

WINS System – Questionnaire, Reports and Claims

Online Questionnaire, Reports and Claims

Accessing IWAS/WINS	E-3
WINS Dashboard Icons.....	E-4
Completing Sponsor and Site Questionnaires	E-4
Terminating or Closing a Site	E-11
Adding a New Site.....	E-11
Annual Financial Report.....	E-11
Participation Detail – Adjusting Dates of Service	E-12
Updating Sponsor and Site Information	E-12
Updating Authorized Rep	E-12
Updating Contact Person/Claim Contact Person	E-12
Completing Claims for Reimbursement	E-13

Notes

ISBE Web-based Illinois Nutrition System (WINS)

Sponsor and Site questionnaires and claims are submitted online through the Web-based Illinois Nutrition System (WINS).

New Sponsors – Sponsors that are new to the federal and/or state meal/milk programs must first complete a new sponsor application process. The process starts by submitting the required paperwork to our office. The paperwork is available online at http://www.isbe.net/nutrition/htmls/program_participation.htm. The application process can take 60-90 days to complete. Once approved ISBE staff will work with new Sponsors to get access WINS.

Accessing the School Nutrition Programs WINS system through IWAS

Step 1— Access the Illinois State Board of Education (ISBE) website at www.isbe.net/nutrition. Click *IWAS* (ISBE Web Application Security) at the top of the page.



Step 2— Enter login name and password and then click *Login*. Users that do not have an IWAS account, click *Sign-Up Now* on the right side of the IWAS homepage and follow the instructions. Users without an administrative IWAS account that have requested access to WINS will need to have the administrator of their organization approve access to WINS. For user information about IWAS, click on the *IWAS User Guide* on the left side of the IWAS homepage.

Step 3— Click on *System Listings* found on the left side of the screen.

Step 4— Click on *Web-based Illinois Nutrition System (WINS)* to access the sponsors WINS Dashboard.

For questions regarding IWAS, there are several options available:

- Contact the ISBE Technology Support at 217.558.3600
- Click on the *Help* menu in IWAS
- Review *IWAS User Guide*
- Click on *Contact Us* to send an email

Helpful WINS Dashboard Icons

WINS Dashboard



Home - This icon will return users to their main WINS Dashboard



Site lookup - This icon will take user to a page to search for individual sites



Attachments - This icon takes users to a page where all attached documents are stored. The approval letter will be attached and all supporting documentation for sponsors. Sponsors may also attach documents to WINS using this link. Instructions on using this feature are posted under the *Help* icon.



Notes - Clicking on this icon will open a page that will allow users to view any notes placed by ISBE staff or allows sponsor to post notes for ISBE



Help - This icon is available on sponsor, site, and claim pages and gives users access to instructions for completing steps or processes on the questionnaires and/or claims screens.

Sponsor and Site Questionnaires

Completing the Sponsor Questionnaire – **Due Mid-October Annually**

Each year all sponsors must complete the Sponsor and Site Questionnaires to participate in the school nutrition programs. The annual application is generally available in September.

It is **HIGHLY** recommended that the instructions provided by ISBE be used to complete the application process. The instructions include step by step instructions, screen shots, helpful tips and guidance.

Step 1: Log into the IWAS system by going to www.isbe.net/nutrition and clicking on the link at the top of the screen that says IWAS.

Contact the IWAS helpdesk at 217-558-3600 for assistance logging into the IWAS system.

Step 2: Once logged into IWAS, click on *System Listing* and then select the *WINS system*.

Step 3: The system will automatically be in Program Year 2016. Click on the *Sponsor Applications & Participation* tab, then select *Questionnaire*.









Sponsor Lookup

Name / RCDT / City / Address / Zip: Program: Program Year:

Alerts [-]

 Questionnaire: 2016 Please complete the NSLP sponsor questionnaire.

 Show existing site alerts

Anna CCSD 37 (30-091-0370-04)

Mailin

Anna CCSD 37
301 S Green St
Anna, IL, 62906-1126(Union)
[Show Map](#)

Comments/Notes [-]

2015 Application Instructions for S... [View](#)

Claim Instructions available - clic... [View](#)

Independent (Auth. Rep.)

