Recipe for Success

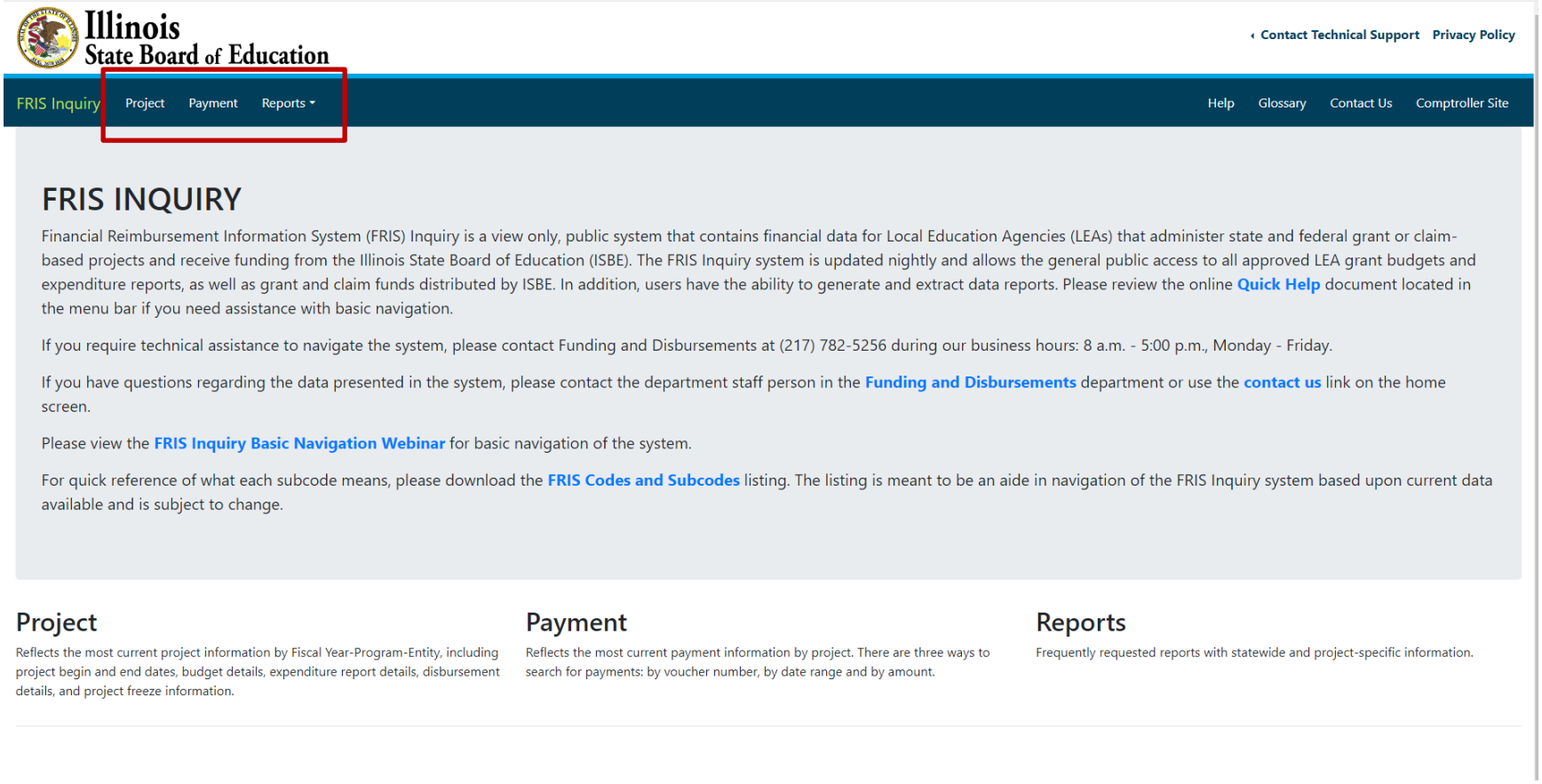
SNP BACK TO SCHOOL CONFERENCE

Using ISBE Nutrition Systems: WINS, FRIS, and ICS

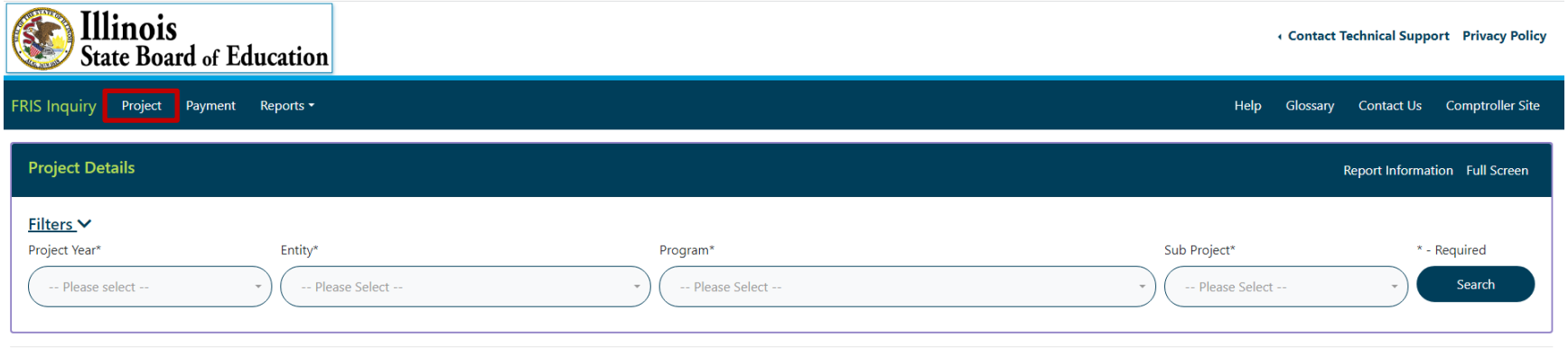
Presented by: Abbey Johnson, Judy Foster, and Paula Williams

Financial Reimbursement Information System (FRIS)

