

Web-based Illinois Nutrition System (WINS)

Claim Instruction Manual



Illinois State Board of Education
Funding & Disbursement Services

March 2014

Introduction

Applications and claims for the school based Child Nutrition Programs will be completed using the Web-based Illinois Nutrition System (WINS) through the ISBE Web Application System (IWAS) on the ISBE homepage starting with Fiscal Year 2013. Claims prior to October 2012 must continue to be submitted in the Child Nutrition Application and Claim Entry System (ACES).

The most significant change between ACES and WINS is that the site claims will now include **daily meal count** detail for each approved meal service. This enables us to have much tighter edits on the meal counts to ensure the accuracy of meals claimed.

Submitting your claim is still a **two-step** process; first all site claim(s) should be submitted for the month, then the sponsor claim, which consolidates all of the site claim(s) information. The payment process does not begin until the sponsor claim has been successfully submitted.

We ask that claims be submitted by the 10th of the month following the month you are claiming. **ALL** claims, original and upward revisions, must be submitted within 60 days of the end of the claiming month in order to be paid with Federal funds. If the claim is submitted after 60 calendar days it will be received by ISBE as 'waiting for approval'. A letter will be forwarded to the Authorized Representative requesting further information if the claim is an increase. Downward claims will be approved by ISBE without further information. [Refer to claim due dates located at http://www.isbe.net/funding/html/child_nutrition.htm We highly encourage claim submission as soon as possible after the end of the claiming month, in case unforeseen problems arise.

If you have any questions pertaining to the information detailed in this handbook, contact:

Illinois State Board of Education
Funding and Disbursements Services Division
100 North First Street, E-320
Springfield, Illinois 62777-0001
(phone) 217-782-5256
(fax) 217-558-4672

NOTE: ALL SCREEN SHOTS IN THIS HANDBOOK ARE INTENDED TO BE FOR EXAMPLE ONLY. ACTUAL SCREENS WILL VARY FOR EACH SPONSOR DEPENDING ON PROGRAMS APPROVED, NUMBER OF SITES, ETC

Section I - Access to WINS

Local IWAS Administrators have been granted automatic access to the new WINS system. All other current Child Nutrition - ACES users and new users must sign up for the WINS system. To sign up for WINS:

1. Go to the ISBE homepage at www.isbe.net
2. Log into IWAS, located in the middle of the page right below the ISBE header.
3. Go to the IWAS System Listing from the blue bar on the left and click the "**Want to sign up for other systems?**" link on the bottom right hand side of the screen.
4. Then click the "sign up now" button next to "Web-based Illinois Nutrition System (WINS)".
5. After submitting the request to sign up for WINS, the local IWAS Administrator will approve or deny the request.

IWAS access questions should be directed to the ISBE Helpdesk at **(217) 558-3600**.

Section II - Site Claims

The first step in the claim submission process is to submit your site claim. You can submit your site claim by keypunching or hand entering the data for each individual site claim directly into the WINS web application. If you have many sites (10 or more), it may be more efficient and beneficial to develop the external file and upload your site claims using a batch file (See 'WINS NSLP Meal Count File Format Layout' located under this icon: ).

Keypunching Site Claims

There are many different ways to get to the site claim entry screens in WINS. Depending on how many sites you have operating and personal preferences, you can determine which way best meets your needs. One recommended path to the Site Claim is through the following steps:

1. From the WINS Dashboard, go down go down to almost the bottom of the screen to the Sponsor Claims grid and click on the Site Claims link on the right hand side of the page that corresponds with the month for which you are submitting the claim.

Component Status Summary

Program	Component	Status	Effective Date	Last Update Id
National School Lunch	Organization	Approved	09/30/2013	normakoester
National School Lunch	Questionnaire	Completed	09/30/2013	normakoester

Sites

Site Name	Site Number	Program Year	Site Status
Teutopolis Grade School	10130	2014	Approved
Teutopolis High School	10129	2014	Approved
Teutopolis Junior High School	15107	2014	Approved

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Monitoring Summary

Program	Review Type	Program Year	Status	Status Date	Monitor
 NSLP	SMI	2011	Closed	8/2/2012	STAFF
 NSLP	Administrative	2011	Closed	8/2/2012	Hargis
 NSLP	SMI	2008	Closed	8/2/2012	Ramage
 NSLP	Administrative	2007	Closed	8/2/2012	Gregory

Sponsor Claims

Month	Year	Program	Status	Payment Batch	Site Claims
<input checked="" type="checkbox"/> Oct	2013	NSLP	Sent to FRIS	4	Site Claims
<input checked="" type="checkbox"/> Nov	2013	NSLP	Sent to FRIS	13	Site Claims
<input checked="" type="checkbox"/> Dec	2013	NSLP	Sent to FRIS	14	Site Claims
Jan	2014	NSLP	Not Submitted		Site Claims
Feb	2014	NSLP	Not Submitted		Site Claims

Program Summary

Year	Program	SubProgram	Meal	Begin	End	Sites
2014	NSLP	Illinois Free Lunch	Lunch	10/1/2013	9/30/2014	3
2014	NSLP	National School Lunch	Lunch	10/1/2013	9/30/2014	3
2014	NSLP	Special Milk	Milk	10/1/2013	9/30/2014	1

NOTE: You will only see the months that are currently available to submit. As a new month begins, you will see the next month added in this grid. i.e. If it is Feb 5, only the months of October through February will show on the grid. Each Program Year begins on October 1st and ends September 30th.

If no Month is listed, please check under Component Status Summary to see if the Organization is in Approved status. The site must also be in Approved Status. If you are not in Approved Status, contact Nutrition and Wellness Division at 1-800-545-7892.

- You will then get the following grid, which lists all the site claims for the month selected. This grid will show the status of each site claim. You can select which site you would like to work on by clicking on the month on the left side of the grid.

Site Claims Close [X]

Program Month
Program Year
Site Number

Month	Year	Program	Status	Payment Batch	Site Name	Site Number
Jan	2014	NSLP	Not Submitted		Teutopolis Grade School	10130
Jan	2014	NSLP	Not Submitted		Teutopolis High School	10129
Jan	2014	NSLP	Not Submitted		Teutopolis Junior High School	15107

	NSLP	SMI	2008	Closed	8/2/2012	Ramage
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- Once you select the site and month that you wish to submit a claim, a claim entry screen similar to the one below will be displayed.

