. To comply with the intent and purpose of the regulations governing the National School Lunch, School Breakfast, Special Milk, Child and Adult Care Food, Summer Food Service, hereinafter referred to collectively as "Child Nutrition Program" and Food Distribution Programs, the Illinois State Board of Education, hereinafter referred to as the "State Agency," and the School Food Authority (SFA) whose name and address appear on the application for participation, consent and agree as follows:

The State Agency agrees, to the extent that funds are available, to reimburse the SFA for the programs specified by its assignment notice in accordance with the terms of the following regulations applicable to such programs: National School Lunch (7 CFR Part 210), Special Milk (7 CFR Part 210), School Breakfast (7 CFR Part 220), Child and Adult Care Food (7 CFR Part 220), Summer Food Service (7 CFR Part 225) and Food Distribution Programs (7 CFR Part 250), and any amendments thereto.

The SFA agrees to accept federal funds in accordance with the applicable regulations and amendments thereto, and to comply with all provisions thereof, and with any federal instructions or OMB Circulars issued in connection therewith.

II. The SFA also agrees that for each school listed on the annual application and approved as participating in these programs, it will conduct the indicated programs in accordance with the respective regulations and specifically, will conform to the following requirements in the conduct of each program unless the requirements is restricted to one particular program. Breakfasts, lunches, and suppers are hereinafter referred to as "meal." Milk refers to milk served through the Special Milk Program. Provisions for all Child Nutrition Programs.

Provisions for all Child Nutrition Programs.

1. Make meals, supplements, or milk available to all children.
2. Maintain a nonprofit service food or milk service and use revenues received by the nonprofit school food/milk service only for the operation or improvement of such service, except that such revenues shall not be used for purchase land or buildings or for bonded buildings.
3. Maintain a financial management system as prescribed by the State Agency.
4. Serve meals, supplements, and milk that meet the requirements prescribed by the regulations.
5. Serve meals or supplements during the periods designated by the SFA and approved by the State Agency.
6. Price meals and supplements as a unit, except in nonrepeating programs where no separate charge is made.
7. Maintain necessary facilities for storing, preparing and serving food.
8. Maintain, in the storage, preparation and service of food, proper sanitation and health standards in conformance with all applicable state and local laws and regulations.
9. Count on a daily basis the number of free, reduced-price (if non-FCIP site) and paid meals, supplements, and free or paid milk, served to eligible children at the point of service, or through another counting system approved by the State Agency. After-school care snacks do not need to be counted at the point of service, however, individual child's daily attendance must be documented.
10. Claim reimbursement at the assigned rates only for reimbursable free, reduced-price (if non-FCIP site) and paid meals, supplements, or milk served to eligible children in accordance with the respective program regulations. Agree that the SFA official submitting the claim shall be responsible for reviewing and analyzing meal, supplement and milk counts to ensure accuracy as specified in accordance with the respective program regulations governing claims for reimbursement. Acknowledge that failure to submit accurate claims will result in the recovery of an overpayment and may result in the withholding of payments, suspension or termination of the program as specified in accordance with respective program regulations. Acknowledge that if failure to submit accurate claims reflects endorsement, willful misstatement of facts, theft, or fraudulent activity, the penalties specified in Child Nutrition Program regulations shall apply.
11. Claim reimbursement for no more than one of each meal (breakfast, lunch, supper) per child per day that the SFA is approved to serve except for the Summer Food Service Program when second meals are allowed under specific conditions.
12. Submit claims for reimbursement in accordance with procedures established by the State Agency and in accordance with the respective program regulations.

[Return to all parts of the Permanent Agreement](#)
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Finish and Submit

Policy Statement
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ILLINOIS STATE BOARD OF EDUCATION
Nutrition and Wellness Programs Division
100 North First Street (W/275)
Springfield, Illinois 62777-0001
800/545-7662 • 217/782-2481
FEDERAL IDENTIFICATION NUMBER:
(Child Nutrition and Food Distribution Programs)

L. To comply with the intent and purpose of the regulations governing the National School Lunch, School Breakfast, Special Milk, Child and Adult Care Food, Summer Food Service, hereafter referred to collectively as "Child Nutrition Programs" and Food Distribution Programs, the Illinois State Board of Education, hereafter referred to as the "State Agency" and the School Food Authority (SFA) whose name and address appear on the application for participation, covenant and agree as follows:
The State Agency agrees, on the extent that funds are available, to reimburse the SFA for the programs operated by it as designated below, in accordance with whichever of the following regulations are applicable to each program: National School Lunch (FCFR Part 210), Special Milk (FCFR Part 210), School Breakfast (FCFR Part 220), Child and Adult Care Food (FCFR Part 220), Summer Food Service (FCFR Part 220) and Food Distribution Programs (FCFR Part 250), and any amendments thereto.
The SFA agrees to accept federal funds in accordance with the applicable regulations and amendments thereto, and to comply with all provisions thereof, and with any federal instructions or OMB Circulars issued in connection therewith.