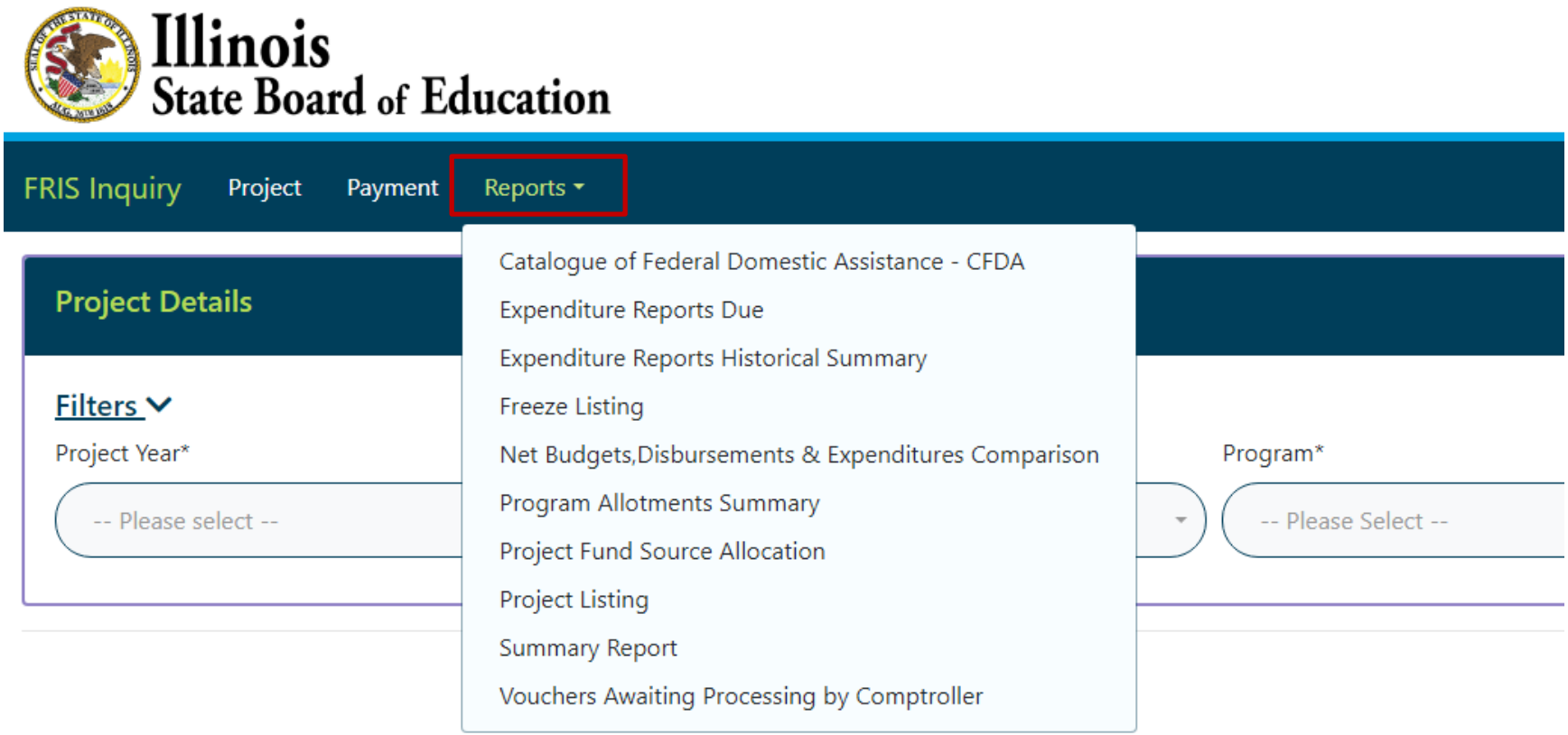
FRIS Inquiry



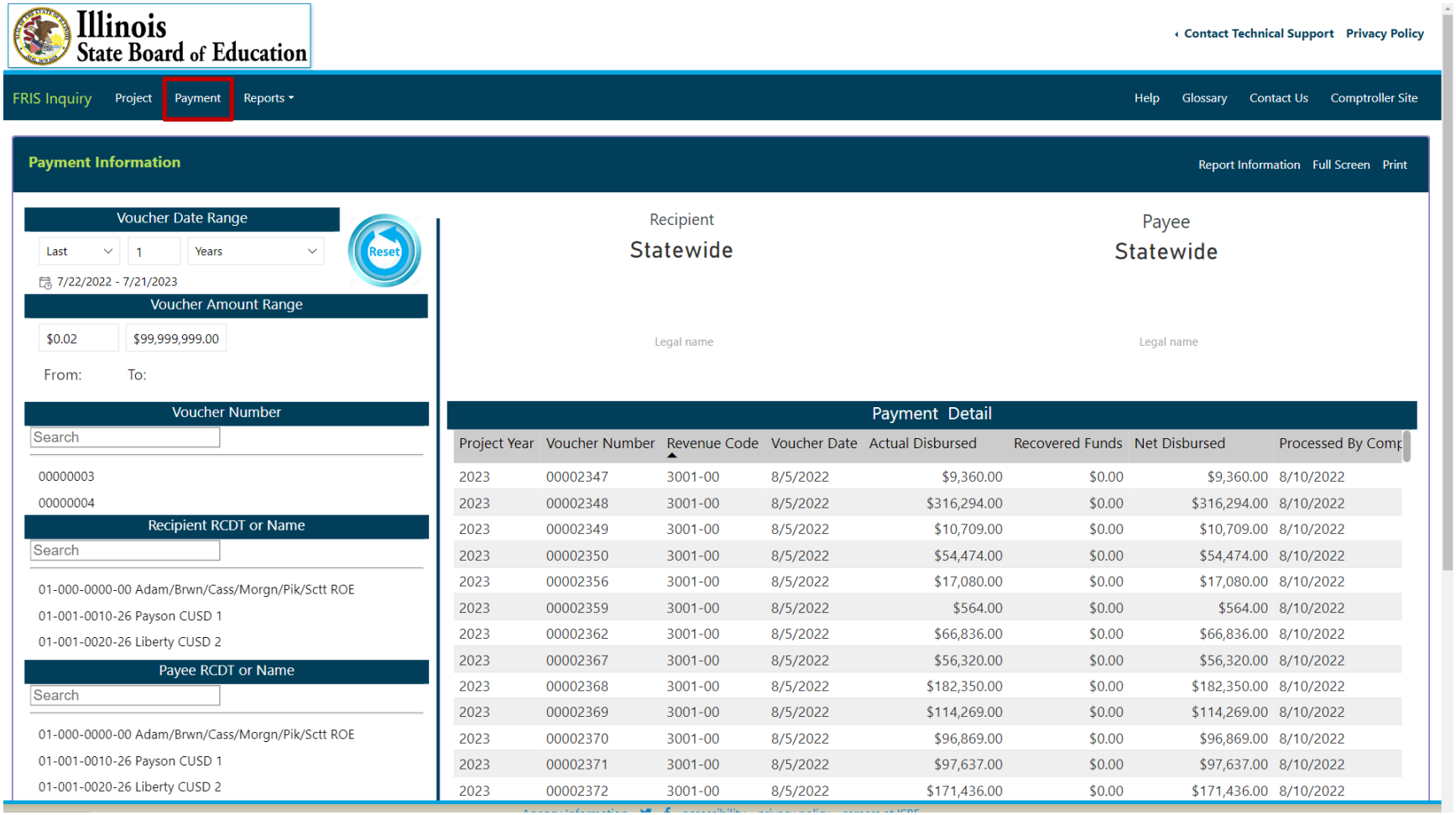
Project


Illinois
State Board of Education
Contact Technical Support
Privacy Policy
FRIS Inquiry
Project
Payment
Reports
Help
Glossary
Contact Us
Comptroller Site
Project Details
Report Information
Full Screen
Filters
Project Year*
Entity*
Program*
Sub Project*
* - Required
-- Please select --
-- Please Select --
-- Please Select --
-- Please Select --
Search

Reports


Illinois
State Board of Education
FRIS Inquiry
Project
Payment
Reports
Catalogue of Federal Domestic Assistance - CFDA
Expenditure Reports Due
Expenditure Reports Historical Summary
Freeze Listing
Net Budgets,Disbursements & Expenditures Comparison
Program Allotments Summary
Project Fund Source Allocation
Project Listing
Summary Report
Vouchers Awaiting Processing by Comptroller
Project Details
Filters
Project Year*
-- Please select --
Program*
-- Please Select --

Payment


Illinois State Board of Education
Contact Technical Support
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FRIS Inquiry
Project
Payment
Reports
Help
Glossary
Contact Us
Comptroller Site
Payment Information
Report Information
Full Screen
Print
Voucher Date Range
Last
1
Years
7/22/2022 - 7/21/2023
Reset
Voucher Amount Range
$0.02
$99,999,999.00
From:
To:
Voucher Number
Search
00000003
00000004
Recipient RCDT or Name
Search
01-000-0000-00 Adam/Brwn/Cass/Morgn/Pik/Sctt ROE
01-001-0010-26 Payson CUSD 1
01-001-0020-26 Liberty CUSD 2
Payee RCDT or Name
Search
01-000-0000-00 Adam/Brwn/Cass/Morgn/Pik/Sctt ROE
01-001-0010-26 Payson CUSD 1
01-001-0020-26 Liberty CUSD 2
Recipient
Statewide
Legal name
Payee
Statewide
Legal name
Payment Detail
Project Year
Voucher Number
Revenue Code
Voucher Date
Actual Disbursed
Recovered Funds
Net Disbursed
Processed By Comp
2023 00002347 3001-00 8/5/2022 $9,360.00 $0.00 $9,360.00 8/10/2022
2023 00002348 3001-00 8/5/2022 $316,294.00 $0.00 $316,294.00 8/10/2022
2023 00002349 3001-00 8/5/2022 $10,709.00 $0.00 $10,709.00 8/10/2022
2023 00002350 3001-00 8/5/2022 $54,474.00 $0.00 $54,474.00 8/10/2022
2023 00002356 3001-00 8/5/2022 $17,080.00 $0.00 $17,080.00 8/10/2022
2023 00002359 3001-00 8/5/2022 $564.00 $0.00 $564.00 8/10/2022
2023 00002362 3001-00 8/5/2022 $66,836.00 $0.00 $66,836.00 8/10/2022
2023 00002367 3001-00 8/5/2022 $56,320.00 $0.00 $56,320.00 8/10/2022
2023 00002368 3001-00 8/5/2022 $182,350.00 $0.00 $182,350.00 8/10/2022
2023 00002369 3001-00 8/5/2022 $114,269.00 $0.00 $114,269.00 8/10/2022
2023 00002370 3001-00 8/5/2022 $96,869.00 $0.00 $96,869.00 8/10/2022
2023 00002371 3001-00 8/5/2022 $97,637.00 $0.00 $97,637.00 8/10/2022
2023 00002372 3001-00 8/5/2022 $171,436.00 $0.00 $171,436.00 8/10/2022