Organization: Teutopolis High School [10129]
 RCDT: 03-025-0500-26
 Program Year: 2014
 Sponsor: Teutopolis CUSD 50

Type: Claim
 Status: Not Submitted
 Program: NSLP

New Claim

Check for Errors Show All Edits

Daily Meal Counts

Claim

Calendar Year: 2014
Calendar Month: 1

Version

Selected Claim:
New Claim

Quick Links

[Site Claims](#)
[Participation Detail](#)

Meal Counts

Daily Totals

National School Lunch Less than 60% Eligible (9%)

Day	Meal	Program	Free	Reduced	Paid
6	Lunch	National School Lunch	Free	Reduced	Paid
7	Lunch	National School Lunch	Free	Reduced	Paid
8	Lunch	National School Lunch	Free	Reduced	Paid
9	Lunch	National School Lunch	Free	Reduced	Paid
10	Lunch	National School Lunch	Free	Reduced	Paid

This screen is where you will enter the **Daily Meal Counts** by Category (Free, Reduced, and Paid) and by Program meal service that the site is approved for.

Meal Counts

Daily Totals

Program Daily Meal Counts

✓ National School Lunch Less than 60% Eligible (9%)

Day	Meal	Program	Free	Reduced	Paid
6	Lunch	National School Lunch	Free	Reduced	Paid
7	Lunch	National School Lunch	Free	Reduced	Paid
8	Lunch	National School Lunch	Free	Reduced	Paid
9	Lunch	National School Lunch	Free	Reduced	Paid
10	Lunch	National School Lunch	Free	Reduced	Paid
13	Lunch	National School Lunch	Free	Reduced	Paid
14	Lunch	National School Lunch	Free	Reduced	Paid
15	Lunch	National School Lunch	Free	Reduced	Paid
16	Lunch	National School Lunch	Free	Reduced	Paid
17	Lunch	National School Lunch	Free	Reduced	Paid
21	Lunch	National School Lunch	Free	Reduced	Paid
22	Lunch	National School Lunch	Free	Reduced	Paid
23	Lunch	National School Lunch	Free	Reduced	Paid
24	Lunch	National School Lunch	Free	Reduced	Paid
27	Lunch	National School Lunch	Free	Reduced	Paid
28	Lunch	National School Lunch	Free	Reduced	Paid
29	Lunch	National School Lunch	Free	Reduced	Paid
30	Lunch	National School Lunch	Free	Reduced	Paid
31	Lunch	National School Lunch	Free	Reduced	Paid
			0	0	0

The meal count entry screen will display each day of the month for which meal service is approved for that site. All the information displayed on this screen is based on what was approved on the Site Questionnaire for the selected site. If changes need to be made, the Site Questionnaire should first be updated accordingly and then the Site Claim can be accurately submitted. (To update the Questionnaire, contact Nutrition and Wellness Division at 1-800-545-7892.)

- Once you enter and save any information on the site claim the status of the site claim will change to 'Draft' and there will be a 'Draft' watermark in the background.
- Once you enter all the daily meal counts for the month, you can click the 'Save and Continue' button and it will take you to the next meal service Daily Meal Count entry screen.
- After all meal counts are entered for all meal services click 'Save and Continue.'

The System will take you to the screen where you will enter the statistical information for the claim.

Organization: Teutopolis High School [10129] Type: Claim
RCDT: 03-025-0500-26 Status: Draft
Program Year: 2014 Program: NSLP
Sponsor: Teutopolis CUSD 50

New Claim

Check for Errors Show All Edits

Daily Meal Counts

Claim Calendar Year: 2014 Calendar Month: 1	Quick Links Site Claim Summary Site Claims Participation Detail
--	---

Version
Selected Claim:
Current Jan 2014 Claim - Draft - 02/13/2014

Meal Counts	Statistics National School Lunch <input checked="" type="checkbox"/> Enrollment 75 <input checked="" type="checkbox"/> ADA 68 <input checked="" type="checkbox"/> Free Eligible 45 <input checked="" type="checkbox"/> Reduced Eligible 18 <input checked="" type="checkbox"/> Paid Eligible 12
Statistics	

This is monthly information for each program type (i.e. National School Lunch, Special Milk, National School Breakfast, Snack, and Summer Seamless). Enter the highest Enrollment and highest Free, Reduced and Paid Eligibles (Do **NOT** enter Meal totals) for the month for each program type. [Place your mouse cursor over the  to display the definition or See Appendix A for definitions and how to calculate statistics.]

You can navigate back to meal counts by clicking on the 'Previous' button at the bottom of the page or by clicking on the 'Meal Counts' tab to the left of the Statistics entry area.

Once you have entered all statistical information click on 'Save and Continue' to continue to the Site Claim Summary screen.

This screen summarizes the information you submitted on the Claim Entry and Statistics pages. You should review the information for accuracy and ensure it matches your records. If any changes need to be made, navigate back to the Meal Count Entry screen or Statistics screen by using the blue tabs on the left side of the screen or the 'Previous' button at the bottom of the page. If all information is correct, click on the 'Submit Claim' button.

Version

Selected Claim:
Current Jan 2014 Claim - Draft - 02/13/2014

Meal Counts

Statistics

Claim Summary

Please review your completed claim prior to submission.

Site Information

[Teutopolis High School](#)

Claim Data

Claim Month	Jan 2014	Status	Draft
Days of Operation	01/06/2014 - 01/21/2014	Type	Claim
Days Claimed	11	Date Received	
Claim Source	Sponsor	Date Approved	

Updated: amiyohn

Meals

<h4 style="margin: 0;">Illinois Free Lunch - Lunch</h4> <p style="margin: 0;">Illinois Free Lunch</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Free</td> <td style="width: 50%; text-align: right;">204</td> </tr> </table>	Free	204	<h4 style="margin: 0;">National School Lunch - Lunch</h4> <p style="margin: 0;">Less than 60% Eligible</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Free</td> <td style="width: 50%; text-align: right;">204</td> </tr> <tr> <td>Reduced</td> <td style="text-align: right;">127</td> </tr> <tr> <td>Paid</td> <td style="text-align: right;">39</td> </tr> </table>	Free	204	Reduced	127	Paid	39
Free	204								
Free	204								
Reduced	127								
Paid	39								