M. The SFA also agrees that for each school listed on the annual application and approved as participating in these programs, it will conduct the indicated program(s) in accordance with the respective regulations and specifically, will conform to the following requirements in the conduct of each program unless the requirements in respect to one particular program, alternative, alternate, and supplies are hereafter referred to as "meal". Milk refers to milk served through the Special Milk Program. Provisions for all Child Nutrition Programs:

Provisions for all Child Nutrition Programs

1. Make meals, supplements, or milk available to all children.
2. Maintain a nonprofit school food or milk service and use revenues received by the nonprofit school food/milk service only for the operation or improvement of such service, except that such revenues shall not be used to purchase land or buildings or to construct buildings.
3. Maintain a financial management system as prescribed by the State Agency.
4. Serve meals, supplements, and milk that meet the requirements prescribed by the regulations.
5. Serve meals or supplements during the periods designated by the SFA and approved by the State Agency.
6. Charge meals and supplements as a unit, except in nonparticipating programs where no separate charge is made.
7. Maintain necessary facilities for storing, preparing and serving food.
8. Maintain, in the storage, preparation and service of food, proper sanitation and health standards in conformance with all applicable state and local laws and regulations.
9. Count on a daily basis the number of free, reduced-price (non-CSP) and paid meals, supplements, and free or paid milk, served to eligible children at the point of service, or through another counting system if approved by the State Agency. After-noon care snacks do not need to be counted at the point of service; however, individual child's daily attendance must be documented.
10. Claim reimbursement at the assigned rates only for reimbursable fees, reduction/price (if non-CSP) and paid meals, supplements, or milk served to eligible children in accordance with the respective program regulations. Agree that the SFA official submitting the claim shall be responsible for reviewing and auditing meal, supplement and milk counts to ensure accuracy as specified in accordance with the respective program regulations governing claims for reimbursement. Acknowledge that failure to submit accurate claims will result in the recovery of an over-claim and may result in the withholding of payments, suspension or termination of the program as specified in accordance with respective program regulations. Acknowledge that failure to submit accurate claims reflects non-compliance with participation of federal, state, or local laws and the penalties specified in Child Nutrition Program regulations shall apply.
11. Claim reimbursement for no more than one of each meal type (breakfast, lunch, supper) per child per day that the SFA is approved to serve except for the Summer Food Service Program when supper meals are allowed under specific conditions.
12. Submit claims for reimbursement in accordance with procedures established by the State Agency and in accordance with the respective program regulations.

I agree to all parts of the Permanent Agreement
[View Document](#)

Print | **Finish & Submit**

Link to Site Questionnaire

 **Saved Successfully.**

SNP Sponsor Questionnaire

Performance Based Funding Certification

ISBE use only
Original Performance Based Funding Start Date: 

Stop Performance Based Funding Reimbursement

July August September October November December
 January February March April May June

[View History](#)

Document Checklist

No additional external documents are currently required by

Versions 

[Return to Questionnaire](#)

Select destination Close

Questionnaire was saved successfully.

 **Complete the site questionnaire.**

Site Selection- Click on Site name

Site list		Close [X]	
Programs	Program Year	Name Filter	
<input checked="" type="checkbox"/> SNP	2026 ▼	Name	<input type="text"/>
		Site #	<input type="text"/>

Results shown are sites that have applications for SNP in 2026.