Payment

Recipient

Statewide

Legal name

Payee

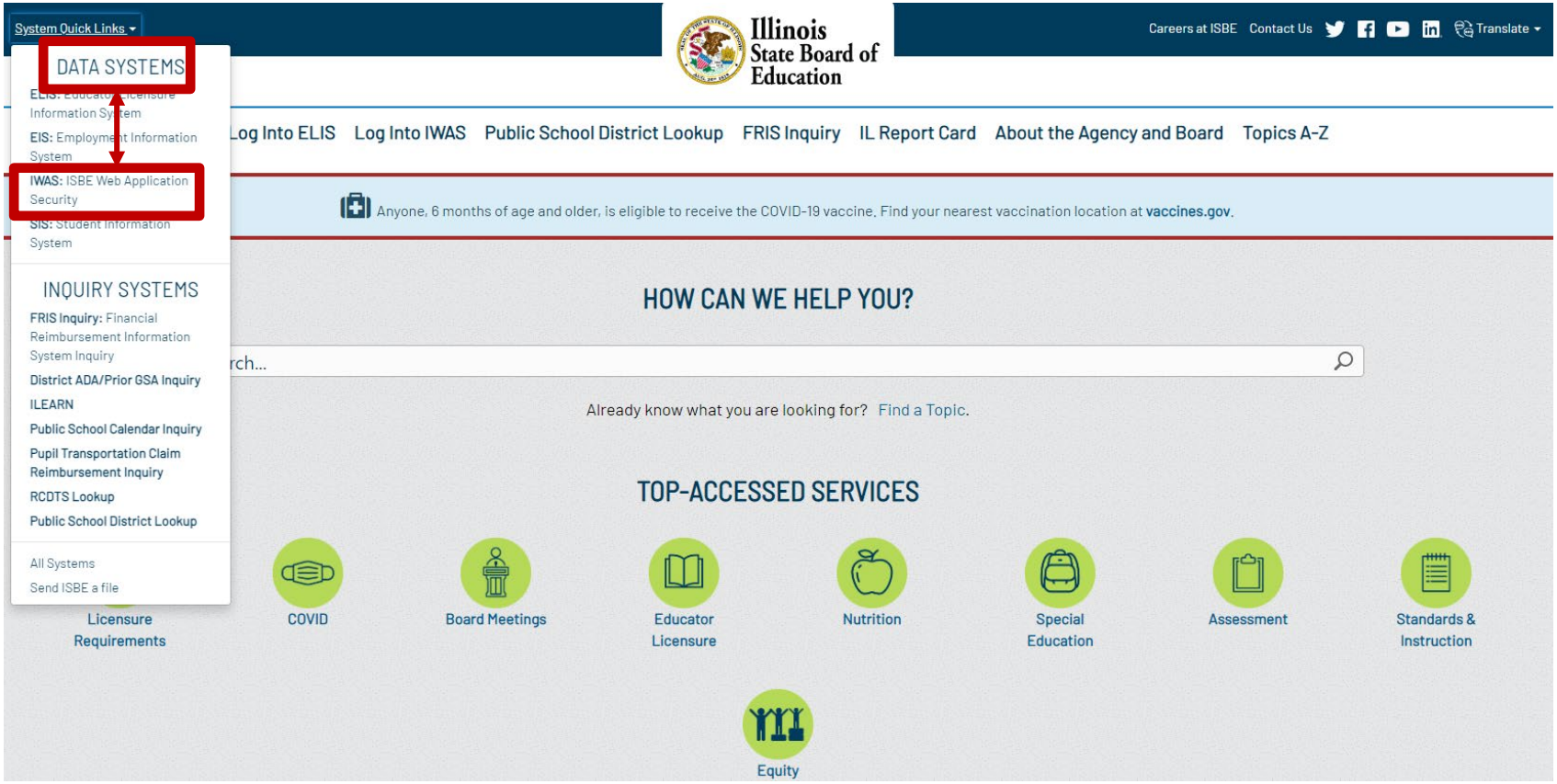
Statewide

Legal name

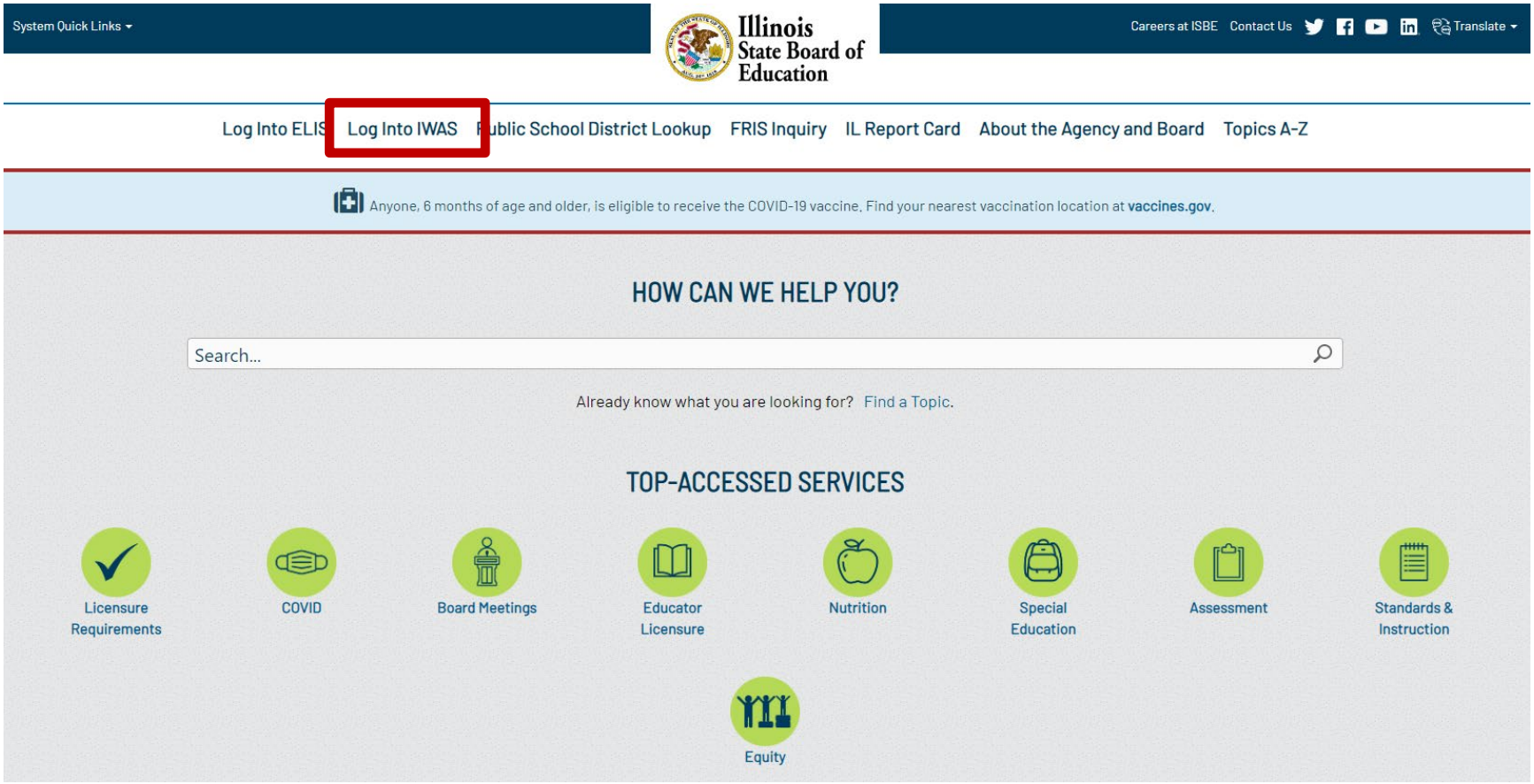
Payment Detail

Project Year	Voucher Number	Revenue Code	Voucher Date	Actual Disbursed	Recovered Funds	Net Disbursed	Processed By Comp
2023	00002347	3001-00	8/5/2022	$9,360.00	$0.00	$9,360.00	8/10/2022
2023	00002348	3001-00	8/5/2022	$316,294.00	$0.00	$316,294.00	8/10/2022
2023	00002349	3001-00	8/5/2022	$10,709.00	$0.00	$10,709.00	8/10/2022
2023	00002350	3001-00	8/5/2022	$54,474.00	$0.00	$54,474.00	8/10/2022
2023	00002356	3001-00	8/5/2022	$17,080.00	$0.00	$17,080.00	8/10/2022
2023	00002359	3001-00	8/5/2022	$564.00	$0.00	$564.00	8/10/2022
2023	00002362	3001-00	8/5/2022	$66,836.00	$0.00	$66,836.00	8/10/2022
2023	00002367	3001-00	8/5/2022	$56,320.00	$0.00	$56,320.00	8/10/2022
2023	00002368	3001-00	8/5/2022	$182,350.00	$0.00	$182,350.00	8/10/2022
2023	00002369	3001-00	8/5/2022	$114,269.00	$0.00	$114,269.00	8/10/2022