Statistics

National School Lunch

Days Claimed	11
Enrollment	75
ADA	68

Eligibles

National School Lunch

Free	45
Reduced	18
Paid	12

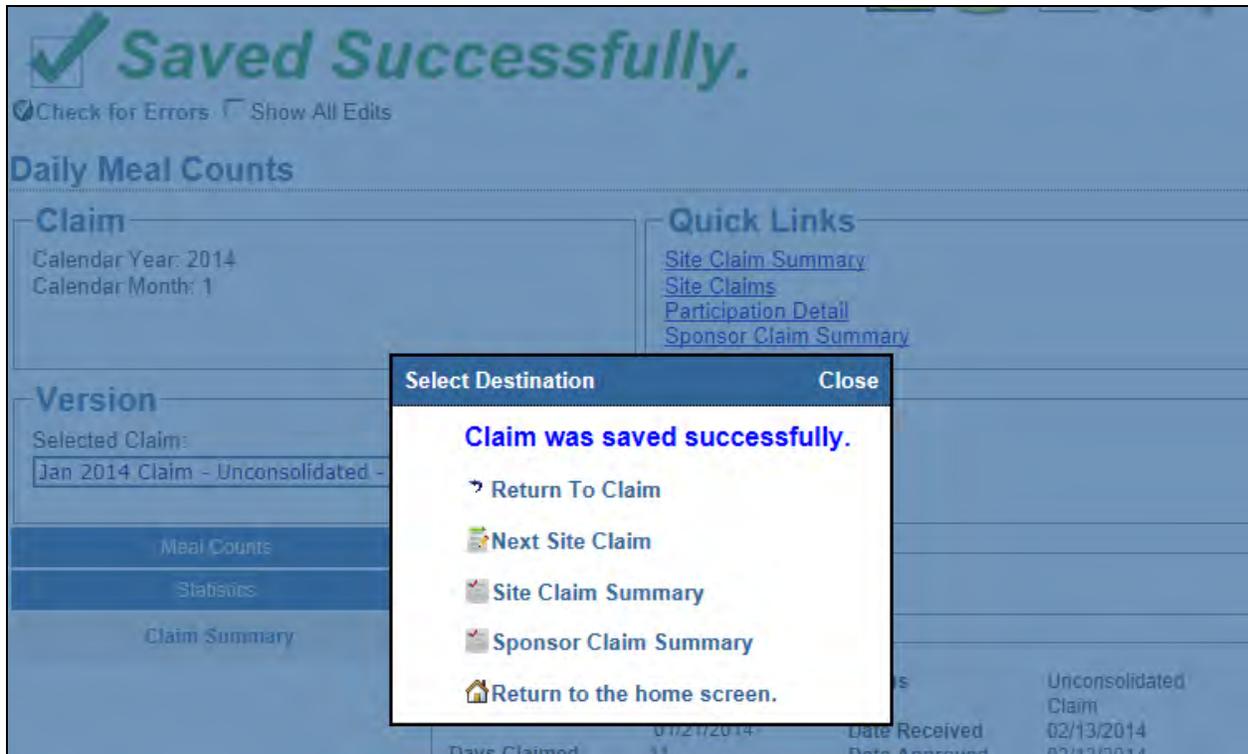
Previous

Submit Claim

NOTE: You no longer have to enter the Total Meals Served. This new computer system calculates this for you based on the data you submitted in the previous sections. **The Total Meal Counts are pulled from the data you entered on the Meal Counts section. If the Total Meal Counts are not correct, please check the Meal Counts tab to the left to ensure there are no data entry errors.**

The system will run edit checks to validate the accuracy of the claim. If the claim passes all the edit checks, the following screen will display. If the claim does not pass all edits and you receive Critical Errors, please see Section IV- Correcting and Revising Claims for instructions on how to proceed.

Note: A claim may be successfully saved with *warning* messages. Warnings do not stop the payment of the claim, but are items we are bringing to your attention in case they are issues that need to be revised.



From here you can select where you would like to go next:

- Return to the claim
- Next Site Claim
- Site Claim Summary
- Sponsor Claim Summary
- Return to the home screen (Dashboard)

If this is your last Site, Click on Sponsor Claim Summary.

NOTE: Once the site claim is successfully submitted, the status will change to 'Unconsolidated'. It will remain in 'Unconsolidated' status until the Sponsor Claim is submitted. After submission of the Sponsor Claim, the site claim status will change to 'Consolidated'. You should complete all your site claims first and then go to the Sponsor Claim Summary screen.

Section III - Sponsor Claims

Once all Site Claims are successfully submitted, the Sponsor Claim must be submitted in order to process the claim for payment. You can access your Sponsor Claim from several areas; the easiest is from the Sponsor Claims grid of the WINS Dashboard.

After Site Claims have been entered for a month, an Alert will appear at the Top of the Dashboard reminding the Organization to submit the Sponsor Claim Summary.

Alerts [-]	Comments/Notes [-]
 Sponsor Claim Site claim(s) for 1/2014 have been submitted; submit sponsor claim by 04/01/2014.	Claim Instructions available - clic...  View Instructions for Annual Application...  View

Once any site claims have been successfully submitted for the month, the sponsor claim status will change from 'Not Submitted' to 'Draft'.

The 'Month' column under Sponsor Claims on the WINS Dashboard will be enabled to access the Sponsor Claim Summary.

Component Status Summary

Program	Component	Status	Effective Date	Last Update Id
National School Lunch	Organization	Approved	09/30/2013	normakoester
National School Lunch	Questionnaire	Completed	09/30/2013	normakoester

Sites

Site Name	Site Number	Program Year	Site Status
Teutopolis Grade School	10130	2014	Approved
Teutopolis High School	10129	2014	Approved
Teutopolis Junior High School	15107	2014	Approved

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Monitoring Summary

Program	Review Type	Program Year	Status	Status Date	Monitor
 NSLP	SMI	2011	Closed	8/2/2012	STAFF
 NSLP	Administrative	2011	Closed	8/2/2012	Hargis
 NSLP	SMI	2008	Closed	8/2/2012	Ramage
 NSLP	Administrative	2007	Closed	8/2/2012	Gregory

Sponsor Claims

Month	Year	Program	Status	Payment Batch	Site Claims
 Oct	2013	NSLP	Sent to FRIS	4	Site Claims
 Nov	2013	NSLP	Sent to FRIS	13	Site Claims
 Dec	2013	NSLP	Sent to FRIS	14	Site Claims
 Jan	2014	NSLP	Draft		Site Claims
Feb	2014	NSLP	Not Submitted		Site Claims



When you click on the link to open the Sponsor claim you will see a screen similar to the following:

NSLP Sponsor Claim

Quick Links

[Site Claims](#)
[Claim Rates](#)

Version

Current Jan 2014 Claim - Draft - 02/13/2014

Please review your completed claim prior to submission.

