Attend New Sponsor Workshop

Step #1 Training

Register and attend an SFSP workshop:
http://webprod1.isbe.net/cnscalendar/asp/eventlist.asp

This is REQUIRED. The last workshop is held in Springfield in May.
Submit Online
New Sponsor
Initial Application

Step #2 - Application

• Submit the New Sponsor Application found on the New Sponsor SFSP webpage
http://www.isbe.net/nutrition/htmls/sfsp_new_sponsor.htm
New Sponsor Application form
Authorized Representative is the person who is legally and administratively responsible for running your program.

For example, at a school district the Auth Rep is the Superintendent. At some organizations it is likely the Executive Director.

Contact is someone else ISBE can call, even to leave a message.

Fax or email docs
Attn: Naomi Greene
Application
ngreene@isbe.net
217-524-6124
Step #2 – Application (cont.)

- Fax or email the following items to Naomi Greene, ngreene@isbe.net Fax 217/524-6124
  1. Signed W-9
  2. 501(c)(3) from U.S. Dept. of the Treasury, IRS
  3. Program Announcement/Policy Statement (use correct form found on New Sponsor webpage)
  4. Copy of notice sent to local health department. A Health Department Notification Sample Letter is posted at http://www.isbe.net/nutrition/htmls/summer_forms.htm

- Remember to complete all fields
- Check appropriate tax classification (on your IRS letter)
- Sign and date!
Submit a complete Program Announcement/Policy Statement

- Insert legal name of sponsoring organization in cell AND body of form
- List sites
- Indicate name of organization to whom this was sent

- New sponsors do not have "agreement" number - skip
- Provide meal service dates
- Provide contact information

Authorized Rep signs and dates form

Don't
Send a fax/cover with no contact information
Step #3
Wait for review

Approval by:
1. ISBE Fiscal and
2. State Comptroller

Receive Email
IWAS Administrative Account Setup Instructions will be sent to authorized representative
IWAS = ISBE Web Application Security

Complete IWAS Sign Up
Authorized Representative establish
login and password and approval of
all users for IWAS accounts by
following email instructions

Do NOT create account before notification!

Step #4 IWAS Account

- Follow instructions to set up:
  - Authorized Rep account
  - Staff accounts
  - Each goes into IWAS and adds Web-Based
    Illinois Nutrition System (WINS)
  - Authorized Rep approves each staff seeking
    access

Agreement Number

Welcome, new sponsor!

Congratulations!
Your sponsor application has been reviewed by ISBE personnel and added to the Nutrition Programs. Below is your original application along with your new Agreement Number (RCDT).

In order to finalize your SFSP application, you will need an IWAS account. To create your IWAS account, please visit www.isbe.net and click the IWAS link from the top menu. Once an IWAS account has been authorized, you will need to review your sponsor application and click Submit to ISBE. Once submitted, please enter your site application(s) and sponsor budget. As soon as this has been completed, ISBE staff will review and send an approval notice to your IWAS inbox.

The Agreement Number that has been assigned to you is:

15016XXXNXX
WINS Access

Everyone who will have WINS access completes IWAS set-up, BUT

• Authorized Rep goes first, then approves
• Staff
Illinois State Board of Education

Sign-Up Screen (continued)

• Help

Illinois State Board of Education

FAQ: Frequently Asked Questions (FAQ)

About ESS:
- What is ESS?
- Do I need to use ESS?
- What is the student transaction system?
- What are the student's requirements?
- What is a student?
- What ESS features are available through ESS?

Prevent:
- Can I track what I've paid because dates?
- Is my personal information protected by ESS?
- Why does ESS ask for my personal information?

Using ESS:
- How can I adjust my browser settings to use ESS?
- How can I log in to use ESS?
- How can I use ESS to log in to another ESS web-based program?
- How can I change my Password when I forget it?
- What is the Student System using in ESS?
- How do I clear my browsing history wuch?
- What are my e-mail and password?
- What are my student's requirements?
- Can I use ESS to contact ESS?

Illinois State Board of Education

Check here if you are a student or a parent.
After adding WINS

- ISBE approves addition of system request by Authorized Rep (almost automatic for current sponsors)
- The Authorized Rep APPROVES/DISAPPROVES access for anyone else in the organization
  - Authorized Rep = Administrator who receives all IWAS info
  - Regular user = everyone else
- "Pending District Approval" – you are the district

For Technical problems (adding the system, logins, etc.) call HELPDESK
217-558-3600

For SFSP Program questions contact:
Naomi Greene ngreene@isbe.net
Amy Bianco abianco@isbe.net
Staff approvals
Authorized Rep ONLY looks for staff in “Pending Sign-ups”

Submit WINS Application

Step #5 WINS Completion
• Sponsor Questionnaire
• Sponsor Participation
• Sponsor Participation Detail
• Sponsor Budget
• Add Site(s)
**Step #6**
Wait for ISBE WINS to set-up Site Number (24 Hours)
You will receive email with 6 digit site number

**Step #7 WINS Site Completion**
After 24 hours, and after Site(s) have been added; go into WINS and complete Site Components
- Site Questionnaire
- Site Participation
- Site Participation Detail
Component status
- Not submitted
- Submitted
- Completed
Organization shows as "Approved"
Attach to WINS, Fax/email
Attn: Amy Bianco
Signed Vendor contract, if working with Food Service Management Company

217-524-6124

Step #8
Pre-Op Visit
ISBE will schedule a monitor to conduct a pre-operational review

• Monitors submit weekly schedule week in advance
• Pre-Ops scheduled more than one week ahead
• Monitor will call to schedule visit

Final Approval
Approval letter will appear as an attachment in WINS.
Ready...
Set...
GO!