Name: Mr. Charles Goforth
Title: Superintendent
Business: (618) 833-6812 x227
Fax: (618) 833-3205
Email: cgoforth@anna37.com

Sponsor Contact

Name: Mr. Charles J Goforth
Title: Supt
Business: (618) 833-6812 x227
Fax: (618) 833-3205
Email: cgoforth@anna37.union.k12.il.us

Sponsor Claim Contact

Name: Mr. Charles J Goforth
Title:
Business: (618) 833-6812 x227
Fax: (618) 833-3205
Email: keaves@anna37.union.k12.il.us

Sponsor Tasks

Sponsor Applications & Participation

Site Applications

Claims & Monitoring

Sponsor Info

Component Status Summary

Program	Component	Status	Effective Date	Last Update Id
National School Lunch	Organization	Not Submitted	09/10/2015	NSLP_Rollover2016
National School Lunch	Questionnaire	Not Submitted	09/10/2015	NSLP_Rollover2016

Program Summary

No approved site participation.

Step 4: To access Questionnaire, scroll to the bottom and click *Return to Questionnaire* which contains the following tabs:

Sponsor Information - Confirm all contact information is correct, answer questions, then click *Next*. If contact information is not correct:

- **District Superintendent/Authorized Representative** – This information is pulled directly from Entity Profile System (EPS) which is the master list of district superintendents (public schools) and head administrator (non-public schools). If this information is not correct, please log into IWAS, click System Listings (on the left), select EPS, then request appropriate changes. Note: The Authorized Representative information is not just for the school nutrition programs, it is the used by the entire Illinois State Board of Education for various programs and funding and must be the district superintendent (public schools) or the head administrator that is financially and legally responsible for the entire school or school district (non-public schools). Contact Data Analysis and Accountability at 217-782-3950 for assistance regarding the Authorized Representative information.
- **Sponsor Contact** – This can be whomever the district chooses. ISBE recommends it be someone other than the Authorized Representative. To change the person currently listed, send an email to cnp@isbe.net with ALL of the following information:

name, title, phone, fax and email. The change will be reflected in WINS in 7-10 business days.

- **Sponsor Claim Contact** – This can be whomever the district chooses. ISBE recommends it be someone other than the Authorized Representative and Sponsor Contact. To change the person currently listed, send an email to cnp@isbe.net with ALL of the following information: name, title, phone, fax and email. The change will be reflected in WINS in 7-10 business days.

Determining and Hearing Official Designation – Confirm responses that are prepopulated based on last year's responses or amend response, then click *Next*