Sponsor Information

[Teutopolis CUSD 50](#)

Claim Data

Claim Month	Jan 2014	Status	Draft
Days of Operation	01/06/2014 - 01/21/2014	Type	Claim
Days Claimed	11	Date Received	
Claim Source	Sponsor	Date Approved	

Updated: amiyohn

Sponsor Notes

1 site(s) included out of 3 sites approved

National School Lunch - 1 site(s)
Illinois Free Lunch - 1 site(s)

Meals

Illinois Free Lunch - Lunch	National School Lunch - Lunch
Illinois Free Lunch	Less than 60% Eligible
Free	Free
204	Reduced
	Paid
	204
	124
	39

Statistics

National School Lunch	
Days Claimed	11
Enrollment	75
ADA	68

Eligibles

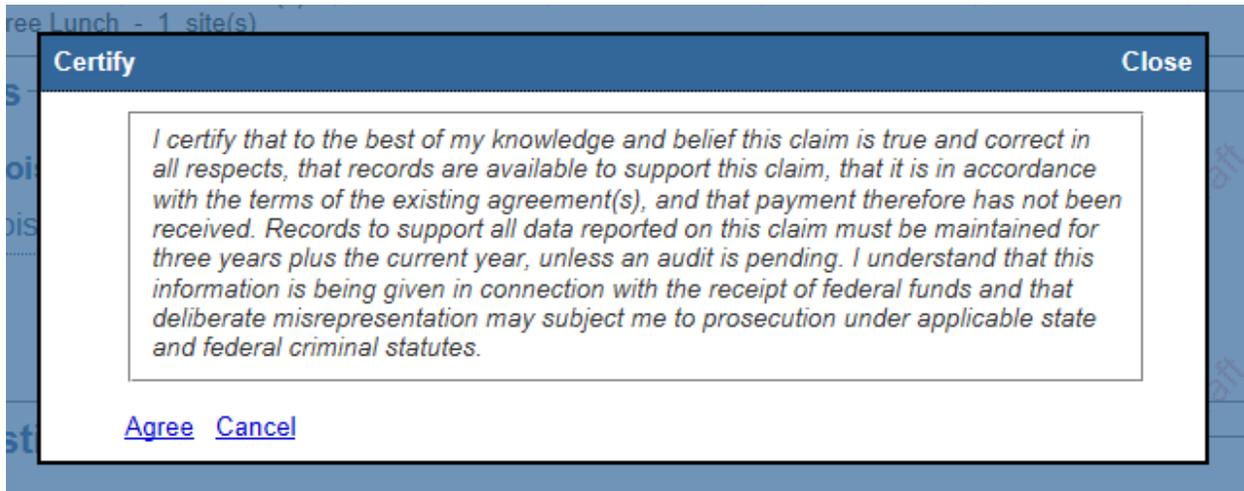
National School Lunch	
Free	45
Reduced	18
Paid	12

The Sponsor Claim is a consolidation of all the Site Claims that were successfully submitted for the month. In the Sponsor Notes area, it identifies how many Site Claims are included in this sponsor claim. You must ensure that ALL appropriate Sites are included. Please ensure that **ALL** meal counts and statistical totals match your records before submitting the sponsor claim.

NOTE: No data entry is done on this screen; it is for review only. If any changes need to be made, you must return to the necessary site claim to update information and then return to the sponsor claim summary and re-check the totals.

***Double-check that All Sites are included on your sponsor claim that you are wishing to submit.**

Once you are sure that all totals are correct, you must click on the 'Submit' button to submit the Sponsor Claim. You will receive a screen asking you confirm that the data you are submitting is true and accurate to the best of your knowledge. You must click on 'Agree' to complete the claim submission process.



Once the Sponsor claim is successfully submitted the screen will look like this:

Organization: Teutopolis CUSD 50
 RCDT: 03-025-0500-26
 Program Year: 2014

Type: Claim
 Status: Approved
 Program: NSLP

Saved Successfully.

NSLP Sponsor Claim

Quick Links

[Site Claims](#)
[Claim Rates](#)

Version

Jan 2014 Claim - Approved - 02/13/2014

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
Illinois Free Breakfast & Lunch 2014	10.20	447.95	437.75	10.20
National Lunch	944.38	34,717.92	33,773.54	944.38
Special Milk	0.00	99.64	99.64	0.00

Sponsor Information

[Teutopolis CUSD 50](#)

Claim Data

Claim Month	Jan 2014	Status	Approved
Days of Operation	01/06/2014 - 01/21/2014	Type	Claim
Days Claimed	11	Date Received	02/13/2014
Claim Source	Sponsor	Date Approved	02/13/2014

Updated: amiyohn

You can also click on the 'Claim Rates' under Quick Links if you wish to view the reimbursement rates for the various programs.

NOTE: You will immediately see what your claim has earned. This is the new 'Claim Analysis' screen as well.

When you move back to the WINS Dashboard the claim will show as 'Approved' in the Sponsor Claim listing.

Component Status Summary				
Program	Component	Status	Effective Date	Last Update Id
National School Lunch	Organization	Approved	09/30/2013	normakoester
National School Lunch	Questionnaire	Completed	09/30/2013	normakoester

Sites			
Site Name	Site Number	Program Year	Site Status
Teutopolis Grade School	10130	2014	Approved
Teutopolis High School	10129	2014	Approved
Teutopolis Junior High School	15107	2014	Approved

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Jump To:

Monitoring Summary						
Program	Review Type	Program Year	Status	Status Date	Monitor	
NSLP	SMI	2011	Closed	8/2/2012	STAFF	
NSLP	Administrative	2011	Closed	8/2/2012	Hargis	
NSLP	SMI	2008	Closed	8/2/2012	Ramage	
NSLP	Administrative	2007	Closed	8/2/2012	Gregory	

Sponsor Claims					
Month	Year	Program	Status	Payment Batch	Site Claims
Oct	2013	NSLP	Sent to FRIS	4	Site Claims
Nov	2013	NSLP	Sent to FRIS	13	Site Claims
Dec	2013	NSLP	Sent to FRIS	14	Site Claims
Jan	2014	NSLP	Approved		Site Claims
Feb	2014	NSLP	Not Submitted		Site Claims

Program Summary						
Year	Program	SubProgram	Meal	Begin	End	Sites
2014	NSLP	Illinois Free Lunch	Lunch	10/1/2013	9/30/2014	3
2014	NSLP	National School Lunch	Lunch	10/1/2013	9/30/2014	3
2014	NSLP	Special Milk	Milk	10/1/2013	9/30/2014	1

The Funding & Disbursement Division vouchers claims for payment each week on Tuesday mornings. If the claim was submitted prior to the start of the voucher process, it will be included in the weekly voucher batch.

Once the claim has been processed for payment, the status of the Sponsor Claim will change to 'Sent to FRIS' and will be reflected in the Sponsor Claim listing on the WINS Dashboard.

Section IV – Correcting and Revising Claims

Upon submission of the site claim, any applicable Error or Warning messages will be returned.

If the claim does not pass all edits and you receive Critical Errors, the problem(s) **must** be corrected or that claim will **not** be processed for payment. A claim may be successfully saved with Warning messages. Warnings are just messages of items that do not stop payment of the claim but are things we are bringing to your attention in case they are oversights or incorrect entries and you wish to make corrections. Additionally, you may discover your own errors or omissions after the successful completion of a site claim and need to make a revision.

