CACC Meal Count
Batch File Format
& Upload Instructions

Web-based Illinois Nutrition
System (WINS)

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Illinois State Board of Education
Funding & Disbursement Services

WINS File Format Layouts

This document provides the WINS file format layouts for the different types of data that will be collected in WINS. Formats for text (comma delimited) and csv (comma separated value) are provided for each file type. Sample import files are presented following the layout descriptions. Additionally, *Appendix A – Type Codes* provides the various WINS Data Element codes used in creating each batch file.

This document describes the details for the WINS file format layout, including:
- File Header Format
- File Body Format
  - Daily Meal Counts
    - Text (.txt)
    - Excel (.csv)

Each type of data submitted to WINS (e.g., CACC Meal Counts) will have a separate file format layout that will collect a unique set of information. The different file type layouts are provided following the file naming standards and file header format.

File Header Format

Each import file must contain a header as the first row of the batch import file. All fields in the defined header row will be mandatory. If the file is in a text format (.txt or .csv), the header row will be delimited by a carriage return and followed by the detail record. The header row must contain the following fields:

Field Name	Alpha-Numeric/ Numeric	Max. Length	Mandatory /Optional	Description
RecordIdentifier	Alpha-Num	15	M	Unique record Identifier used to identify the record if messages are returned
RecordType	Alpha-Num	1	M	" H" - for Header
ProgramType	Numeric	1	M	WINS Program Type. 4 for Child and Adult Care Food Program – Centers
BatchType	Numeric	1	M	Type of data submitted. 3 for Daily Meal Counts.
RCDT	Alpha-Num	11	M	RCDT of sponsor submitting file to WINS. Note: Must match RCDT of IWAS login of the user submitting the file.
ClaimCalendarYear	Numeric	4	M	Calendar Year the data should apply to.
ClaimCalendarMonth	Numeric	2	M	Calendar Month the data should apply to.
CreationDate	Alpha-Num	10	M	Date file was created (mm/dd/yyyy).

The following is an example of a header row in text format:

1,H,2,1,15016299025,2009,10,3/12/2010

File Body Format

This file format pertains to the data submitted to WINS when requesting the Meal Counts. Additionally, all Meal Counts need not be submitted with each batch. The Sponsor may choose to send a file with only new or updated Meal Counts. It is important to remember to verify the changes reflected on the Sponsor level claim and submit that claim in order to get paid.

The Sponsor is the only party allowed batching rights.

The batch import file must conform to the order and data type listed in the table on the following page. Refer to *Appendix A – Type Codes* for the approved codes and definitions.

Meal Count Detail:

#	Field Name	Alpha-Numeric/ Numeric	Max. Length	Mandatory/ Optional	Description
1	RecordIdentifier	Alpha-Num	15	M	Unique record Identifier used to identify the record if messages are returned
2	RecordType	Alpha-Num	1	M	"D" – for Detail
3	Site Number	Numeric	5	M	ISBE assigned Site Number
4	Sub-Program Type	Numeric	2	M	Sub-Program Type Id that the Meal Count details belongs to. Refer to *Appendix A – Type Codes* for the approved codes and definitions.
5	Meal Type	Numeric	2	M	Meal Type of the Meal Count detail being entered. Refer to *Appendix A – Type Codes* for the approved codes and definitions.
6	Meal Session Number	Numeric	1	M	Session number of the meal entered; 1= first session, 2 = second session.
7	Meal Rate Type	Numeric	20	M	1 = Free, 2 = Paid, 3 = Reduced or refer to Appendix A.
8	Day 1 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
9	Day 2 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
10	Day 3 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
11	Day 4 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.

#	Field Name	Alpha-Numeric/ Numeric	Max. Length	Mandatory/ Optional	Description
12	Day 5 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
13	Day 6 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
14	Day 7 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
15	Day 8 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
16	Day 9 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
17	Day 10 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
18	Day 11 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
19	Day 12 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
20	Day 13 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
21	Day 14 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
22	Day 15 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
23	Day 16 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
24	Day 17 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
25	Day 18 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
26	Day 19 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
27	Day 20 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
28	Day 21 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
29	Day 22 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
30	Day 23 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
31	Day 24 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
32	Day 25 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.

#	Field Name	Alpha-Numeric/ Numeric	Max. Length	Mandatory/ Optional	Description
33	Day 26 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
34	Day 27 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
35	Day 28 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
36	Day 29 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
37	Day 30 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
38	Day 31 Count	Numeric	4	M	Enter Actual Meals Served for this day. Enter 0 if meals were not served.
39	Eligibles	Numeric	4	M	Eligible meal count. Repeat this number across all records for the same sub-program type and Site.
40	Private For Profit Eligibility Billed IDHS/DCFS Count	Numeric	4	O	Count of Private For Profit Eligibility Billed to IDHS/DCFS
41	Private For Profit Eligibility Enrollment Count	Numeric	4	O	Count of Private For Profit Eligibility Enrollment

TEXT FILE FORMAT (Saved as .TXT - Comma Delimited)

The WINS batch import files will follow a standard format that will be laid out within this document. The file will follow basic ASCII standard and will use a ".txt" extension. The import files will be delimited by a carriage return between records, while a comma will separate fields within those records. All fields must be represented with a comma. Blank fields should contain no white space. There is no space following the comma and the beginning of the next field.