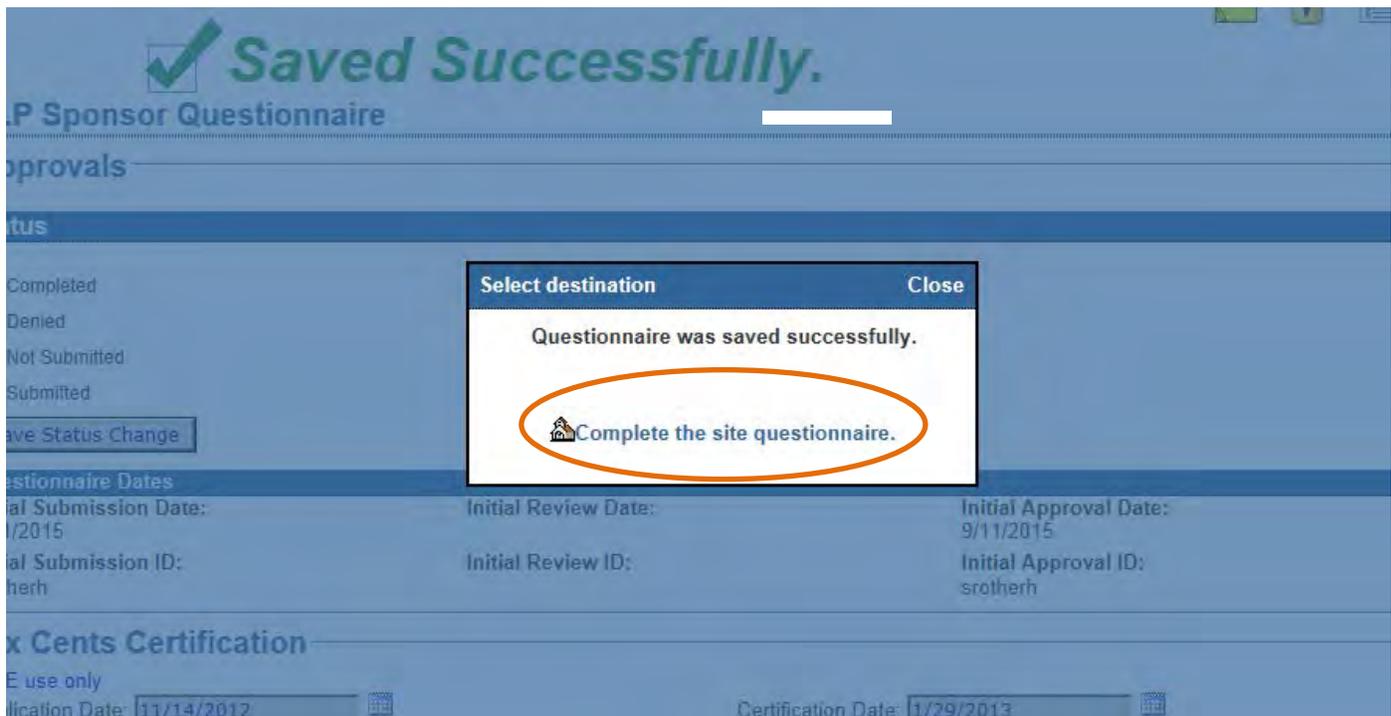
Civil Rights – Respond to question, then click *Next*

Household Eligibility – Respond to question, then click *Next*

Policy Statement – Scroll to read or click *View Document*, then click *I agree to all parts of the Policy Statement*, then click *Next*.

Permanent Agreement – Scroll to read or click *View Document*, then click *I agree to all parts of the Permanent Agreement*, then click *Finish & Submit*.

Step 5: Once Sponsor Questionnaire is completed, click *Complete the site questionnaire*.



Step 6: Complete the Site Questionnaire(s) for each of site(s), by clicking on each site link as shown below.

WINS (QA)
Web-based Illinois Nutrition System

Organization: Anna CCSD 37 Type: Questionnaire
 CDT: 30-091-0370-04 Status: Completed
 Program Year: 2016 Program: NSLP








SLP Sponsor Questionnaire

Approved - 9/11/2015

Site list Close [X]

Programs	Program Year	Name Filter
<input checked="" type="checkbox"/> NSLP	2016	Name: <input type="text"/> Site #: <input type="text"/>

Results shown are sites that have applications for NSLP in 2016.

Site Name	Site Number	Program	App Status	Site Status	Year
Anna Junior High School	10091	National School Lunch	Not Submitted	Not Submitted	2016
Davie Elem School	10092	National School Lunch	Not Submitted	Not Submitted	2016
Lincoln Elem School	10093	National School Lunch	Not Submitted	Not Submitted	2016

Page 1 of 1 Jump To:

Six Cents Certification

ISBE use only

Application Date: Certification Date:

<input checked="" type="checkbox"/> October	<input checked="" type="checkbox"/> November	<input checked="" type="checkbox"/> December	<input checked="" type="checkbox"/> January	<input checked="" type="checkbox"/> February	<input checked="" type="checkbox"/> March
<input checked="" type="checkbox"/> April	<input checked="" type="checkbox"/> May	<input checked="" type="checkbox"/> June	<input checked="" type="checkbox"/> July	<input checked="" type="checkbox"/> August	<input checked="" type="checkbox"/> September

Document Checklist

No additional external documents are currently required by ISBE.