[Site name is a link to the application](#)

Site Details

Review/Answer the following question

1) Site Questionnaire 2a) Participation - Program Selection 2b) Participation - Program Questions 3) Participation Detail

Site Information	Site Details 1. How many areas serve reimbursable meals or milk at this site (e.g. classrooms, serving lines, etc)? <input type="text"/>
Site Details	
Meal Counting & Claiming	
Summary	

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Meal Counting and Claiming

Review/Answer the following question

1) Site Questionnaire 2a) Participation - Program Selection 2b) Participation - Program Questions 3) Participation Detail

Site Information
Site Details
Meal Counting & Claiming
Summary

Meal Counting & Claiming

1. Which of the below methods are used to track/maintain accurate daily meal counts at this site (mark all that apply)?

Computerized Point of Sale Software (ID card / pin# / biometric)

Checklist

Tickets

Tokens

What is the name of the Point-of-Sale Software/System?

Skyward

Heartland

My School Account

Other

2. How is Payment Collected (mark all that apply)?

Cash in line

Prepaid in school office, cafeteria, or classroom

Charge system

Online Payment

Tuition Payment

What is the name of the Online Payment Software/System?

Skyward

Heartland

PushCoin

Teacher Ease

Other

3. Are meal or milk counts taken at point of service?

Yes

No

Previous | Finish & Submit

Non-CEP Site

NEW

Meal Counting and Claiming

Review/Answer the following question

CEP Site

1) Site Questionnaire 2a) Participation - Program Selection 2b) Participation - Program Questions 3) Participation Detail

Site Information
Site Details
Meal Counting & Claiming
Summary

Meal Counting & Claiming

1. Which of the below methods are used to track/maintain accurate daily meal counts at this site (mark all that apply)?

- Computerized Point of Sale Software (ID card / pin# / biometric)
- Checklist
- Tickets
- Tokens
- Clicker

What is the name of the Point-of-Sale Software/System?

- Skyward
- Heartland
- My School Account
- Other

2. Are meal or milk counts taken at point of service?

- Yes
- No

Previous | Finish & Submit

NEW

Link to Program Selection

The screenshot displays a web interface with a green header bar containing a checkmark icon and the text "Saved Successfully." Below this, a navigation bar shows four tabs: "1) Site Questionnaire", "2a) Participation - Program Selection", "2b) Participation - Program Questions", and "3) Participation Detail". A dark green banner below the navigation bar reads "Approved - 4/3/2025".

The main content area is titled "Approvals" and contains several radio buttons for status selection: "Completed" (selected), "Denied", "Not Submitted", "Submitted", "Follow-up Needed", "Incomplete", "Pending", and "Under Review". A "Save Status Change" button is located below these options.

Below the "Approvals" section is the "Questionnaire Dates" section, which includes fields for "Initial Submission Date:" and "Initial Submission ID:". To the right, there are fields for "Initial Approval Date:" and "Initial Approval ID:". A "Return to Questionnaire" button is at the bottom left of this section.

A modal dialog box titled "Select destination" is centered on the screen. It has a "Close" button in the top right corner. The dialog contains the text "Questionnaire was submitted successfully." and a blue link "Proceed to program selection." which is circled in red.

Web-based Illinois Nutrition System WINS- School Year 2025-2026/Fiscal Year 2026

Sponsor and Site Annual Application

- National School Lunch Program
- School Breakfast Program
- Illinois Free Lunch and Breakfast
- After School Snack
- Special Milk

2a) Participation—Program Selection

Add or remove programs here:

SNP Site Application

1) Site Questionnaire 2a) Participation - Program Selection 2b) Participation - Program Questions 3) Participation Detail

Program Selection

Program Selection

Mark all programs that this site will participate in. Unmark any programs that this site will no longer be participating in. Any marked programs that are greyed out cannot be removed from this screen due to claims being completed for that program during this program year. If you wish to discontinue participating a meal/milk program that is greyed out, go to section 2b)Participation-Program Questions, Click on Days of Operation and edit the close date to the last day this site operated that meal/milk service and save those changes.

Nutrition Program	
<input checked="" type="checkbox"/>	Illinois Free Breakfast
<input checked="" type="checkbox"/>	School Breakfast
<input checked="" type="checkbox"/>	Illinois Free Lunch
<input checked="" type="checkbox"/>	National School Lunch
<input checked="" type="checkbox"/>	After School Snack
<input type="checkbox"/>	Special Milk
<input type="checkbox"/>	Seamless Summer Option

Next Section

National School Lunch

Review/Answer the following question

SNP Site Application

1) Site Questionnaire 2a) Participation - Program Selection 2b) Participation - Program Questions 3) Participation Detail

School Lunch Program

School Breakfast Program

Days of Operation

Summary

School Lunch Program

In the previous school year, how many food safety inspections did this site obtain?