A. Correcting Critical Errors

Upon submission of the Site Claim, the computer will check the data to ensure the accuracy of the claim. If it does not pass all of the edit checks, the claim will go into 'Error' Status, a list of the Errors will be returned, and an 'Error' watermark will appear behind the claim.

The screenshot displays the WINS (QA) Web-based Illinois Nutrition System interface. The page header includes the Illinois State Board of Education logo and the system name. The main content area is titled "Warnings, Errors and Messages" and contains a table of error messages. The table has columns for Error State, Edit Code, Location, and Description. Three critical errors are listed:

Error State	Edit Code	Location	Description
Critical	E2025060	Site: 14180 - National School Lunch	ADA(125) must not exceed enrollment(120) for National School Lunch.
Critical	E2025166	Site: 14180 - School Breakfast	Free Breakfast meal counts on day (8) exceed the number of eligibles submitted.
Critical	E2025166	Site: 14180 - Illinois Free Breakfast	Free Breakfast meal counts on day (8) exceed the number of eligibles submitted.

Below the table, there are sections for "Daily Meal Counts", "Quick Links", "Version", "Site Information", and "Claim Data". The "Claim Data" section shows the claim month as Dec 2011, days of operation from 12/01/2011 to 12/30/2011, and the date received as 10/09/2012.

In this example the following error messages were returned:

- **ADA (125) must not exceed enrollment (120) for National School Lunch.**
- **Free Breakfast Counts on day (8) exceed the number of eligibles submitted.**

It might appear that the second error message was duplicated, but one message is for the School Breakfast Program and one message is for the Illinois Free Breakfast Program. Both programs use the same meal counts and eligibles causing the message to return twice.

You must review your data to determine which numbers were in error and return to the appropriate part of the claim to correct the data. For example, to correct the first error above, perhaps the problem was just a typo in the ADA. Instead of 125, it should have been 105. To correct the statistical information you can click on the blue 'Statistics' tab on the left side of the screen to display the Statistics screen.

The screenshot shows a web application interface with a blue header bar containing menu items like 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below the header, there's a navigation area with 'Program Year: 2012', 'Sponsor: Crystal Lake CC.SD 47', and 'Program: NSLP'. A central 'Warnings, Errors and Messages' section contains a table with the following data:

Error State	Edit Code	Location	Description
Critical	E2025060	Site: 14100 - National School Lunch	ADA(125) must not exceed enrollment(120) for National School Lunch.
Critical	E2025166	Site: 14180 - School Breakfast	Free Breakfast meal counts on day (8) exceed the number of eligibles submitted.
Critical	E2025166	Site: 14180 - Illinois Free Breakfast	Free Breakfast meal counts on day (8) exceed the number of eligibles submitted.

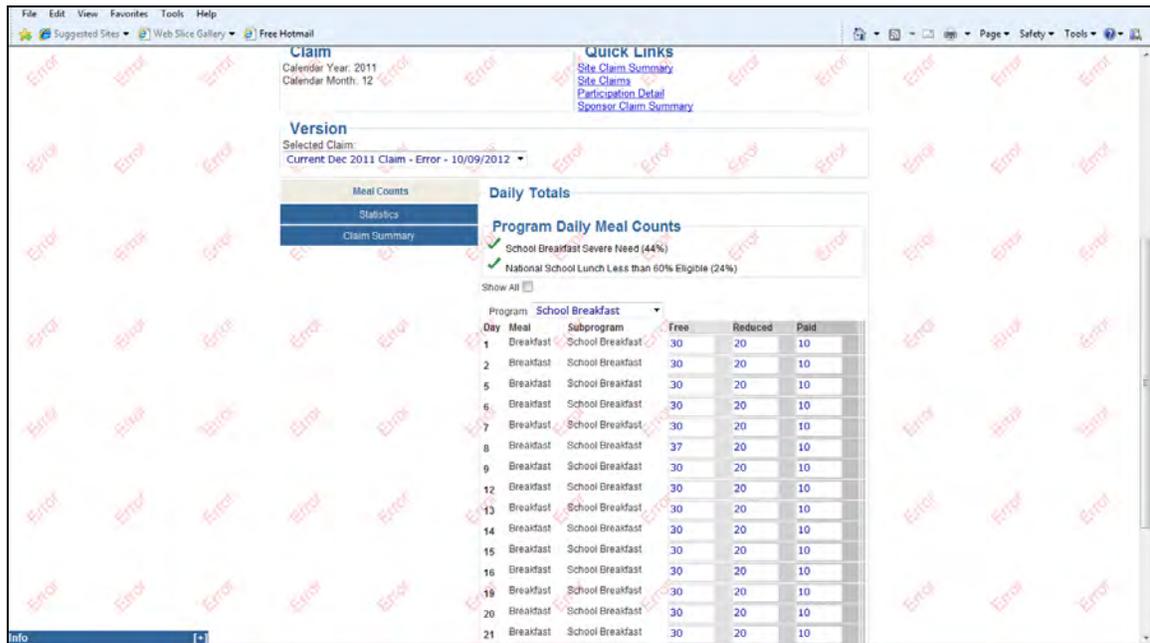
Below the error table, there are sections for 'Daily Meal Counts', 'Claim' (Calendar Year: 2011, Calendar Month: 12), 'Quick Links' (Site Claim Summary, Site Claims, Participation Detail, Sponsor Claim Summary), and 'Version' (Selected Claim: Current Dec 2011 Claim - Error - 10/09/2012). The 'Statistics' section is active, showing data for 'School Breakfast' and 'National School Lunch':

School Breakfast		National School Lunch	
Enrollment	100	Enrollment	120
ADA	95	ADA	125
Free Eligible	30	Free Eligible	50
Reduced Eligible	30	Reduced Eligible	30
Paid Eligible	30	Paid Eligible	20

At the bottom of the statistics section, there are 'Previous' and 'Save and Continue' buttons.

Select the 'ADA' field to update to the correct number and click 'Save and Continue.'

To correct the second error message regarding the meal count exceeding the number of eligibles, you will again have to determine which number was incorrectly entered, the meal count on day 8 or the number of eligible students. For this example we are going to assume it was the meal count that was incorrect. To fix this, select the blue 'Meal Count' tab on the left side of the screen to display the Meal Count Entry screen.



Click the day 8 field and correct the meal count in the free category. Go to the bottom of the page and click on the 'Save and Continue' button.

Whenever any changes to data on the Meal Count or Statistics pages are made, click 'Save and Continue' to ensure that the data is saved. Once all necessary corrections are made, go to the Claim summary page and click on the 'Submit Claim' button again. The system will run through all the edit checks again and either return any errors/warnings or save the claim successfully.

