

How Do I Know if My Application is Complete?

Not sure if your application for the meal programs is complete? Here are some places to check in WINS to verify that all parts of your application are complete. Firstly, access the WINS system, change the program year to 2021 and if there is a green checkmark at the top of the screen, your application is complete.

Sponsor Lookup

Name / RCDT / City / Address / Zip: 01001006X10
 Program: School Nutrition Programs
 Program Year: 2021

Your application is complete.

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

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

If you have a red X you can determine what still needs completed by checking the tab called Sponsor Applications & Participation – the Questionnaire should say completed and check the tab called Site Applications and all sites should say completed, completed and has no errors. See screen shots below for what a completed applications statuses will look like.

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

Component Status Summary

Program	Component	Status	Substatus	Effective
School Nutrition Programs	Organization	Approved		04/17/20
School Nutrition Programs	Questionnaire	Completed		04/17/20

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

Sites

Site Name	Site Number	Site Org Status	Questionnaire	Participation	Participation Detail
Hoffman Estates High School	11603	Approved	Completed	Completed	Has No Errors
J.B. Conant High School	11599	Approved	Completed	Completed	Has No Errors
Palatine High School	11601	Approved	Completed	Completed	Has No Errors
Schaumburg High School	11602	Approved	Completed	Completed	Has No Errors
Wm Fremd High School	11600	Approved	Completed	Completed	Has No Errors

If you have any statuses that say Submitted, click on the name of the site and when you get to the site page there will be a note about that submitted status. The note will let you know if that part of the application is submitted but incomplete or submitted and pending ISBE approval. If it is submitted incomplete – you need to complete that section of the application. If it is pending ISBE approval, please allow us some time to approve it.

If all of the sites say completed, completed, **has errors** and you contract for your foodservice – if you have not submitted your contract to our office please send it to nutritionprocurement@isbe.net. If you have submitted your contract to our office, please allow us time to review, approve and enter your contract into our system. Once we enter the contract into our system, the days will automatically go into an approved status. If you have errors but do not contract for food service and are unable to determine the problem and fix it contact our office at cnp@isbe.net and one of our staff will look at the days in error.