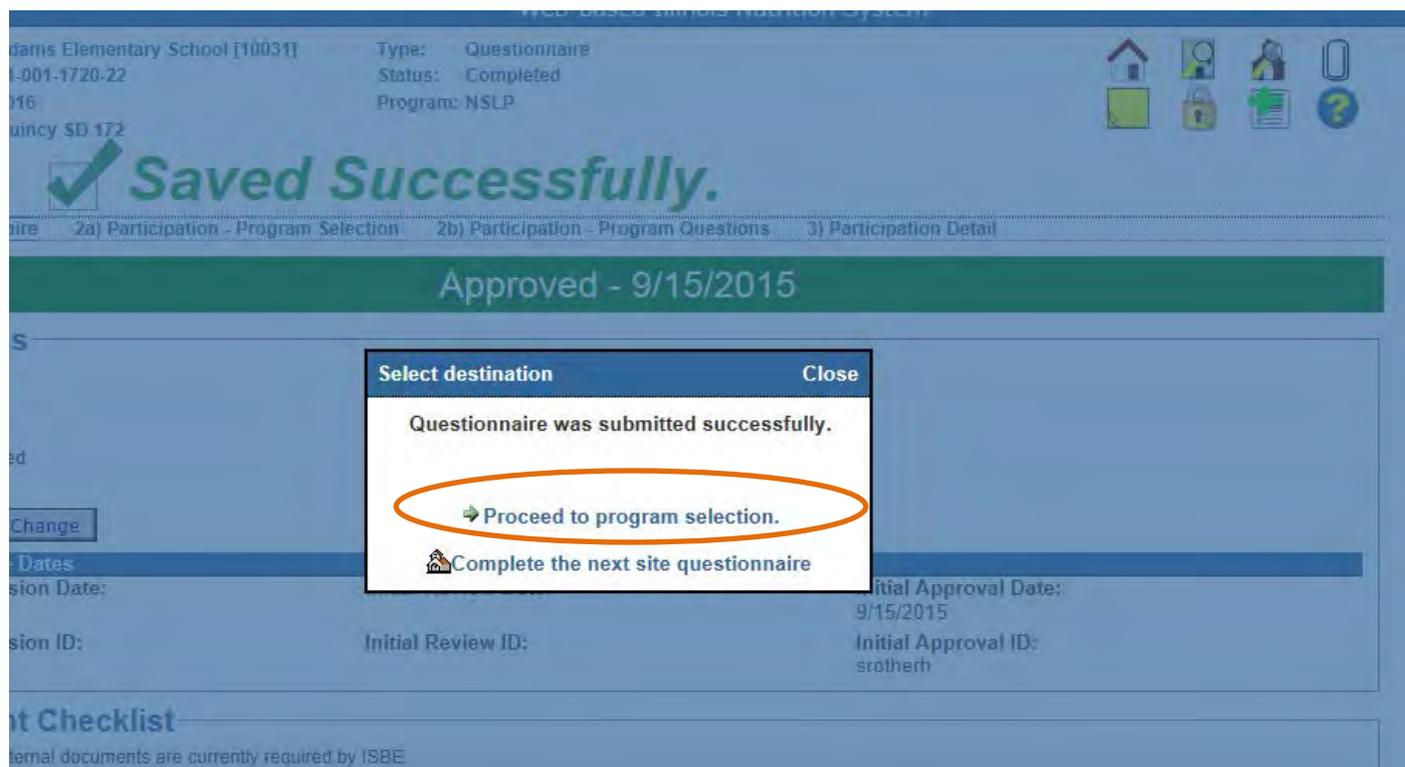
Step 7: Click on *Questionnaire*, then scroll to the bottom and click *Return to Questionnaire* which contains the following tabs:

Site Information – To change any information listed, send an email to cnp@isbe.net with ALL of the following information: name, title, phone, fax and email. The change will be reflected in WINS in 7-10 business days. Click *Next*

Site Details – Respond to questions and click *Next*.

Meal Counting/Claiming – Confirm and/or amend responses and click *Finish & Submit*.

Step 8: Once Site Questionnaire completed, *Questionnaire was submitted successfully* will be displayed. Click *Proceed to Program Selection*.



Step 9: Complete *Program Selection*:

Step 9a – Click applicable programs for School year 2015-16, then click *Next*.