B. Claim Saved Successfully with Warnings

If a claim passes all the critical error checks and has just Warnings returned it will still be successfully saved and the claim status will change to 'Unconsolidated'. This means it is ready to be consolidated into the sponsor claim for payment, just like a claim without any warnings. The Warnings will be displayed on the Site Claim Summary near the top of the screen, similar to Errors.

The screenshot displays the WINS (QA) Web-based Illinois Nutrition System interface. At the top, the Illinois State Board of Education logo is visible on the left, and the system name 'WINS (QA) Web-based Illinois Nutrition System' is centered. The user's name 'JESSICA TRUBOUT' is in the top right corner. Below the header, the claim details are shown: Organization: Coventry Elem School (14180), RCDT: 44-063-0470-04, Program Year: 2012, Sponsor: Crystal Lake CCSD 47, Type: Claim, Status: Unconsolidated, and Program: NSLP. A navigation bar includes icons for Home, User, and Help. The main content area is titled 'Warnings, Errors and Messages' and contains a table with the following data:

Error State	Edit Code	Location	Description
Warning	W2019050	Site: 14180 - School Breakfast	Meal count for Free Breakfast (30) on day 1 exceeds attendance adjusted Free eligibles (29)
Warning	W2019055	Site: 14180 - School Breakfast	Meal count for Free Breakfast (30) on day 2 exceeds attendance adjusted Free eligibles (29)
Warning	W2019056	Site: 14180 - School Breakfast	Meal count for Free Breakfast (30) on day 5 exceeds attendance adjusted Free eligibles (29)
Warning	W2019058	Site: 14180 - School Breakfast	Meal count for Free Breakfast (30) on day 6 exceeds attendance adjusted Free eligibles (29)
Warning	W2019055	Site: 14180 - School Breakfast	Meal count for Free Breakfast (30) on day 7 exceeds attendance adjusted Free eligibles (29)

Below the table, a note states: 'Note: Display shows maximum of 5 occurrences of each edit code; additional occurrences may exist if an edit code is repeated 5 times. Correct errors and resubmit.' There are checkboxes for 'Check for Errors' (checked) and 'Show All Edits'. Below this is the 'Daily Meal Counts' section with 'Claim' details: Calendar Year: 2011, Calendar Month: 12. A 'Quick Links' section includes links for 'Site Claim Summary', 'Site Claims', 'Participation Detail', and 'Sponsor Claim Summary'. At the bottom, the 'Version' section shows 'Selected Claim: Dec 2011 Claim - Unconsolidated - 10/09/2012' with a 'Revisit' button. The bottom navigation bar includes 'Meal Counts' and 'Site Information'.

Because Warnings do not have to be corrected, you may wish to review the data for accuracy or any possible omissions before you proceed. A common Warning that you may receive is:

- **Meal count for Free Breakfast (30) on Day 1 exceeds attendance adjusted Free eligibles (29).**

Note: If any Error or Warning occurs more than 5 times, only the first five occurrences of each edit code will be displayed. This is noted below the grid that displays the Warnings, Errors and Messages. If you wish to see all occurrences of each edit, select the box next to 'Show All Edits' and click on 'Check for Errors'.

To explain the 'attendance adjusted eligibles' Warning above, take a look at the statistical data that goes along with that claim:

The screenshot displays a web interface with the following content:

- Warnings:** Five warning messages are listed, each stating: "Meal count for Free Breakfast (30) on day [X] exceeds attendance adjusted Free eligibles (29)." The days mentioned are 1, 2, 5, 6, and 7.
- Note:** "Display shows maximum of 8 occurrences of each edit code; additional occurrences may exist if an edit code is repeated 8 times. Correct errors and resubmit."
- Check for Errors:** A checkbox labeled "Check for Errors" is checked, and "Show All Edits" is unchecked.
- Daily Meal Counts:** A section for "Claim" showing "Calendar Year: 2011" and "Calendar Month: 12".
- Quick Links:** Links for "Site Claim Summary", "Site Claims", "Participation Detail", and "Sponsor Claim Summary".
- Version:** "Selected Claim: Dec 2011 Claim - Unconsolidated - 10/09/2012" with a "Revised" button.
- Statistics:** A table comparing School Breakfast and National School Lunch statistics.

School Breakfast		National School Lunch	
Enrollment	100	Enrollment	120
ADA	95	ADA	110
Free Eligible	30	Free Eligible	50
Reduced Eligible	30	Reduced Eligible	50
Paid Eligible	30	Paid Eligible	20

Again, the Warning message was:

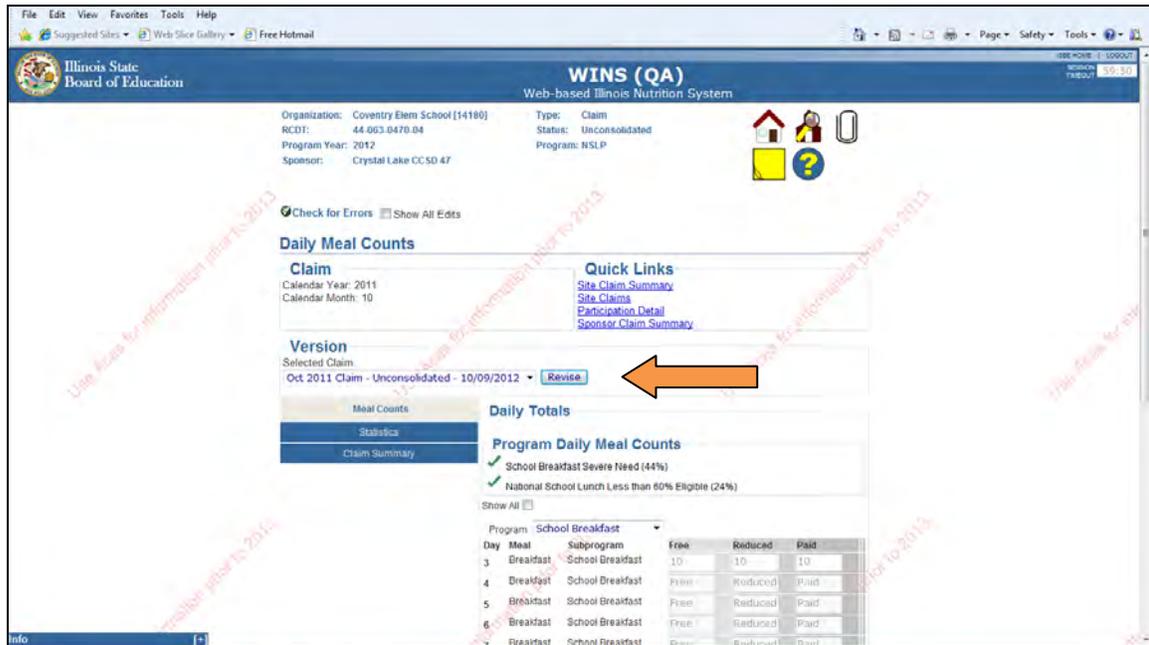
- **Meal count for Free Breakfast (30) on Day 1 exceeds attendance adjusted Free eligibles (29).**

This edit is one that is required by the Federal Regulations to compare the attendance adjusted eligibles to the daily meal count. Attendance adjusted eligibles is defined in Appendix A. This is just a warning because it is possible that on a given day the number of children eating meals in a particular category (free in this case) could exceed the attendance adjusted eligibles. If any revisions need to be made to the claim, follow the steps in Step C for Revising Submitted Site Claims.

