

# Fiscal Year 2014 Summer Food Service Program Online Application/Questionnaire Instructions

The fiscal year (FY) 2014 annual application/questionnaire for participation in Summer Food Service Program will be available online through Child Nutrition WINS (Web-based Illinois Nutrition System). Please submit your FY14 application as soon as possible so you may file your SFSP claim for reimbursement.

## How to Complete Your Application/Questionnaire Online

### Accessing Child Nutrition WINS through IWAS

**Step 1**— Access the Illinois State Board of Education (ISBE) website at [www.isbe.net](http://www.isbe.net) or [www.isbe.net/nutrition](http://www.isbe.net/nutrition) .

Click *IWAS* (ISBE Web Application/questionnaire Security) at the top of the page.



**Step 2**—Enter login name and password and click *Login*.

If you do not have an administrative IWAS account and have requested access to Child Nutrition WINS, the administrator of your organization needs to approve access to WINS.

*IWAS User Guide*: on the left side of the IWAS homepage.

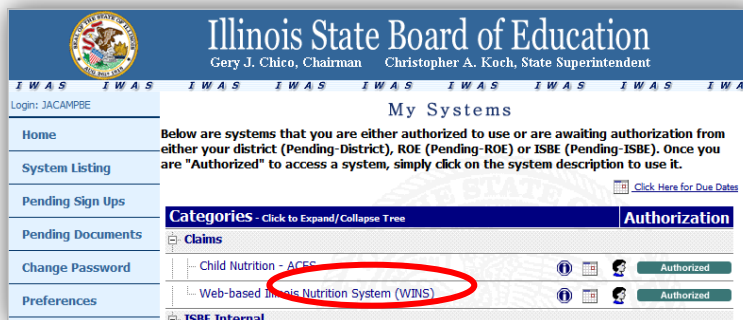
If you have questions or need assistance with IWAS or WINS, please contact ISBE's helpdesk at (217) 558-3600 or click *Contact Us* on the left side of the IWAS homepage.



**Step 3**—In IWAS, click on System Listings found on the left side of the screen.



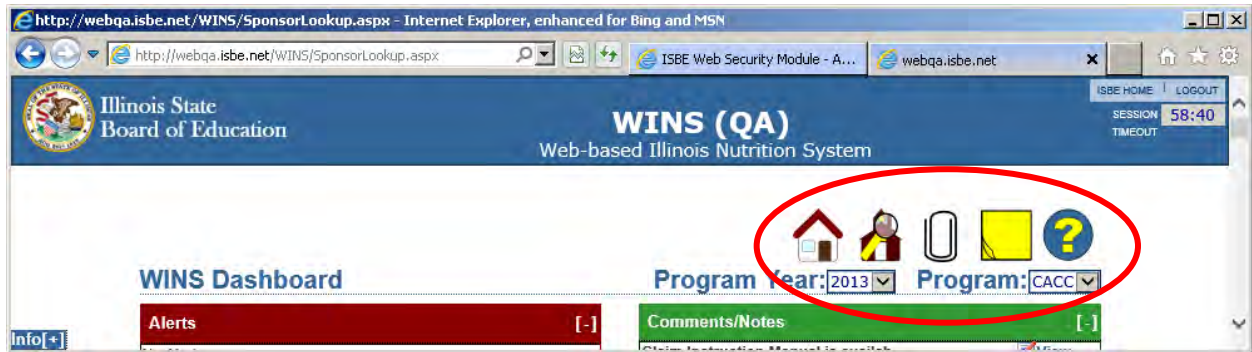
Next, Click on WINS to access the WINS Dashboard. The WINS Dashboard is your home page and is a summary of your programs.



If WINS does not appear in your program list, click *Want to Sign Up for Other Systems* and scroll down to WINS and select *Sign-Up Now* on the right side of the Web-based Illinois Nutrition System (WINS) of the IWAS homepage, and follow the instructions.

## Icons at top:

- House will bring you back to the WINS Dashboard.
- School building with magnifying glass will take you to Site Lookup.
- Paper clip will open an entry screen that will allow you to add an attachment.
- Yellow sticky note will open comments/notes entry screen.
- Yellow question mark in blue circle will list Help Documents available for the screen.



## Completing the Sponsor Questionnaire

**Step 4**—Program year at the top right side of the page must show **2014** and select the correct Program, **SFSP** for the Summer Food Service Program.

**Step 5**—All sponsors must complete and submit a Sponsor Questionnaire. Access the Sponsor Questionnaires by using the Questionnaire link in the Component Status Summary section. All components of your Questionnaire that must be completed are also available under the Alerts section of your WINS Dashboard.

### Sponsor questionnaire:

Review all pre-filled information and update as necessary. Complete all fields. Shaded fields are locked and will not accept changes.

Read the Permanent Agreement for the Summer Food Service Program thoroughly. Click “I Agree” at the bottom of the screen and then “next” to continue. When you have completed all fields, click the review button. A summary screen with all the data will appear. If all data is correct select Submit Questionnaire. If any information is incorrect select Return to Questionnaire and correct the data.

If you need to change the sponsor contact information, send the current information and the correct information to us on organization letterhead. You can fax it to (217) 524-6124 or email to [ngreene@isbe.net](mailto:ngreene@isbe.net)

## Completing the Site Questionnaire(s)

**Step 6**—Complete a Site Questionnaire for each site. In the Site Admin tasks section a link indicates the number of sites approved **(#)Total / (#)Approved**.

Click on the link to list the sites. You may also use the Sites section of the Sponsor home page to select a site or the schoolhouse icon at the top right of the page.

The site organization consists of the following areas to complete:

- 1) Questionnaire
- 2) Participation program questions

### 3) Participation detail screens

Review all pre-filled information and update as necessary. Shaded fields are locked and will not accept changes. When you have completed all fields on the site questionnaire, click the review button and review your responses.

**Submit Questionnaire** when all information is correct.

**To make changes:** select “return to questionnaire” and then make changes.

If you need to complete the questionnaire later, click one of the icons at the top of the page and the system will save the answers given so far.

**Multiple sites:** Repeat these steps if you have more than one site.

The sponsor and Site Organization will approve automatically when all components are completed.

**Add a New Site:** select *Add New Site* from the *sponsor tasks section* and complete the blank Site Questionnaire in its entirety. Click *Submit to ISBE* and staff will review and add allowable sites. Use “Paper Clip” attachment icon to submit additional new site documents.

**Closing a Site:** If meals and/or snacks will not be served at that site during fiscal year 2014, select “*Close Site*” in the sponsor tasks section of the Sponsor Dashboard. Next, check the box for the site or sites you want to close and click *submit*.

#### **Approval Notification**

**Step 7**—Sponsors with an approved Sponsor Questionnaire and at least one approved Site Questionnaire will see an approval letter posted in the Attachments (paper clip icon). A sponsor may view and print an approval letter at any time by selecting the *paperclip icon* from the upper corner. A list of all approval letters will appear. Choose the most recent date for the current approval letter.

WINS is accessible any time. If changes are needed to the Sponsor or Site Questionnaire access the system as outlined above, make necessary changes, and click *Submit*.

**If you have technical questions (access or login issues), please contact the ISBE’s helpdesk at (217) 558-3600.**

**If you have questions related to the program, please contact the Summer Food Service Program, at (800) 545-7892 or (217) 782-2491.**