2023	00002370	3001-00	8/5/2022	$96,869.00	$0.00	$96,869.00	8/10/2022
2023	00002371	3001-00	8/5/2022	$97,637.00	$0.00	$97,637.00	8/10/2022
2023	00002372	3001-00	8/5/2022	$171,436.00	$0.00	$171,436.00	8/10/2022

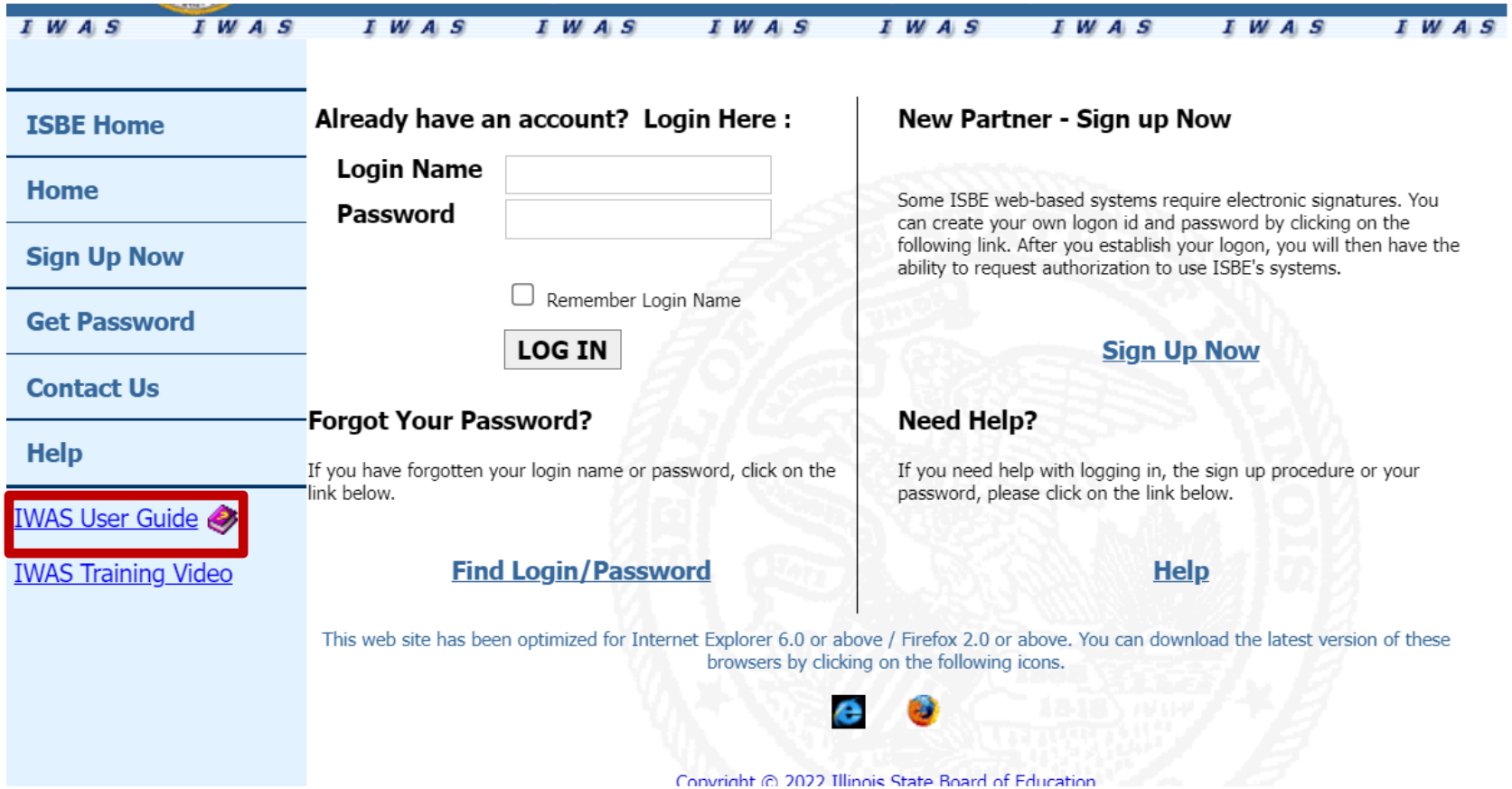
Illinois Web Application Security- IWAS



Illinois Web Application Security- IWAS



IWAS Login Screen



IWAS User Guide

Instructions for setting up a new IWAS User account: 4

Sign Up to Use Systems - Request Authorization to Use a System: .. 8

Requesting Access to Additional Systems..... 12

Access Existing IWAS Account 13

Your IWAS Homepage: 15

Who needs a login?

- Authorized representative
  - Public School District = Superintendent
  - Non-Public District = Person fiscally responsible for the district
- Claim or Annual Application submissions
  - School Business Official
  - Food Service Director
  - Food Service Director Administrative Assistant
  - Superintendent Administrative Assistant
  - District Administrative Assistant