C. Revising Submitted Site Claims

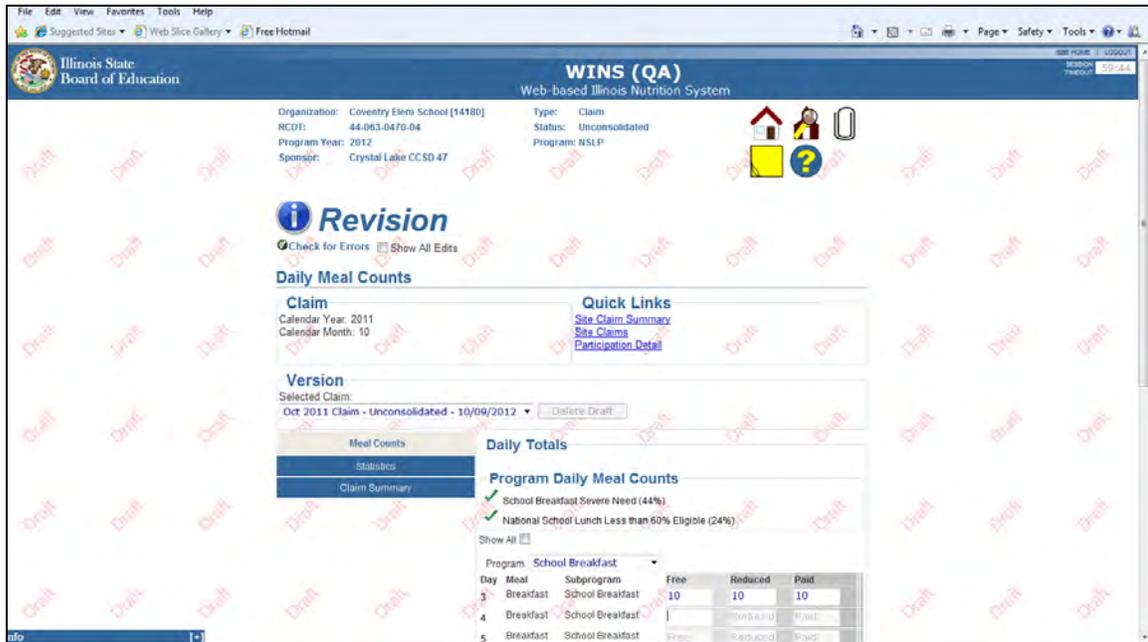
Once site claims have been successfully submitted you may make revisions to correct data. Upward claim revisions that result in additional payment must be submitted within 60 calendar days [See Appendix A for claim due dates]. Downward revisions that do not result in additional payment may be submitted at any time.

To revise a site claim, go to the Meal Count Entry screen for the monthly site claim that you wish to revise. You can access the site claim the same way as if you were submitting the original site claim (see Section II – Site Claims).

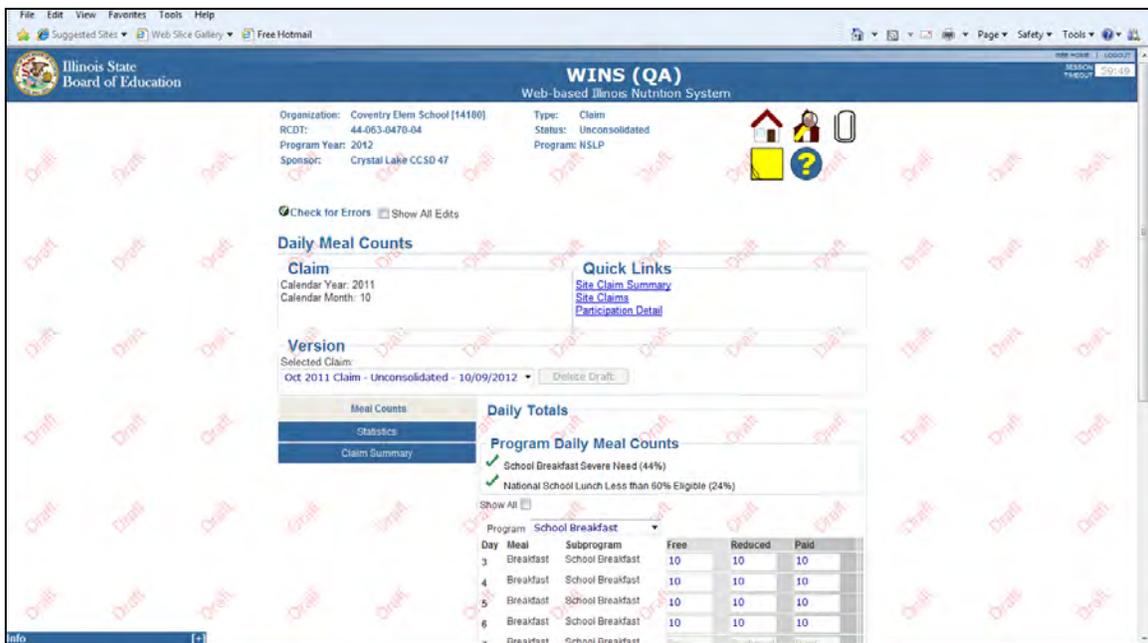


The meal count entry grid will be grayed out/disabled when you first open this screen. You must click on the 'Revise' button above the Daily Totals heading in order to create a revision and enable the screen for data entry.