**please note that it is a requirement that at least 2 food safety inspections must be requested each school year. For more information on this requirement click here: <https://www.isbe.net/Pages/Child-Nutrition-Program-Food-Safety-Information.aspx>*

Meals and Menus

Meal Offer vs. Serve

Lunch Offer vs. Serve

1. Grades Served

<input checked="" type="checkbox"/> P	<input checked="" type="checkbox"/> K	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> 5
<input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> 7	<input checked="" type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12

2. Grades with Offer vs. Serve

<input type="checkbox"/> P	<input checked="" type="checkbox"/> K	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> 5
<input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> 7	<input checked="" type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12

Next

CEP Site

National School Lunch

Review/Answer the following question

Non-CEP Site

Enter meal prices for:

- Reduced meals
- Adult meal
- Only grades served at the site

Do not enter \$ symbol

NEW

1) Site Questionnaire 2a) Participation - Program Selection 2b) Participation - Program Questions 3) Participation Detail

School Lunch Program

School Breakfast Program

Days of Operation

Summary

School Lunch Program

In the previous school year, how many food safety inspections did this site obtain?

**please note that it is a requirement that at least 2 food safety inspections must be requested each school year. For more information on this requirement click here: <https://www.isbe.net/Pages/Child-Nutrition-Program-Food-Safety-Information.aspx>*

Meals and Menus

Meal Offer vs. Serve
Lunch Offer vs. Serve

1. Grades Served

<input type="checkbox"/> P	<input type="checkbox"/> K	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12

2. Grades with Offer vs. Serve

<input type="checkbox"/> P	<input type="checkbox"/> K	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12

School Lunch Meal Pricing

INSTRUCTIONS: Enter the maximum reduced and paid lunch prices for this application program year?

SNP Sponsors that, on a weighted average, charged less than the [USDA target rate](#) for paid lunches are required to complete the [Paid Lunch Equity \(PLE\) Calculator](#) and if an increase is necessary they must either: increase price they charge for paid meals, contribute non-federal funds to the school food service account, or a combination of raising price and contributing. New sponsors are required to set paid lunch prices at the [USDA target rate](#).

The maximum allowed charge for reduced student meals is 30 cents for breakfast and 40 cents for lunch ([7 CFR 245.2](#)).

School Lunch Program

Reduced Price:	<input type="text"/>
Grades Prek - 5/ Elementary School:	<input type="text"/>
Grades 6 - 8/ Middle School:	<input type="text"/>
Grades 9 - 12/ High School:	<input type="text"/>
Non-program Adult/Staff meal:	<input type="text"/>

Next

School Breakfast Program

Review/Answer the following questions

1) Site Questionnaire	2a) Participation - Program Selection	2b) Participation - Program Questions	3) Participation Detail
-----------------------	---------------------------------------	---------------------------------------	-------------------------

School Lunch Program	School Breakfast Program
School Breakfast Program	
Seamless Summer Option	
Days of Operation	
Summary	

1. Meals and Menus

For more information on what offer vs. serve is [click here](#).

Meal	Serving Method
Breakfast	Offer vs. Serve ▼

Breakfast Mandates:

- A breakfast program is required if 40% or more students at this site were eligible for free or reduced-price meals in October of last school year. In this case, breakfast can be served either before and/or after the instructional day begins.
- A breakfast after the bell program is required if 70% or more students at this site were eligible for free or reduced-price meals in October of last school year and 70% of free and reduced students are not already participating in the breakfast program. In this case, breakfast must be served after the instructional day begins and may also be served before the instructional day begins.

For further information on either of these mandates, please visit www.isbe.net/Documents/summary_of_40_and_70_mandates.pdf

2. Before Bell Serving Venues (select all that apply)

- traditional style in cafeteria
- grab 'n go eaten in classroom
- grab 'n go eaten other than in classroom
- breakfast served in the classroom
- second-chance breakfast during mid-morning break or recess
- N/A - this site does not have a breakfast program before the instructional day begins

3. After Bell Serving Venues (select all that apply)

- traditional style in cafeteria
- grab 'n go eaten in classroom
- grab 'n go eaten other than in classroom
- breakfast served in the classroom
- second-chance breakfast during mid-morning break or recess
- N/A - this site does not have a breakfast program after the instructional day begins