PLEASE NOTE: Seamless Summer Option (SSO), **do NOT mark SSO** at this time, instructions for completing the Seamless Summer application will be available in early 2016. Please wait to complete that programs application until that time.

Step 9b – Scroll to bottom, then click *Return to Participation*.

Step 9c – Answer questions for each child nutrition program, then click *Next*.

Step 9d – When in *Days of Operation* tab, click the *Add Range* icon and insert dates of operation for each program.

PLEASE NOTE: Starting next year, WINS is moving to a July 1–June 30 program year. Therefore, the 2016 program year will run October 1, 2015 – June 30, 2016. *Days of operation* will be limited to 10/1/15 – 6/30/15. A new application will be available Spring of 2016 for the 2017 program year (July 1, 2016-June 30, 2017). If there are error messages or incorrect dates, click on the *Edit* icon next to the date that needs to be amended.

Step 9e – Click *Finish & Submit*, then click *Proceed to Site Participation Detail*.

Step 10: Select Complete the Site Participation Detail section.

Step 10a - Under Quick Links, select *Make Bulk Changes*.

Program Year: 2016 Program: NSLP
 Sponsor: Quincy SD 172

NSLP Site Application

1) Site Questionnaire 2a) Participation - Program Selection 2b) Participation - Program Questions 3) Participation Detail

Summary of Monthly Serving Days - 185 [-]

As long as the daily enrollment for a program is larger than 0, you will be able to file a claim for that day. Once the monthly site claim is submitted, the program participation enrollment for the month will be updated to the enrollment number entered on the statistics section of the site claim. You do not need to change each day's enrollment here to match each day you are claiming. Counts in red indicate error(s) are present for the month.

October	22	November	21	December	23
January	21	February	21	March	23
April	21	May	22	June	11
July	0	August	0	September	0

Meals
 Month:

Quick Links

- [Make bulk changes](#) (highlighted with an orange arrow)
- [Go to cap screen](#)
- [Clear Claim Errors](#)
- [Print Approved Summary](#)

Legend

- Non Serving Day
- Serving Day
- Holiday

Enrollment | Meal times | Meal preparation

Step 10b: As shown below, check to ensure enrollment, begin and end time for meal service, as well as meal preparation type are correct.

- If anything is incorrect, click on the box to the left of the program that needs to be amended, make necessary changes, then click Save.
- If everything is correct, click Save.

NSLP Site Application

1) Site Questionnaire 2a) Participation - Program Selection 2b) Participation - Program Questions 3) Participation Detail

Participation detail

Summary of Monthly Serving Days - 219 [-]

As long as the daily enrollment for a program is larger than 0, you will be able to file a claim for that day. Once the monthly site claim is submitted, the program participation enrollment for the month will be updated to the enrollment number entered on the statistics section of the site claim. You do not need to change each day's enrollment here to match each day you are claiming. Counts in red indicate error(s) are present for the month.

October	23	November	20	December	23
January	22	February	20	March	22
April	22	May	21	June	3
July	0	August	21	September	22

Apply changes to the following days:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

