

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 *School Nutrition Programs* or *Summer Food Service Program* (if operating SFSP), Program Year 2021, access the P-EBT Upload link. See green arrow below. This link will only appear once the survey is completed.

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.

Upload your file below

Select Month: January Maximum number of eligible days: 12

| Site Name | Site Number | Uploaded Students |
|-----------------------------|-------------|-------------------|
| No data available in table. | | |

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Choose file No file chosen Upload