

# Web-based Illinois Nutrition System (WINS) Quick Reference Guide

June 2026

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# Add or update contacts

1. Log in to WINS
2. To **add** contact, click Add Contact link located in the top right corner
3. Add the required (\*) and other information
4. Click Save
5. To **update** a contact, locate the contact information on the home page (e.g., Sponsor Contact)
6. Click the paper and pencil icon next to the contact's name
7. Add the required (\*) and other information
8. Click Save

Springfield SD 186 (51-084-1860-25) +Add Contact  
+Add Address

Sponsor Contact ?

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Name: ✎ ✕

Title:

Business

Fax

Email:

Note: WINS ties to the Entity Profile System (EPS) system for official school district names, school site names, addresses, contact information and the Authorized Representative (District Administrator). For instructions on updating EPS information, review the [EPS guide](#).

# How to find the Determining and Hearing Official

1. Log in to WINS
2. Click on the Sponsor Applications & Participation tab
3. Under the Component column, click on the Questionnaire link
4. Click the Determining and Hearing Official Designation tab on the left of the questionnaire

Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info			
<b>Component Status Summary</b>							
Program	Component	Status	Subelatus	Submit Date	Approval Date	Effective Date	Last Update Id
School Nutrition Programs	Organization	Approved					
School Nutrition Programs	<a href="#">Questionnaire</a>	Completed					

SNP Sponsor Questionnaire	
Sponsor Information	
Determining And Hearing Official Designation	
School Nutrition Program Director	
Civil Rights	
Eligibility Determination	
Financial Management	
Policy Statement	
Permanent Agreement	
Summary	

# How to find the effective date of eligibility

1. Log in to WINS
2. Click on the Sponsor Applications & Participation tab
3. Under the Component column, click on the Questionnaire link
4. Click the Eligibility Determination tab on the left of the questionnaire

Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info			
<b>Component Status Summary</b>							
Program	Component	Status	Subelatus	Submit Date	Approval Date	Effective Date	Last Update Id
School Nutrition Programs	Organization	Approved					
School Nutrition Programs	<a href="#">Questionnaire</a>	Completed					

SNP Sponsor Questionnaire
Sponsor Information
Determining And Hearing Official Designation
School Nutrition Program Director
Civil Rights
Eligibility Determination
Financial Management
Policy Statement
Permanent Agreement
Summary

# How to add a program to the application

1. Log in to WINS
2. Click on the Site Applications Tab
3. Find the site under the Site Name column in which the program will be added
4. Click on the Participation link
5. Under Step 2a: Participation – Program Selection at the top of the page, select the appropriate meal program
6. Click the Next Section button and continue with Step 2b: Participation – Program Questions
7. Click the meal program tab added on the left side of the page (e.g., After-School Care Snack or Seamless Summer Option)
8. Complete the program questions and click the Next button at the bottom of the page
9. Click the Days of Operation tab on the left side of the page and locate the meal program added. Click the Add Range button
10. Enter the Start and End dates in which the meal program will operate and select the appropriate days Serving Days in which meals will be served (e.g., Monday through Friday)
11. Click the Save button
12. This information will appear under the meal program. Click the Next button at the bottom of the page
13. Continue to Step 3: Participation Detail
14. Select the meal program added in the middle of the page
15. Add the Start Date, Ende Date, Enrollment, Begin Time, End Time, and Meal Preparation method
16. Click the Save button in the middle of the page

Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info	
Sites					
Site Name	Site Number	Site Org Status	Questionnaire	Participation	Participation Detail

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

### Seamless Summer Option

**1. Seamless Site Type**

School

**2. Seamless enrollment type**

Open

**3. How is your site eligible for the seamless program?**

School Data

**4. Will this site be operating as an academic summer school?**

- Yes
- No

**5. How will the site advertise the availability of meals to the community?**

- Newspaper
- Flyers home from school
- Flyers in community
- Television
- Radio
- District Website
- Telephone Call to Household
- Social Media Accounts
- Other