Control Access to IWAS

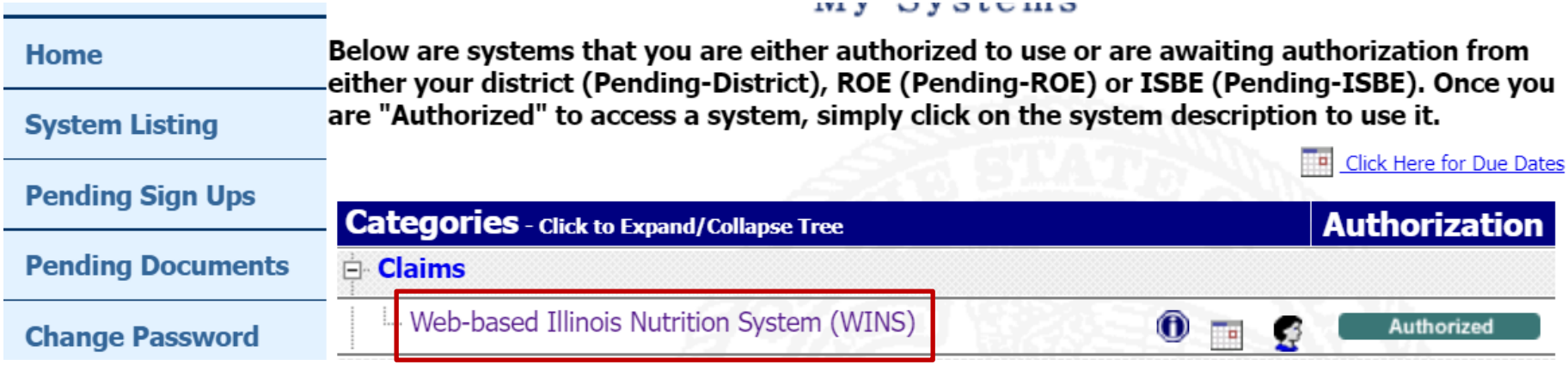
- Who can use a login?
  - Each user should have unique login for IWAS
  - Limit staff to only those necessary
  - Do NOT share or use inherited login from previous staff or superior
- When to change staff login access?
  - Change of responsibilities
  - Personnel changes

IWAS Login Screen

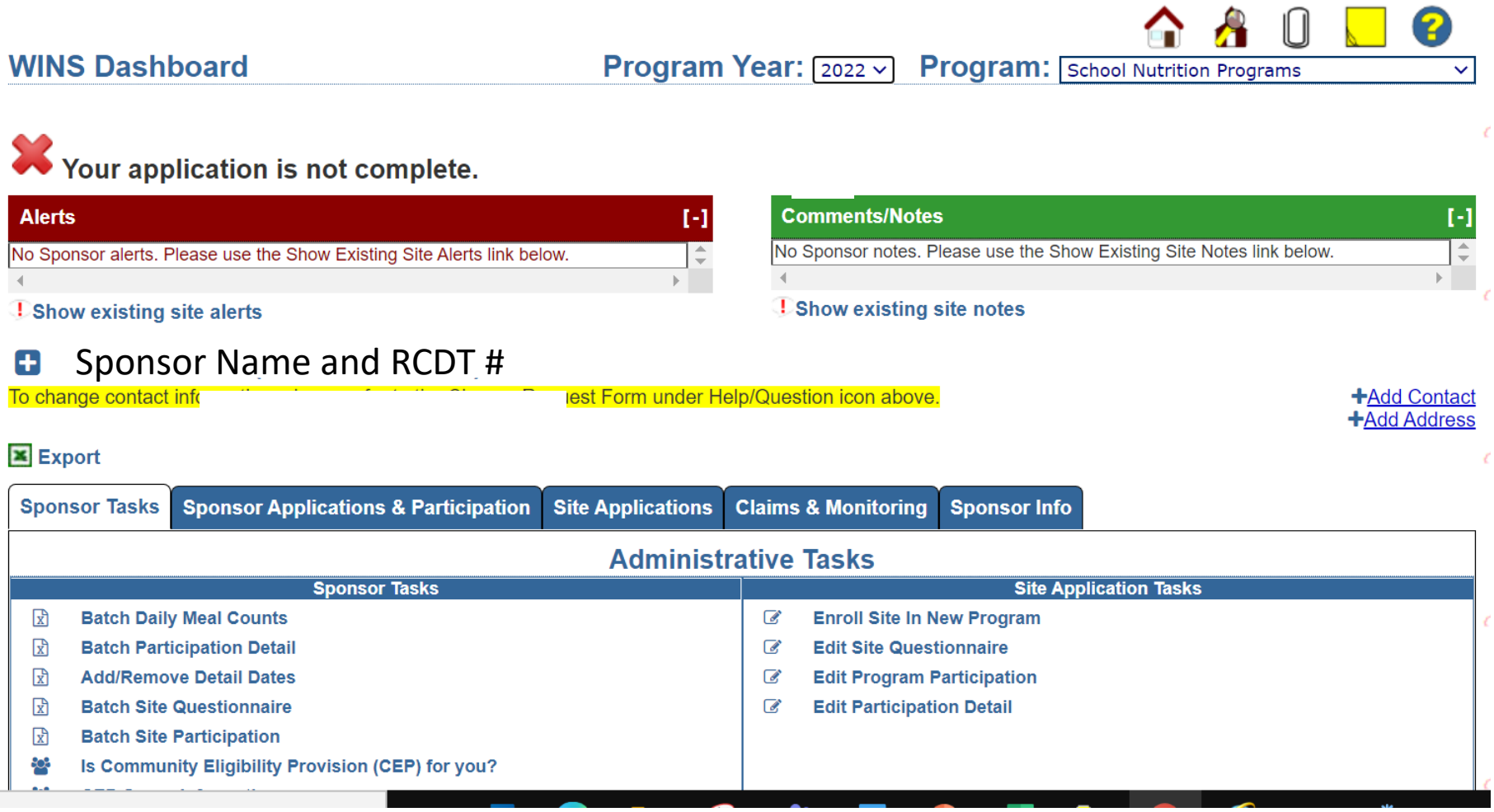
IWAS Home Screen

System Listing

WINS


Home
System Listing
Pending Sign Ups
Pending Documents
Change Password
Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.
Click Here for Due Dates
Categories - Click to Expand/Collapse Tree
Authorization
Claims
Web-based Illinois Nutrition System (WINS)
Authorized

WINS Dashboard



What is WINS Used for?

- Annual Applications
- Monthly Claims
- Direct Certification Reports
- CEP evaluation and application module
- Verification Summary Report
- Reviews

https://www.isbe.net/Pages/Nutrition-A-to-Z-Index.aspx

Recipe for Success

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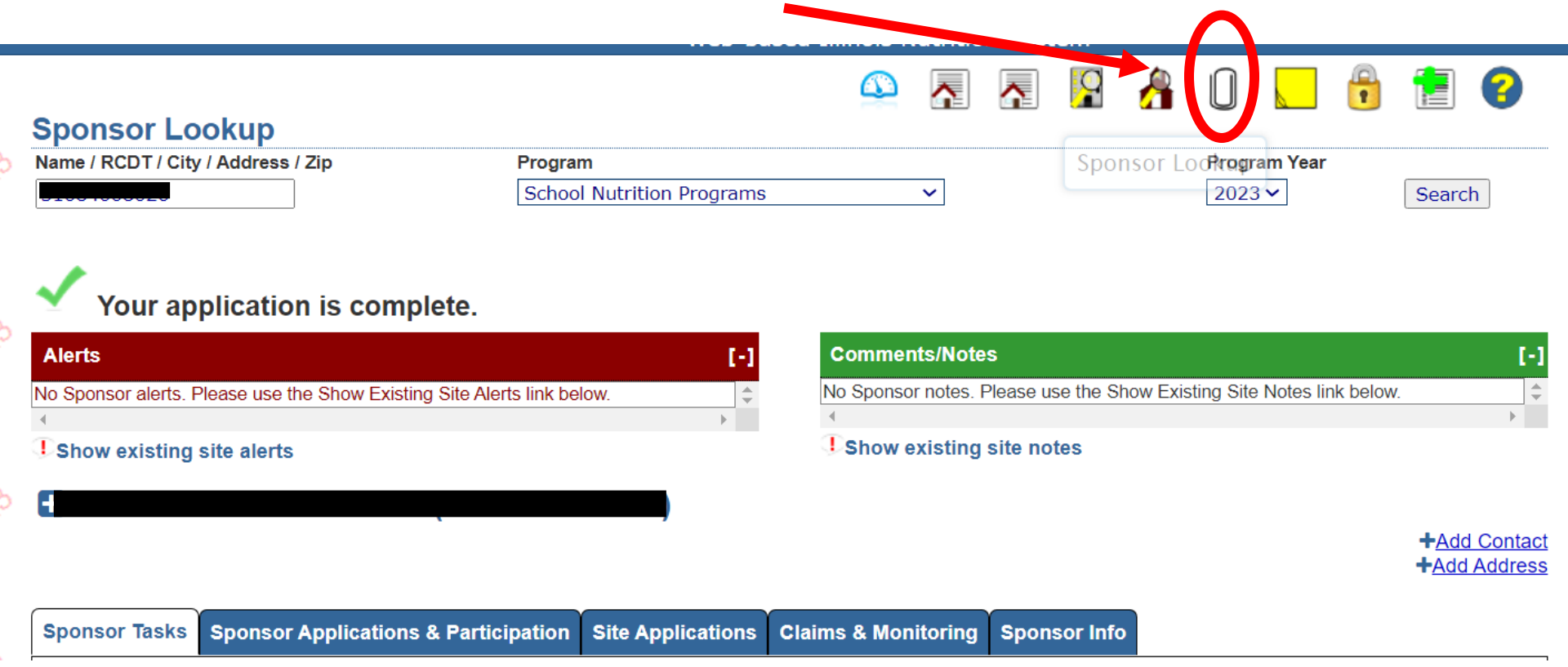
Reviews in WINS