School Breakfast Program

Indicate grades served and offer vs serve grades

N/A - this site does not have a breakfast program after the instructional day begins

4. Grades Served

P K 1 2 3 4 5
 6 7 8 9 10 11 12

5. Grades with Offer vs. Serve

P K 1 2 3 4 5
 6 7 8 9 10 11 12

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

Afterschool Snack Program

Provide when the school day ends

1) Site Questionnaire 2a) Participation - Program Selection 2b) Participation - Program Questions 3) Participation Detail

- School Lunch Program
- School Breakfast Program
- After-School Care Snack
- Days of Operation
- Summary

After-School Care Snack

Meals and Menus

Meal
P.M. Snack

Educational and Enrichment Activities

Does the after-school program offer regularly scheduled and supervised educational and/or enrichment organized-care activities for students? After-school care snacks will only be claimed on days that school is in session.

- Yes
- No

List the education and/or enrichment activities offered to the students:

- Academic Assistance
- Service Learning Projects
- Life Skills
- Leadership Development
- Mentoring
- Cultural Diversity Activities
- Arts and Crafts Programs
- Wellness and Nutrition Activities
- Sports, Fitness, and Recreation
- Other

What time does your school day end?

00:00 AM

NEW

Previous Next

RD OF

EDUCATION

Days of Operation

SBP/NSLP/Afterschool Snack dates will display preset ranges

Date range may be changed or leave preset date range and enter a zero on claims for any dates the site did not operate.

1) Site Questionnaire 2a) Participation - Program Selection 2b) Participation - Program Questions 3) Participation Detail

School Lunch Program
 School Breakfast Program
 After-School Care Snack
Days of Operation
 Summary

Days of Operation

Program year runs 7/1/2025-6/30/2026. If needed, you may amend the prepopulated dates below To include July 2025 And/OR June 2026 by clicking On the edit icons below.

After School Snack

Add Range

Edit	Delete	Start Date	End Date	Days of Week Operating
		8/1/2025	5/31/2026	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri

Illinois Free Breakfast

Add Range

Edit	Delete	Start Date	End Date	Days of Week Operating
		8/1/2025	5/31/2026	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri

School Breakfast

Add Range

Edit	Delete	Start Date	End Date	Days of Week Operating
		8/1/2025	5/31/2026	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri

National School Lunch

Add Range

Edit	Delete	Start Date	End Date	Days of Week Operating
		8/1/2025	5/31/2026	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri

Illinois Free Lunch

Add Range

Edit	Delete	Start Date	End Date	Days of Week Operating
		8/1/2025	5/31/2026	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri

Previous Next

Proceed to site participation detail...

 **Saved Successfully.**

1) Site Questionnaire 2a) Participation - Program Selection 2b) Participation - Program Questions 3) Participation Detail

Approved - 4/15/2025

Approvals

Completed Denied Not Submitted Submitted Incomplete Pending ISBE Approval Follow-Up Needed Under Review

[Save Status Change](#)

Participation Dates
Initial Submission Date: 4/15/2025
Initial Submission ID: debcroy

[Return to Participation](#)

Initial Approval Date: 4/15/2025
Initial Approval ID: debcroy

Select destination **Close**

Participation was saved successfully.

 [Proceed to site participation detail.](#)

Participation Detail

Bulk Entry Screen- check program

SNP Site Application

1) Site Questionnaire 2a) Participation - Program Selection 2b) Participation - Program Questions 3) Participation Detail

Participation detail

Summary of Monthly Serving Days - 0 [-]

As long as the daily enrollment for a program is larger than 0, you will be able to file a claim for that day. Once the monthly site claim is submitted, the program participation enrollment for the month will be updated to the enrollment number entered on the statistics section of the site claim. You do not need to change each day's enrollment here to match each day you are claiming.

Counts in red indicate error(s) are present for the month.