**6. Meals and Menus**

Meal	Meal Prep Location	Offer vs. Serve
<input type="checkbox"/> Breakfast		
<input type="checkbox"/> A.M. Snack		
<input type="checkbox"/> Lunch		Offer vs. Serve
<input type="checkbox"/> P.M. Snack		
<input type="checkbox"/> Supper		

Seamless Summer Option follows the same meal pattern grade groupings as National School Lunch Program (Pre K, K-5, K-8, 6-8, 9-12) and School Breakfast Program (Pre K, K-5, K-8, 6-8, 9-12 or K-12).

**7. Please indicate the meal pattern grade group(s) being served by checking the all applicable grades below:**

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

**8. Do you want this site to serve Non-Congregate Meals?**

This location is NOT eligible to serve non-congregate meals.

# Add or remove days of operation

1. Log in to WINS
2. Click on the Site Applications tab
3. Find the site under the Site Name column in which the days of operation will be modified
4. Click the Participation link
5. Under Step 2b: Participation – Program Questions, click the Days of Operation tab on the left side of the page
6. Click the Edit Range button under the appropriate meal program – the range dates and serving days can be modified
7. Click the Save button
8. The new dates will appear under the meal program. Click the Next button at the bottom of the page
9. Continue to Step 3: Participation Detail
10. Select the appropriate meal program in the middle of the page
11. Modify the Start Date and End Date columns
12. Select the appropriate days the changes apply to under the “Apply changes to the following days” header (e.g., Monday through Friday)
13. Click the Save button in the middle of the page

**SNP Site Application**

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

**Participation detail**

**Summary of Monthly Serving Days - 189** [-]

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	10	September	20
October	21	November	17	December	15
January	22	February	20	March	22
April	22	May	20	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	8/18/2025	5/28/2026	900	07:30 AM	08:30 AM	Self Prep
<input type="checkbox"/> National School Lunch	Lunch	8/18/2025	5/28/2026	900	10:40 AM	01:00 PM	Self Prep
<input type="checkbox"/> After School Snack	P.M. Snack	8/18/2025	5/28/2026	75	02:30 PM	04:00 PM	Self Prep
<input type="checkbox"/> Seamless Summer Option	Lunch				00:00 AM	00:00 AM	Self Prep

[Save](#)

# How to make changes to the Participation Detail

1. Log in to WINS
2. Click on the Site Applications tab
3. Find the site under the Site Name column in which the Participation Detail will be modified
4. Click the Participation Detail link
5. To make changes to multiple days select the appropriate meal program(s) in the middle of the page
6. Changes to Start Date, End Date, Enrollment, Begin Time, End Time, and Meal Preparation can now be made
  - a. See Add or Remove Days of Operation if extending school year
7. Select the appropriate days the changes apply to under the “Apply changes to the following days” header (e.g., Monday through Friday)
8. Click the Save button in the middle of the page
9. To make a change to a single day click the Go to daily detail button in the middle of the page
10. Use the Month and Program dropdown boxes to find the appropriate day and meal program
11. Use the Enrollment, Meal Times, and Meal Preparation tabs to make appropriate changes
12. Click the Save button at the bottom of the page

**SNP Site Application**

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

**Participation detail**

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[Go to daily detail](#)

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<input type="checkbox"/> After School Snack	P.M. Snack	8/18/2025	5/28/2026	75	02:30 PM	04:00 PM	Self Prep
<input type="checkbox"/> Seamless Summer Option	Lunch				00:00 AM	00:00 AM	Self Prep

[Save](#)

Summary of Monthly Serving Days - 189 [-]

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	10	September	20
October	21	November	17	December	15
January	22	February	20	March	22
April	22	May	20	June	0

Meals

Month:

Program:

Quick Links

- Make bulk changes
- Go to site claim
- Print Approved Summary

Legend

- Non Serving Day
- Serving Day
- Holiday
- Special Event

Save

Enrollment | Meal times | Meal preparation

Meal Date	Breakfast Cap Override Errors
Thu Jan 1 2026	900
Fri Jan 2 2026	900
Sat Jan 3 2026	0
Sun Jan 4 2026	0















# Locating monthly claims for reimbursement

1. Log in to WINS
2. Click on the Claims & Monitoring tab
3. Click on the month to view consolidated claim data
4. Click on the Site Claims link to view each site's claim data
5. The Site Claim link will open a separate panel for the corresponding month. Click the Month (.g., "Oct" for October) for the site to view site claim data

Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info	
<b>Monitoring Summary</b>					
Program	Review Type	Program Year	Status	Status Date	Monitor
SNP					
SNP					
SNP					
SNP					
SNP					
SNP					
SNP					
<b>Sponsor Claims</b>					
Month	Year	Type	Status	Payment Batch	Site Claims
Jul	2025	Claim	Sent to FRIS	4	<a href="#">Site Claims</a>
Aug	2025	Claim	Sent to FRIS	7	<a href="#">Site Claims</a>
Sep	2025	Claim	Sent to FRIS	12	<a href="#">Site Claims</a>
Oct	2025	Claim	Sent to FRIS	19	<a href="#">Site Claims</a>
Nov	2025	Claim	Sent to FRIS	26	<a href="#">Site Claims</a>
Dec	2025	Claim	Sent to FRIS	30	<a href="#">Site Claims</a>
Jan	2026	Claim	Not Submitted		<a href="#">Site Claims</a>

# How to access Direct Certification

1. Log in to WINS
2. On the Sponsor Tasks tab, locate the Direct Certification link toward the bottom of the page
3. The Direct Certification application will open in a new tab.
4. Use the SNAP/TANF/Free Medicaid, Reduced Medicaid, and Homeless/Migrant/Headstart links at the left of the page to access Annual and Monthly files
5. Click the Download or Print buttons to view Annual and Monthly files

Home	<b>SNAP/TANF/Free Medicaid Monthly/Annual Match Files</b>					
<b>Direct Certification</b>	<b>File Type</b>	<b>Approximate Number of Records</b>	<b>Match Date</b>	<b>Access Date</b>	<b>Download</b>	<b>Print</b>
SNAP/TANF/Free Medicaid	Monthly	76	01/01/2026			
Reduced Medicaid	Monthly	101	12/01/2025	12/08/2025		
Homeless/Migrant/Headstart	Monthly	356	11/01/2025	11/05/2025		
File Upload Match	Monthly	737	10/01/2025	10/06/2025		
Single Child Match	Monthly	60	09/01/2025	09/03/2025		
Direct Verification	Monthly	157	08/01/2025	08/06/2025		
Contact Us	Annual	7,809	07/01/2025	07/11/2025		
Change RCDT						

Complete guidance on the Electronic Direct Certification System can be found in the [Administrative Handbook, Electronic Direct Certification section](#).

# How to find the CEP Group Information

1. Log in to WINS
2. On the Sponsor Tasks tab, locate the CEP Group Information link toward the middle of the page
3. The link will open all the CEP groups – current “Approved” groups are highlighted in green
4. Click on an approved group to see individual site information

The screenshot shows the 'Administrative Tasks' menu in the WINS system. The menu is divided into four main sections: Sponsor Tasks, Site Application Tasks, Reports, and Budget. The 'CEP Group Information' link is highlighted with a red box in the Sponsor Tasks section.