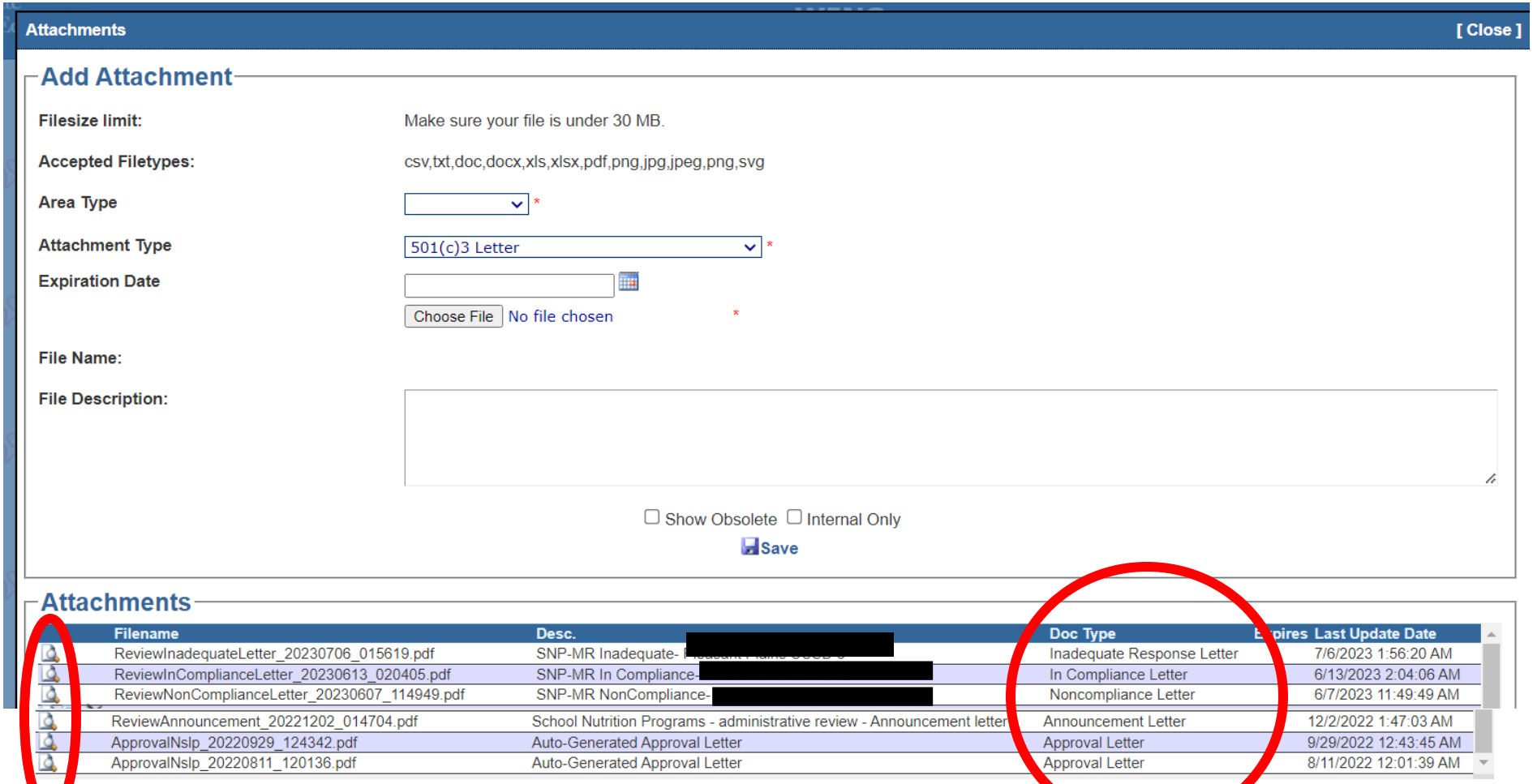
How Reviews Fit into WINS

- Gives alerts for new review-related communications.
- Provides review history.
- Paperclip for storing review-related communications.
- Designed for online submission of responses/corrective actions to review citations.