Text File Example:

The following is an example of a Meal Counts Batch Import file that contains the mandatory header row (first record) and two meal count records on separate lines.

Import File Example for CACC:

1,H,2,1,15016299025,2009,10,3/12/2010
2,D,45327,1,5,1,2,0,0,0,0,0,0,0,0,0,0,23,0,0,0,0,34,0,0,0,0,0,0,21,0,0,15,0,0,0,0,0,0
4,D,45325,1,5,1,2,0,0,0,0,0,0,0,0,34,0,0,0,0,0,0,12,0,0,0,0,0,34,0,0,0,14,0,0,0,0,0,0

EXCEL FILE FORMAT (Saved as CSV – Comma Delimited)

The WINS batch process accepts the conversion of an Excel spreadsheet into a comma delimited text (.CSV) format.

Once the data are entered into the spreadsheet and prior to submission to ISBE, the file will need to be converted to a .CSV file format. An Excel spreadsheet can be converted to another file format by saving it with the **Save As** command (**File** menu) in Excel. The directions for converting a file to .CSV are listed below.
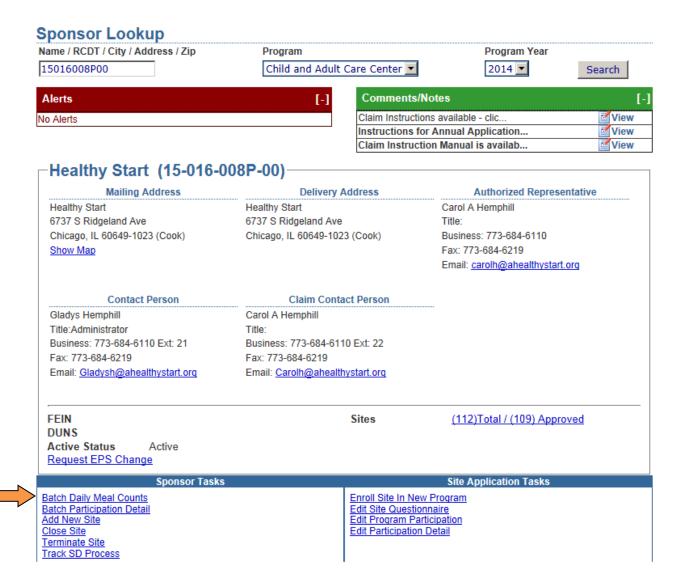
Save a workbook in another file format

1. Open the CACC Meal Count Detail Excel Template, or if you already have the spreadsheet open, save the Excel version (.XLS extension).
2. On the **File** menu click **File → Save As**.
3. In the **File Name** box, type the same file name as you typed in 1-C.
4. In the **Save as** type list, select CSV (Comma delimited).
5. Click **Save**.
6. When notified that the file may contain features not compatible with CSV, click **Yes** to keep the workbook in the current format and finish saving the file.
7. **Close** the Excel file.
8. When prompted to save your changes to the CSV file during the close function click **No**.

The file has now been converted from Excel to comma delimited (CSV) and is in the correct format for submission to ISBE.

Upload Batch File into WINS

Once you have your external batch file created and ready to upload into WINS just log into WINS and go to your dashboard and under 'Sponsor Tasks' click on 'Batch Daily Meal Counts'.

The following screen will load:

o   Select the Program Year and Month of the claim you wish to file from the drop down boxes.

o   Click on the BROWSE button in the File Upload section. Select the file you wish to upload and then click on the UPLOAD button. Any applicable error messages will display in the Messages section.

o   If there are errors, you may correct the batch file and re-submit or go to the individual site claim entry screen in the application to correct errors.

o   Upon successful submission of the site claims, **you must still submit your sponsor claim**. The payment process will not begin until your sponsor claim has been submitted. Refer to the 'Child and Adult Care Food Programs – Centers Claim Instruction Manual' for how to submit your sponsor claim.

Appendix A – Type Codes

SubProgramType
- 5   At-Risk
- 6   Child Care Center
- 7   Headstart
- 8   OSH Center + School OSH
- 10   School Pre-K
- 11   Homeless Shelter

MealType
- 1   Early Snack
- 2   Breakfast
- 3   A.M. Snack
- 4   Lunch
- 5   P.M. Snack
- 6   Supper
- 7   Evening Snack

SessionType
- 1   First Session
- 2   Second Session

MealRateType
- 1   Free
- 2   Paid
- 3   Reduced