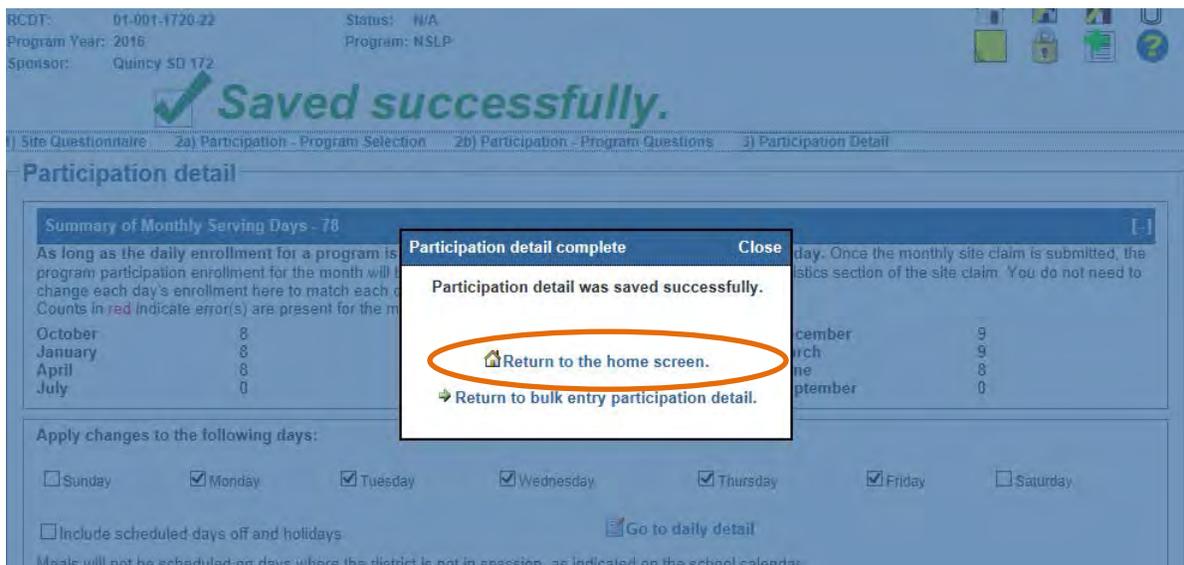
Include scheduled days off and holidays [Go to daily detail](#)

Meals will not be scheduled on days where the district is not in session, as indicated on the school calendar.

Program	Meal	First day of meal change	Last day of meal change	Enrollment	Begin time	End time	Meal preparation
<input type="checkbox"/> School Breakfast	Breakfast	10/1/2014	9/30/2015	2177	07:00 AM	09:30 AM	Self Prep
<input type="checkbox"/> National School Lunch	Lunch	10/1/2014	9/30/2015	2177	10:20 AM	01:30 PM	Self Prep
<input type="checkbox"/> After School Snack	P.M. Snack	10/1/2014	9/30/2015		10:00 AM	11:59 PM	Self Prep

No interim contracts exist.

Step 11: Click *Return to home screen* (aka dashboard) to complete remaining site questionnaires/participation or to confirm that everything has been submitted.



Step 12: Complete Annual Financial Report (non-public schools only)

PUBLIC SCHOOLS: This step is not applicable; proceed to Step 13.

NON-PUBLIC SCHOOLS ONLY: On the home page (click House icon at the top of the screen), click on the *Application & Participation* tab, then on the *Annual Financial Report* (AFR) link. Complete the AFR and click Submit.

Mailing Address	Principal (Auth. Rep.)	Sponsor Contact
Blessed Sacrament 748 W Laurel St Springfield, IL, 62704-3653(Sangamon) Show Map	Name: Kathy Wear Title: Business: (217) 522-7534 Fax: (217) 522-7542 Email: wear@bssbruins.org	Name: Kathy Wear Title: Principal Business: (217) 522-7534 x200 Fax: (217) 522-7542 Email: wear@bssbruins.org
Sponsor Claim Contact	Site Contact	
Name: Kathy Wear Title: Business: (217) 522-7534 x200 Fax: (217) 522-7542 Email: wear@bssbruins.org	Name: Kathy Lynn Wear Title: Principal Business: (217) 522-7534 x200 Fax: (217) 522-7542 Email: wear@bssbruins.org	

Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info
Component Status Summary				
Program	Component	Status	Effective Date	Last Update Id
National School Lunch	Organization	Not Submitted	08/21/2015	devShortYrRoll
National School Lunch	Questionnaire	Not Submitted	08/21/2015	devShortYrRoll
National School Lunch	Annual Financial Report (AFR)	Not Submitted	08/21/2015	devShortYrRoll
Program Status Summary				
No approved site participation.				
Contracts		Site Questionnaire Status Summary		
No contracts on file.				
Program	Status	Sites		
NSLP	Not Submitted	1		

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 5:00pm CST, Monday - Friday or [Click here to Contact Us](#)
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Step 13: Confirm all application information complete

PUBLIC SCHOOLS:

- Go to the Home Screen by clicking the house icon at the top of the WINS screen.
- Click *Sponsor Application and Participation* tab and check that the Questionnaire is in Completed status.
- Click *Site Applications* tab and check that all sites are in Approved status.