Login Alert for Announcement Letter and Citations

Dashboard - Paperclip Icon/Document Storage

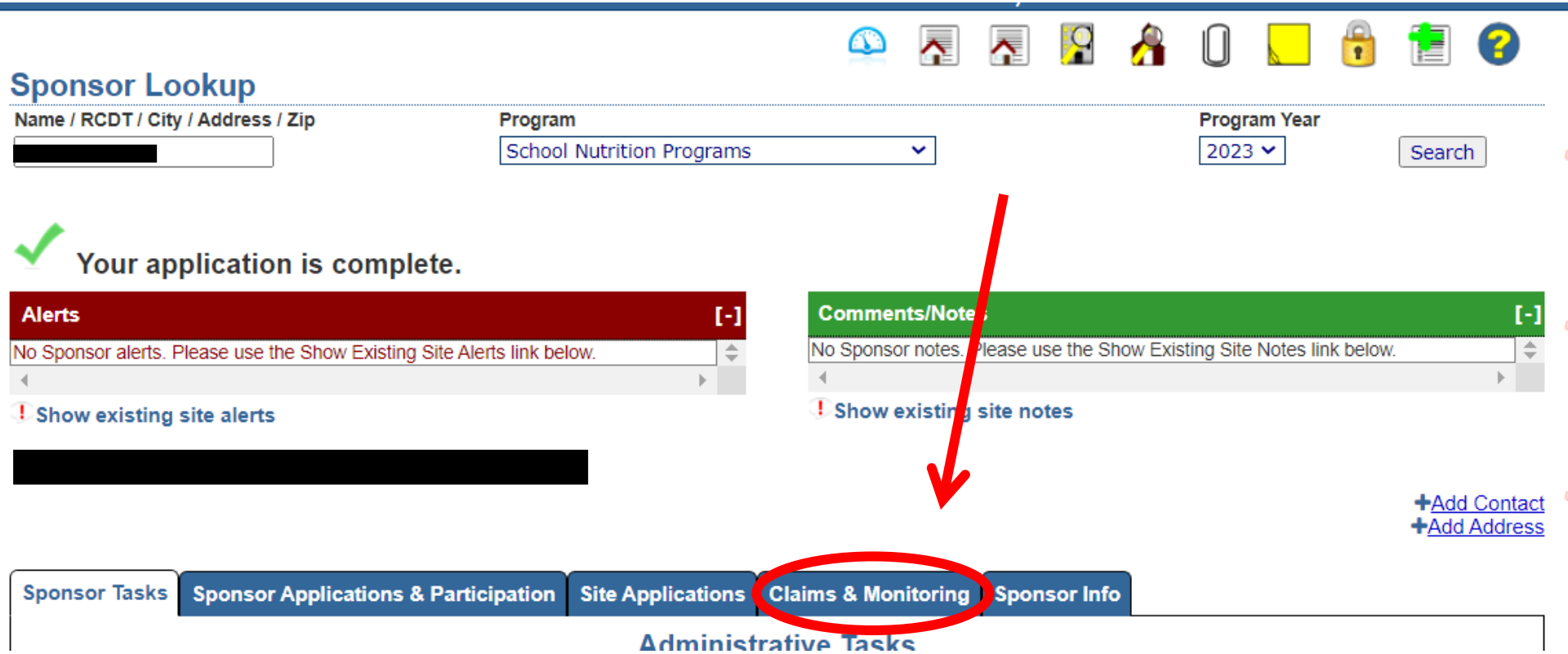




Click on magnifying glass to view the document

Doc Type column indicates a description of the document

Dashboard - History/Timeline of Reviews



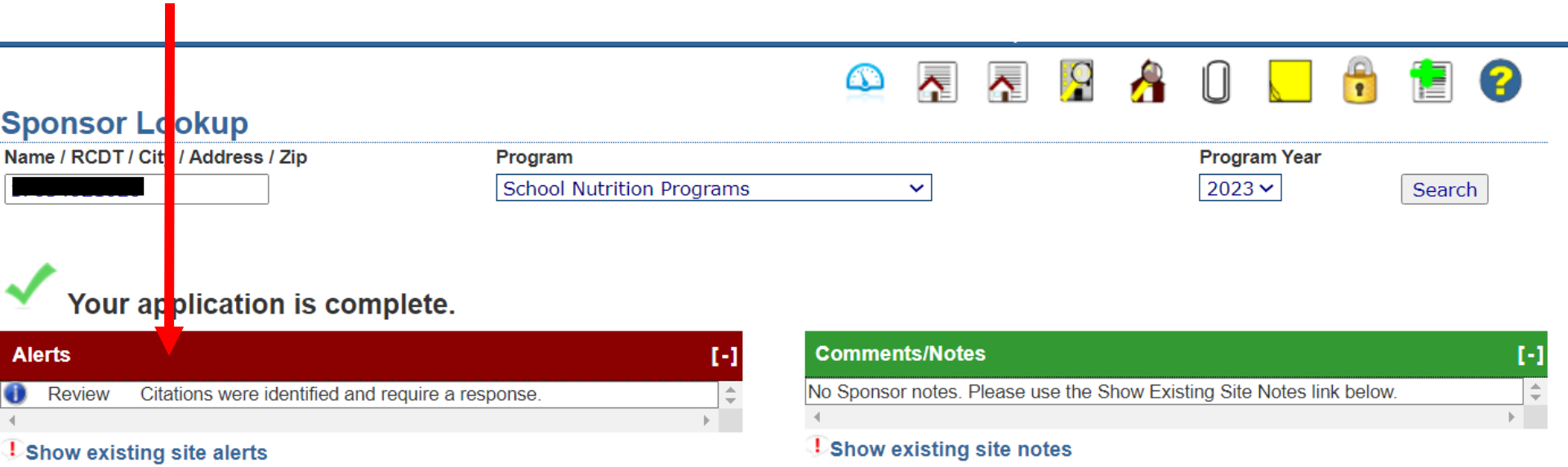
Review Type/Year/Monitor

Sponsor Applications & Participation | Site Applications | Claims & Monitoring | Sponsor Info

Monitoring Summary

Review Type	Program Year	Status	Status Date	Monitor
Administrative	2023	Waiting for response	7/5/2023	Foster
Resource Management	2023	Closed	6/12/2023	Gogerty
Administrative	2018	Closed	11/14/2018	Foster
Administrative	2015	Cancelled	5/13/2020	Foster

Dashboard – Alert for Review Citations Requiring a Response



Click on “View citation response” Link

Review Dates: July 11, 2023

Review Tracking

Sponsor Identification

Program	School Nutrition Programs
Program year	2023
RCDT	[redacted]

Milestones

Status	Date	Updated By
Assigned	12/9/2022	DebToft
Scheduled	5/1/2023	Kperkins18
In progress	5/1/2023	Kperkins18
Scheduled	6/19/2023	Kperkins18
In progress	6/19/2023	Kperkins18
Ready for peer review	6/19/2023	Kperkins18
Scheduled	6/19/2023	Kperkins18
In progress	6/19/2023	Kperkins18
Ready for peer review	6/19/2023	Kperkins18
In peer review	6/19/2023	Kperkins18
Waiting for response	6/23/2023	jfoster

Documents

Document Type	Review Status	Document Date
Noncompliance Letter	Waiting for response	6/23/2023

View citation response.

Click on Pen and Paper Icon to Type Corrective Action

Response/Corrective Action Screen Details

Review Citation Responses - Awaiting Sponsor Response

Reviews

2023 | Search | [redacted]

Name	Number	Program Year	Program	Review Type	Review Date	Observed Meal	Status
[redacted]		2023	School Nutrition Programs	Administrative	April 25, 26, 2023		Waiting for response

Question	Citation / Response	Agree Resolved
7497	A food safety plan has not been developed as required by the Child Nutrition and WIC Reauthorization Act of 2004. A food safety plan should be developed and implemented under the principles of Hazard Analysis and Critical Control Point (HACCP). A food safety plan must be developed and implemented based on the principles of HACCP.	Resolved
Sponsor Response	we are in the process of developing [redacted]	
Monitor Response	ISBE needs more detailed corrective actions with timelines and staff responsible. For example, in regards to this citation, you might indicate that a district-wide food safety plan is currently being developed by food service staff to have in place by the start of school year 23-24. [redacted]	

Corrective Action Guidance available at the end of this session. Pick up on your way out.

Recipe for Success

SNP BACK TO SCHOOL CONFERENCE

Food Distribution Systems

How Food Distribution Connects

Additional value for participating in NSLP and/or SBP

ICS, FFAVORS, K12, and ProcessorLink

Program communications and tracking

Program history

ISBE FDP Website

NUTRITION

Food Distribution

- USDA Foods Show

RESOURCES

- Fact Sheet: Diversion to Processor
- Fact Sheet: DOD
- Fact Sheet: USDA Foods
- Food Safety
- School Nutrition Programs
- Summer Food Service Program

NUTRITION

FOOD DISTRIBUTION

The Nutrition Department is responsible for the administration of the federally funded Food Distribution Program, providing approximately $60,000,000 worth of USDA Foods to Illinois schools annually.

ADMINISTRATIVE HANDBOOK

Illinois Commodity System (ICS)

Fresh Fruits and Vegetables Order Receipt System (FFAVORS)

