

Instructions to Complete the Illinois P-EBT Qualified Sponsor Survey

All P-EBT Eligible Sponsors were notified in mid-January 2021 to complete a survey available in the Web-Based Illinois Nutrition System (WINS).

Steps to Complete the Survey:

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 Qualified Sponsor Survey link. See green arrow below.

WINS (QA)
Web-based Illinois Nutrition System

Sponsor Lookup

Name / RCDT / City / Address / Zip: 51084186025
Program: School Nutrition Programs
Program Year: 2021
Search

Administrative Tasks

Sponsor Tasks	Site Application Tasks
<input type="checkbox"/> Batch Daily Meal Counts	<input checked="" type="checkbox"/> Enroll Site In New Program
<input type="checkbox"/> Batch Participation Detail	<input checked="" type="checkbox"/> Edit Site Questionnaire
<input type="checkbox"/> Add/Remove Detail Dates	<input checked="" type="checkbox"/> Edit Program Participation
<input type="checkbox"/> Batch Site Questionnaire	<input checked="" type="checkbox"/> Edit Participation Detail
<input type="checkbox"/> Batch Site Participation	
<input type="checkbox"/> FFVP Application	
<input type="checkbox"/> Is Community Eligibility Provision (CEP) for you?	
<input type="checkbox"/> CEP Group Information	
<input type="checkbox"/> Add New Site	
<input type="checkbox"/> Deactivate/Re-activate Site(s)	
<input type="checkbox"/> Deactivate Sponsor	
<input type="checkbox"/> Review Citation Responses	
<input type="checkbox"/> P-EBT Qualified Sponsor Survey	

Step Two: For each month, and for each site, please select one of three options outlined below:

- **Option 1:**
 - **Fully Remote**
 - **Hybrid or In-Person** and NOT serving reimbursable meals to in person students to consume at school
- **Option 2:**
 - **Hybrid or In-Person** and serving reimbursable meals to in person students to consume at school
- **Option 3: School is not in session during this month or there are no students P-EBT eligible.**

While each site must be completed, if the same option is for all sites within a sponsor, there is an apply to all sites to simplify the submission. For the initial data collection period through February 25, 2021, the survey will remain open to changes.

As of February 26, 2021, once a month is submitted, the survey will lock. Changes will need to be requested in writing to ISBE at pebt@isbe.net. Please include the agreement number and site number for any change requested.

Step Three: At the bottom on the survey page, a grid will appear to summarize the data submitted. For public schools, please follow the instructions provided to update the required data elements in the Student Information System. For non-public schools, please follow the instructions provided to update the required data in WINS.

Step Four: Please return to the survey to update any future month(s). Only after the survey is completed, will the data submitted in the SIS be shared with DHS. For a non-public school, the survey must be completed, or the corresponding month will not appear as a submission option in WINS.

Should you or your staff have any questions about P-EBT, please reach out to ISBE at pebt@isbe.net.

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