Non-Public Schools Instructions to Update P-EBT Data in the Web-based Illinois Nutrition System (WINS)

Once the P-EBT Qualified Sponsor Survey is complete and it is determined that the school is eligible for P-EBT benefits, non-public schools will enter qualifying student data in WINS. Only students eligible for free and reduced meals should be uploaded. Please follow the steps outline below:

Step One: From the main sponsor lookup page in WINS, under <u>School Nutrition Programs</u> or <u>Summer</u> <u>Food Service Program</u> (if operating SFSP), Program Year <u>2021</u>, access the <u>P-EBT Upload</u> link. See green arrow below. This link will only appear once the survey is completed.

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Step Two: Determine P-EBT eligible students for the month in which you are submitting the data. Download the template file. The template file requires 14 columns of data for each eligible student. See data requirements below.

Field (Order)	Fieldname Description	Data Field Specification Requirements
1	Student First Name	REQUIRED - Student's legal first name
2	Student Middle Name	OPTIONAL - Student's legal middle name
3	Student Last Name	REQUIRED - Student's legal last name

4	DOB (Date Of Birth)	REQUIRED - Allowable Format
		MM-DD-YYYY (01-01-2010)
		MM/DD/YYYY (01/01/2010)
		MM-D-YYYY (1-1-2010)
		M/D/YYYY (1/1/2010)
5	Gender	REQUIRED - Allowable values
		M - Male
		F - Female
6	Street Address	REQUIRED - Student's mailing address
7	Street Address 2	OPTIONAL - Additional address information (such as Apartment number)
8	City	REQUIRED - Student's mailing address city
9	State	REQUIRED - Allowable formats: IL
10	Zipcode	REQUIRED - Student's mailing address ZIP Code
11	Eligible Days	REQUIRED - Must be not greater than 20 days
12	Site Number	REQUIRED - WINS assigned site number
		Must be 5 numeric characters
13	RaceCode	OPTIONAL - Allowable values
		11 - Hispanic or Latino
		12 - American Indian or Alaska Native
		13 - Asian
		14 - Black of African American
		15 - Native Hawaiian or Other Pacific Islander
		16 - White
		17 - Two or More Races
14	LanguageCode	OPTIONAL - Allowable values
		0 - English
		1 - Spanish

Step Three: Once the file for the month is completed, save the file as a .csv.

Step Four: Using the *Upload your file below* area in this P-EBT module, *Select Month.* Then select *Choose file.* Once the file name is selected for the month, click the blue *Upload.*

A message will display if the file was saved successfully with the number of records submitted and the date. If the file contains any errors, the file will not save, but the system will share line by line error messages. Update the file as necessary, resave as a .csv, and follow Step Four instructions again.

If any additional students need to be added or removed from any month, the file needs to be updated with complete information for all students and uploaded again into the P-EBT module.

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