Sponsor Tasks	Site Application Tasks
<ul style="list-style-type: none"> <li>Batch Daily Meal Counts</li> <li>Batch Participation Detail</li> <li>Add/Remove Detail Dates</li> <li>Batch Site Questionnaire</li> <li>Batch Site Participation</li> <li>FFVP Application</li> <li>Is Community Eligibility Provision (CEP) for you?</li> <li><b>CEP Group Information</b></li> <li>Add New Site</li> <li>Deactivate/Re-activate Site(s)</li> <li>Review Citation Responses</li> <li>Waivers</li> </ul>	<ul style="list-style-type: none"> <li>Enroll Site In New Program</li> <li>Edit Site Questionnaire</li> <li>Edit Program Participation</li> <li>Edit Participation Detail</li> </ul>
Reports	Budget
<ul style="list-style-type: none"> <li>Direct Certification</li> <li>Deleted Sites</li> <li>Claim Data Report</li> </ul>	No WINS Budgets required.

The screenshot shows the 'Approved' CEP group information page. The page is divided into three main sections: Student Counts, Rate Percent, and Group Info. The 'Approved' status is highlighted in a red box at the top.

Student Counts	Rate Percent	Group Info
Identified Students: <b>7460</b>	CEP Eligibility: <b>60.00 %</b>	Number of Sites: <b>33</b>
Enrollment: <b>12433</b>	Free Claiming %: <b>96.00 %</b>	Begin Date: <b>7/1/2025</b>
Modified Students: <b>0</b>	Paid Claiming %: <b>4.00 %</b>	End Date: <b>6/30/2029</b>
Rate Info		
Average Breakfast Reimbursement: <b>\$2.88</b>		
Average Lunch Reimbursement: <b>\$4.58</b>		

# How to access the Verification Summary Report

1. Log in to WINS
2. On the Sponsor Tasks tab, locate the NSLP Verification Summary Report link toward the bottom of the page
3. The link will open the Verification Summary Report for the appropriate program year.
4. Use the Next and Previous buttons at the bottom right of the page to navigate between Steps 1 through 5
5. Click the help guide icons and tooltips (i.e., “i”) for additional information on each step

**Step 1: Application Count SY 2025-2026**

**Applications Approved for Free or Reduced Price Benefits**

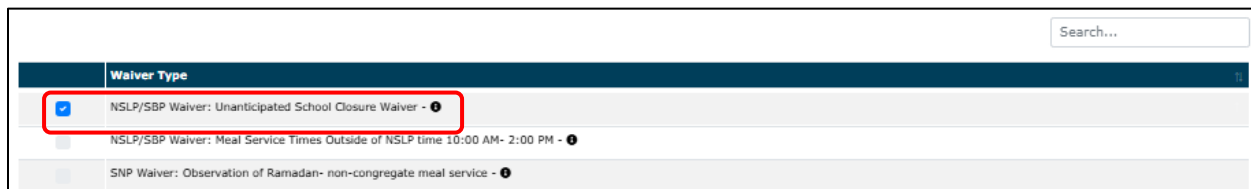
- 1 How many applications did the district have on file that were approved for FREE meal benefits based on providing a valid SNAP or TANF ID number; OR due to the foster child box being checked on the application?
- 2 How many applications did the district have on file that were approved for FREE meal benefits based on meeting household size and income guidelines?
- 3 How many applications did the district have on file that were approved for REDUCED PRICE meal benefits based on meeting household size and income guidelines?
- 4 TOTAL of all above applications
- 5 How many of the above applications are error prone income applications?

**Verification Sample Size** (3% of Total Applications from Line 4)

- 6 Number of Applications to be verified

# How to add a waiver for an unanticipated school closure

1. Log in to WINS
2. On the Sponsor Tasks tab, click the Waivers link toward the bottom middle of the page
3. Click the Apply New Waiver button
4. Select the NSLP/SBP Waiver: Unanticipated School Closure Waiver
5. Add a reason for the waiver in the “Requesting waiver due to” field (e.g., Inclement weather)
6. Add Start Date and End Date
7. Select either Non-congregate or Congregate
8. Select the appropriate site(s) in which the waiver will apply
9. Click the Submit button at the bottom right corner of the page





[isbe.net](http://isbe.net)