July	0	August	0	September	0
October	0	November	0	December	0
January	0	February	0	March	0
April	0	May	0	June	0

Apply changes to the following days:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

[Go to daily detail](#)

Meals will not be scheduled on days where the district is not in session, as indicated on the school calendar

Program	Meal	Start date	End date	Enrollment	Begin time	End time	Meal preparation
<input type="checkbox"/> School Breakfast							
<input type="checkbox"/> National School Lunch							

Place a check mark next to all programs: this step unlocks all fields, allowing data entry

Save

Participation Detail

Bulk Entry Screen- date range autofill from Days of Operation can be edited

SNP Site Application

1) Site Questionnaire 2a) Participation - Program Selection 2b) Participation - Program Questions 3) Participation Detail

Participation detail

Summary of Monthly Serving Days - 0 [-]

As long as the daily enrollment for a program is larger than 0, you will be able to file a claim for that day. Once the monthly site claim is submitted, the program participation enrollment for the month will be updated to the enrollment number entered on the statistics section of the site claim. You do not need to change each day's enrollment here to match each day you are claiming.

Counts in red indicate error(s) are present for the month.

July	0	August	0	September	0
October	0	November	0	December	0
January	0	February	0	March	0
April	0	May	0	June	0

Apply changes to the following days:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Start date and End date: these dates will prepopulate from the Days of Operation in the participation section of the application.

Program	Meal	Start date	End date	Enrollment	Begin time	End time	Meal preparation
<input type="checkbox"/> School Breakfast	Breakfast	8/1/2025	5/31/2026	169	00:00 AM	00:00 AM	Self Prep
<input type="checkbox"/> National School Lunch	Lunch	8/1/2025	5/31/2026	169	00:00 AM	00:00 AM	Self Prep

Save

Participation Detail

Bulk Entry Screen- estimate the enrollment using current year enrollment

SNP Site Application

1) Site Questionnaire 2a) Participation - Program Selection 2b) Participation - Program Questions 3) Participation Detail

Participation detail

Summary of Monthly Serving Days - 0 [-]

As long as the daily enrollment for a program is larger than 0, you will be able to file a claim for that day. Once the monthly site claim is submitted, the program participation enrollment for the month will be updated to the enrollment number entered on the statistics section of the site claim. You do not need to change each day's enrollment here to match each day you are claiming. Counts in red indicate error(s) are present for the month.

July	0	August	0	September	0
October	0	November	0	December	0
January	0	February	0	March	0
April	0	May	0	June	0

Apply changes to the following days:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Meal **Enrollment:** estimate enrollment for FY26 based on the FY25 enrollment in each building

Program	Meal	Start date	End date	Enrollment	Begin time	End time	Meal preparation
<input type="checkbox"/> School Breakfast	Breakfast	8/1/2025	5/31/2026	169	00:00 AM	00:00 AM	Self Prep
<input type="checkbox"/> National School Lunch	Lunch	8/1/2025	5/31/2026	169	00:00 AM	00:00 AM	Self Prep

Save

Participation Detail

Bulk Entry Screen- enter serving times

SNP Site Application

1) Site Questionnaire 2a) Participation - Program Selection 2b) Participation - Program Questions 3) Participation Detail

Participation detail

Meal Begin time and End time must be entered for each meal service. No default times will be provided.

School Breakfast Program: enter a time before or at the beginning of the school day

National School Lunch Program: must be between 10:00 AM-2:00 PM, serving outside this time requires an approved waiver

After School Snack: must be served after the end of the school day

Special Milk: provide serving time

Program	Meal	Start date	End date	Enrollment	Begin time	End time	Meal preparation
<input type="checkbox"/> School Breakfast	Breakfast	8/1/2025	8/26/2025	169	00:00 AM	00:00 AM	Self Prep
<input type="checkbox"/> National School Lunch	Lunch	8/1/2025	8/26/2025	169	00:00 AM	00:00 AM	Self Prep

Save

NEW

Participation Detail

Bulk Entry Screen- enter serving times

Participation detail

Select a “Meal preparation” for each program: Self Prep OR Contracted

Self Prep: means the reimbursable meals are prepared on-site by the School Food Authority (SFA). The SFA does not contract with a Food Service Management Company (FSMC), Vended Meals Company, another SFA or Governmental Agency for unitized meals or for management services.

Contracted: means the reimbursable meals are prepared on or off-site through a Third Party such as a Food Service Management Company (FSMC), Vended Meals Company, Another SFA or Governmental Agency.

The screenshot shows a web application interface. At the top, there is a blue header with a minus sign icon and the text "When is submitted, the you do not need to". Below this is a table with a header row labeled "Saturday". The table has several rows, each with a dropdown menu labeled "Meal preparation". The first dropdown menu is circled in red. The dropdown menu is currently open, showing a list of options with downward-pointing arrows.