NON-PUBLIC SCHOOLS:

- Go to the Home Screen by clicking the house icon at the top of the WINS screen.
- Click *Sponsor Application and Participation* tab and check that the Questionnaire is in Completed status and the Annual Financial Report is in Submitted status.
- Click *Site Applications* tab and check that all sites are in Approved status.

Terminating or Closing a Site

Sponsors that have a site that is no longer claiming or operational should have the site terminated and/or closed. Please contact ISBE Nutrition and Wellness Programs Division staff at cnp@isbe.net and request the close site form, complete the form and return it to us and staff will complete the request.

Adding a New Site

Sponsors that wish to add a new site will need to contact ISBE School Nutrition Programs staff to request new sites added to the program. Please email requests to cnp@isbe.net along with the following information:

- Name of the Sponsor
- RCDT number (11 digit Region, County, District, Type number)
- Name of the site to be added
- Address of the site to be added
- Contact person

Once the request is received, ISBE staff will review the request, follow up if additional information is needed and add to the system when approved. Then staff will contact district staff with instructions for completing the new sites online application.

Annual Financial Report (AFR) - Non-Public School Food Authorities Only

In addition to the sponsor and site questionnaires that are required, non-public SFA's must complete an Annual Financial Report (AFR). The AFR is located on the main dashboard, in the Applications & Participation section, just below the sponsor Questionnaire. This is a required portion of the annual application that must be submitted.

The accurate completion of the Annual Financial Report requires an understanding of indirect costs, indirect cost rates, and equipment depreciation. The [Instructional Guide for Child Nutrition Programs Annual Financial Report](#) and [USDA Memo SP 41-2011](#), Indirect Cost Guidance will assist school food authorities in completing the Child Nutrition Programs Annual Financial Report.

All entries on the report should be rounded to the nearest dollar. The report may be completed on the cash basis of accounting or using Generally Accepted Accounting Principles (GAAP).

Participation Detail – Adjusting Dates of Service

When completing the annual application there is a section of the site application called the *Days of Operation* that is used to list what days each site will be operating the meal/milk programs. The claiming system checks this section to see what days are expected to have meals/milk claimed. If changes to this section of the site application are needed due to the dates being input incorrectly and/or for snow/emergency days, the instructions for doing so can be found under the blue and yellow question mark  in the WINS system.

Updating Sponsor and Site Information

Sponsors are responsible for maintaining information on the sponsor and site questionnaire(s). This includes sponsor or site contact information, months of operation, and program participation. Updates can be made at any point during the year. Instructions can be found under the blue and yellow question mark in the WINS system.

Updating Authorized Representative

It is important that ISBE has the correct contact information for Authorized Representative, Contact person and Claim Contact person. Updates to the Authorized Representative must be done through the Entity Profile System (EPS) which is used throughout the ISBE, not just the meal programs; therefore, this must be the individual that is legally and financially responsible for the sponsor/district, not just the individual responsible for the meal programs.

Updating Contact and Claim Contact

Email cnp@isbe.net with the *Title* to be updated (Sponsor Contact, Sponsor Claim Contact, etc), *Name, Title, Phone, Fax, and Email* of the person that should be listed. Updates take 7 to 10 days to show in WINS.

Claims for Reimbursement

[Claims for Reimbursement Instruction Manual](#)

Claim Timeline

A Claim for Reimbursement must be submitted through WINS. Submit one claim per site for each month of operation. To ensure prompt payment, it is recommended that claims be submitted by the 10th of the month following the month being claimed. For example, the Claim for Reimbursement for the month of October should be submitted to ISBE no later than November 10.

Federal regulations require ALL valid final claims to be submitted no later than 60 calendar days following the last day of the full month covered by the claim. This applies to ALL original claims AND upward revisions.

Downward revisions may continue to be submitted at any time.

Funding and Disbursements Division

For questions regarding Claims for Reimbursement, contact ISBE's Funding and Disbursements Division at 217.782.5256.

For IWAS and WINS technical problems, contact ISBE's Technical Assistance at 217.558.3600.