

INSTRUCTIONS FOR SUBMITTING CHILD NUTRITION PROGRAM CLAIMS

Child and Adult Care Food Program (CACFP)

Nutrition Division

Illinois State Board of Education (ISBE)

100 North First Street, W-270

Springfield, IL 62777-0001

Phone: 217.782.2491 or 800.545.7892

Once approved in the Child and Adult Care Food Program (CACFP), monthly claims for reimbursement are submitted online through the Child Nutrition System Web-based Illinois Nutrition System (WINS) via the ISBE Web Application System (IWAS).

To access the Claims application, log onto your WINS Dashboard/home screen and select the *Claims & Monitoring* tab:

WINS
Web-based Illinois Nutrition System

Sponsor Lookup

Name / RCDT / City / Address / Zip:

Program:

Program Year:

Alerts [-]

No Alerts

[Show existing site alerts](#)

Comments/Notes [-]

Administrative review is assigned, ...	View
The current issue of the Mealtime M...	View
Claim Instructions available - clic...	View
Instructions for Annual Application...	View

[Show existing site notes](#)

Sponsor Name (Agreement/RCDT #):

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

Monitoring Summary

Program	Review Type	Program Year	Status	Status Date	Monitor
CACC	Pre-operational	2014	Cancelled		
CACC	Administrative	2011	Closed		
CACC	Administrative	2008	Closed		

Sponsor Claims

Month	Year	Type	Status	Payment Batch	Site Claims
Oct	2013	Claim	Sent to FRIS	5	Site Claims
Nov	2013	Claim	Sent to FRIS	9	Site Claims
Dec	2013	Claim	Sent to FRIS	14	Site Claims
Jan	2014	Claim	Sent to FRIS	19	Site Claims
Feb	2014	Claim	Sent to FRIS	23	Site Claims
Mar	2014	Claim	Sent to FRIS	28	Site Claims
Apr	2014	Claim	Not Submitted		Site Claims
May	2014	Claim	Not Submitted		Site Claims
Jun	2014	Claim	Not Submitted		Site Claims

Submitting claims is a two-step process: You must first submit a claim for each site operating for the month, and second you must submit a sponsor claim that consolidates all the site information. The payment process cannot begin until the sponsor claim is submitted. On each claim you will report the number of meals served for each meal type approved (breakfast, lunch, p.m. snack, etc) for each eligibility category (free, reduced, paid). You will also report some statistical data, such as the number of eligible children by category.

Claims should be submitted by the 10th of the following month (i.e. August claims are due by September 10). Claims submitted more than 60 calendar days after the end of the claiming month will not be paid.

Claims instructions may be accessed by clicking on the Question Mark icon:



Then, click on the icon that looks like a piece of paper and a magnifying glass to the left of the document called *CACC-WINS claim instruction manual*:

The screenshot shows a web interface titled "Help Guides" with a "Close" button. Below the title is a "Help Documents" section with a "[-]" button and an "Add Document" icon. There is a "Show Obsolete" checkbox and an "Add Document" icon. A table lists documents with columns for "Filename", "Desc.", and "Expires". The document "CACC-WINS claim instruction manual (2).pdf" is circled in red. Below the table are sections for "User Guides [+]", "Downloads [+]", and "Icon Legend [+]" which are currently collapsed.

Filename	Desc.	Expires
Instructions for Adding a New Site - 10-2013.pdf	Adding a New Site Instructions CACFP	
CACC-WINS claim instruction manual (2).pdf	CACC Claim Instructions	
WINS-instructions-amending calendar participation detail.pdf	Instructions- amending calendar year participation detail	
WINS dashboard external updated.pdf	Dashboard external updated for program selection	
WINS Sponsor Annual Financial Report instructions.pdf	Annual Financial Report	
Sponsor home page changes.pdf	Sponsor Home Page Change information	