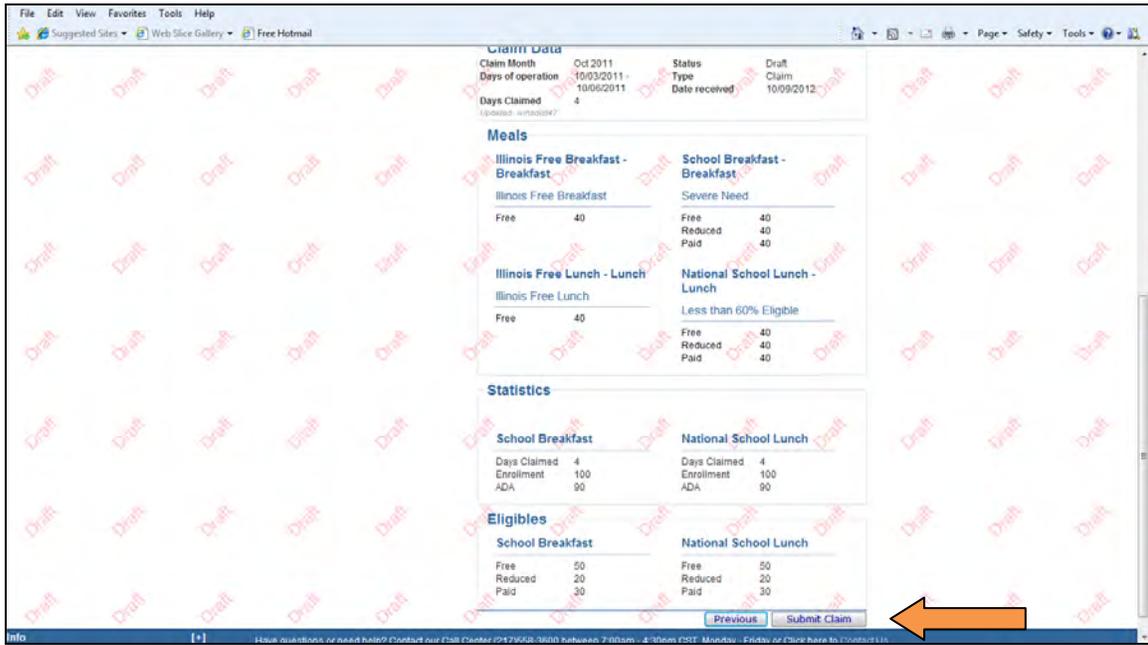
Once you click on the 'Revise' button the screen will become enabled and will change into 'Draft' mode and you can revise the claim:



You can then enter additional information or change previously entered information on the Meal Count or Statistics pages, similar to entering the original claim. You must click on the 'Save and Continue' button at the bottom of each screen to save the changes. In this example we will add a few days of meal counts to what was previously submitted.



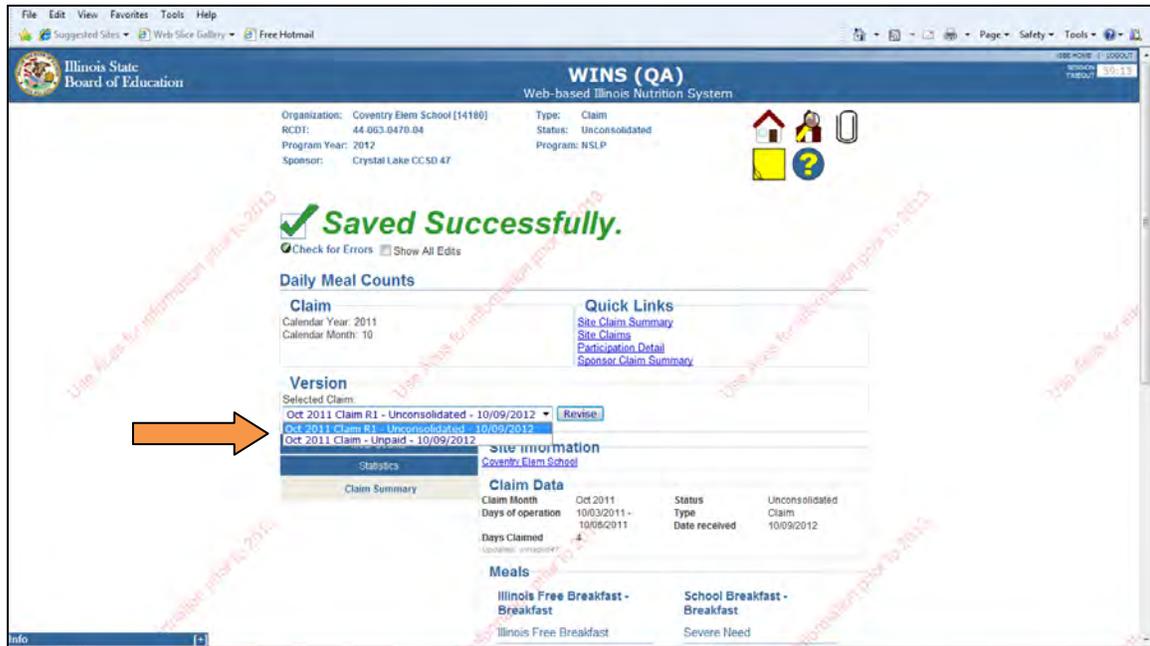
As you move through to the Claim Summary page, you can see that the numbers have been updated to include the additional days that were just entered.



Be sure to check the totals on the claim summary page and then click on the 'Submit Claim' button to submit your revised claim. The edit checks will run again to ensure the accuracy of the claim.

Once the site claim is successfully submitted you will need to also submit the revised Sponsor Claim to complete the claim process.

After a revision has been filed for the month, you will be able to view any claim summary for that month by clicking on the drop down box in the Version selection area.



The original claim for the month will just be labeled with the month and year of the claim while any subsequent revisions will be labeled with 'R1', 'R2', etc. after the month/year label. You will be able to view all claim summary versions, but the system will only display the most recent information on the daily meal count entry screen.

Appendix A **Definitions**

1. **Enrollment:** Report the highest number of students enrolled in the site for the month who had access to the program. Even if a student was enrolled for one day they should be included in this figure.
2. **ADA (Average Daily Attendance):** Total the attendance for all days of the month for students who had access to the program. Divide by the number of serving days for the program and round to the next higher full number. *Do not include fractions, percentages or decimals.* EX: attendance for all days of the month = 1500 / 21 days = 71.43 which would be rounded up to 72 for the ADA.
3. **Eligibles:** Report the number of students in the eligibility category at the end of the month plus any students who transferred out of the site or to another category at any time during the claim month. A student may be counted in more than one category during the month if they change categories during that month.
4. **ADA%:** ADA divided by Enrollment [this is calculated by the system and used in edit checks]
5. **Attendance Adjusted Eligibles:** ADA% multiplied by the number of Eligibles in each category. [this is calculated by the system and used in edit checks]

Appendix B
WINS Navigational Tools

<u>Icon</u>	<u>Meaning</u>
	WINS Dashboard/Home
	Site Lookup
	Attachment
	Notes
	Help