Participation Detail

Bulk Entry Screen- Review and Save

SNP Site Application

1) Site Questionnaire 2a) Participation - Program Selection 2b) Participation - Program Questions 3) Participation Detail

Participation detail

Summary of Monthly Serving Days - 0 [-]

As long as the daily enrollment for a program is larger than 0, you will be able to file a claim for that day. Once the monthly site claim is submitted, the program participation enrollment for the month will be updated to the enrollment number entered on the statistics section of the site claim. You do not need to change each day's enrollment here to match each day you are claiming.

Counts in red indicate error(s) are present for the month.

July	0	August	0	September	0
October	0	November	0	December	0
January	0	February	0	March	0
April	0	May	0	June	0

Apply changes to the following days:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

[Go to daily detail](#)

Meals will not be scheduled on days where the district is not in session, as indicated on the school calendar

Program	Meal	Start date	End date	Enrollment	Begin time	End time	Meal preparation
<input type="checkbox"/> School Breakfast	Breakfast	8/1/2025	5/31/2026	169	00:00 AM	00:00 AM	Self Prep
<input type="checkbox"/> National School Lunch	Lunch	8/1/2025	5/31/2026	169	00:00 AM	00:00 AM	Self Prep

Save

Participation Detail

Bulk Entry Screen- Review and Save

 **Saved successfully.**

Participation detail

Summary of Monthly Serving Days - 216 [-]

As long as the daily enrollment for a program is larger than 0, you will be able to file a claim for that day. Once the monthly site claim is submitted, the program participation enrollment for the month will be updated to the enrollment number entered on the statistics section of the site claim. You do not need to change each day's enrollment here to match each day you are claiming. Counts in red indicate error(s) are present for the month.

Month	Count
July	0
August	21
September	22
October	23
November	23
December	22
January	22
February	0
March	0
April	22

Apply changes to the following days:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Meals will not be scheduled on days where the district is closed.

Program	Meal	Start date	End date	Enrollment	Begin time	End time	Meal preparation
<input checked="" type="checkbox"/> School Breakfast	Breakfast	8/1/2025	5/31/2026	169	07:30 AM	08:15 AM	Self Prep
<input checked="" type="checkbox"/> National School Lunch	Lunch	8/1/2025	5/31/2026	169	11:30 AM	01:00 PM	Self Prep

Participation detail complete Close

Participation detail was saved successfully.

 [Complete next site Application](#)

 [Return to the home screen.](#)

 [Return to bulk entry participation detail.](#)

Participation Detail

Bulk Entry Screen- Months

 **Saved successfully.**

Participation detail

Summary of Monthly Serving Days - 216 [-]

As long as the daily enrollment for a program is larger than 0, you will be able to file a claim for that day. Once the monthly site claim is submitted, the program participation enrollment for the month will be updated to the enrollment number entered on the statistics section of the site claim. You do not need to change each day's enrollment here to match each day you are claiming.

Counts in **red** indicate error(s) are present for the month.

July	0	August	21	September	22
October	23	November	20	December	23
January	22	February	20	March	22
April	22	May	21	June	0

Apply changes to the following days:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

 [Go to daily detail](#)

Meals will not be scheduled on days where the district is not in session, as indicated on the school calendar

Program	Meal	Start date	End date	Enrollment	Begin time	End time	Meal preparation
<input checked="" type="checkbox"/> School Breakfast	Breakfast	8/1/2025 	5/31/2026 	169	07:30 AM 	08:15 AM 	Self Prep 
<input checked="" type="checkbox"/> National School Lunch	Lunch	8/1/2025 	5/31/2026 	169	11:30 AM 	01:00 PM 	Self Prep 

Save

Sponsor/Site Application

Once the Sponsor and Site Applications are complete the green checkmark will appear on the WINS Dashboard.

Sponsor Lookup

Name / RCDT / City / Address / Zip

Program

Program Year

 Your application is complete.

Alerts [-]

No Sponsor alerts. Please use the Show Existing Site Alerts link below.

 [Show existing site alerts](#)

Comments/Notes [-]

No Sponsor notes. Please use the Show Existing Site Notes link below.

 [Show existing site notes](#)

Contact Information

Nutrition Department

800.545.7892 or 217.782.2491

CNP@isbe.net