K12 Foodservice

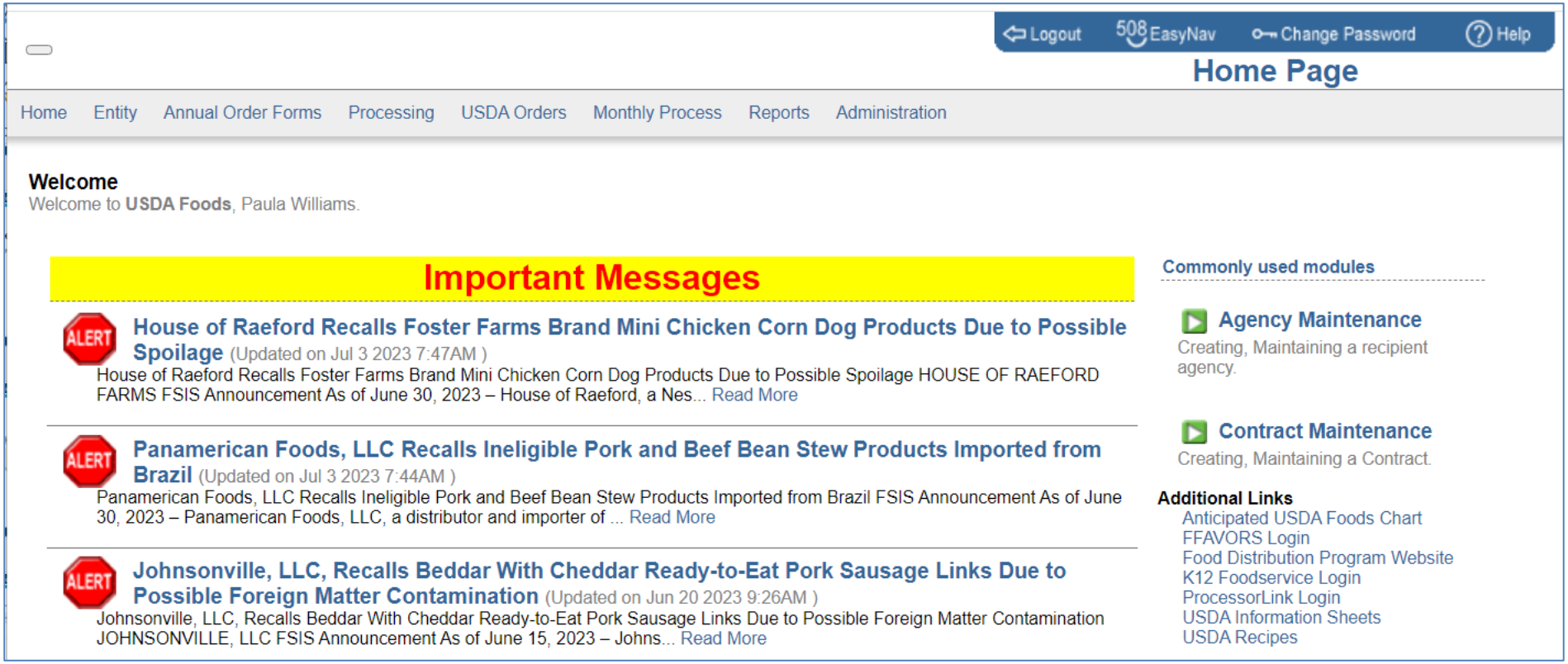
ProcessorLink™

ProcessorLink

Illinois Commodity System

- Important Messages
- Annual Allocation (PAL)
- Annual Order Form
  - DOD Fresh
  - Diversions to Processors
  - USDA Foods
- USDA Foods
  - Monthly delivery
  - Annual usage/tracking

ICS – Important Messages



ICS – Annual Allocation (PAL $)

Annual Order Form (Group A)

ts Administration

Beginning PAL Balance:	$119,782.5200
DOD Fresh Allotment:	$15,000.0000
Diversion to Processing:	$63,097.6346
Available for USDA Foods Requests:	$41,684.8854
Value of USDA Foods Requested: (can exceed available by up to 35%):	$42,140.5427
USDA Foods Received YTD:	*$35,345.9709*
Remaining PAL Balance YTD:	*$6,338.9145*

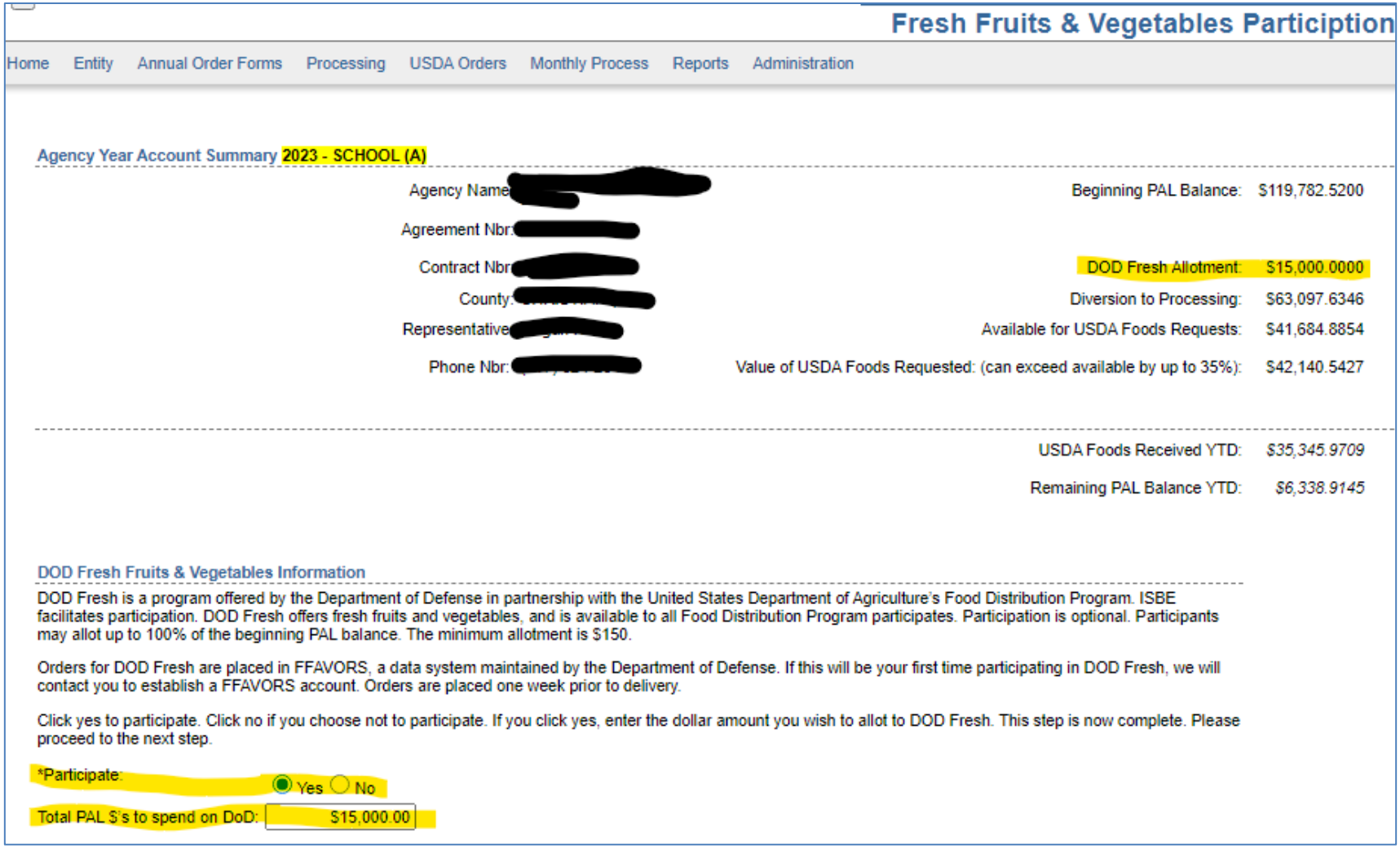
ICS – FDP Spending Options

Annual Order Form (Group A)

ts Administration

Beginning PAL Balance:	$119,782.5200
DOD Fresh Allotment:	$15,000.0000
Diversion to Processing:	$63,097.6346
Available for USDA Foods Requests:	$41,684.8854
Value of USDA Foods Requested: (can exceed available by up to 35%):	$42,140.5427
USDA Foods Received YTD:	*$35,345.9709*
Remaining PAL Balance YTD:	*$6,338.9145*

ICS – Annual Order Form – DOD



Fresh Fruits & Vegetables Participtionn

Home | Entity | Annual Order Forms | Processing | USDA Orders | Monthly Process | Reports | Administration

Agency Year Account Summary 2023 - SCHOOL (A)

Agency Name: [redacted]
Agreement Nbr: [redacted]
Contract Nbr: [redacted]
County: [redacted]
Representative: [redacted]
Phone Nbr: [redacted]

Beginning PAL Balance:	$119,782.5200
DOD Fresh Allotment:	$15,000.0000
Diversion to Processing:	$63,097.6346
Available for USDA Foods Requests:	$41,684.8854
Value of USDA Foods Requested: (can exceed available by up to 35%):	$42,140.5427
USDA Foods Received YTD:	*$35,345.9709*
Remaining PAL Balance YTD:	*$6,338.9145*

DOD Fresh Fruits & Vegetables Information

DOD Fresh is a program offered by the Department of Defense in partnership with the United States Department of Agriculture's Food Distribution Program. ISBE facilitates participation. DOD Fresh offers fresh fruits and vegetables, and is available to all Food Distribution Program participates. Participation is optional. Participants may allot up to 100% of the beginning PAL balance. The minimum allotment is $150.

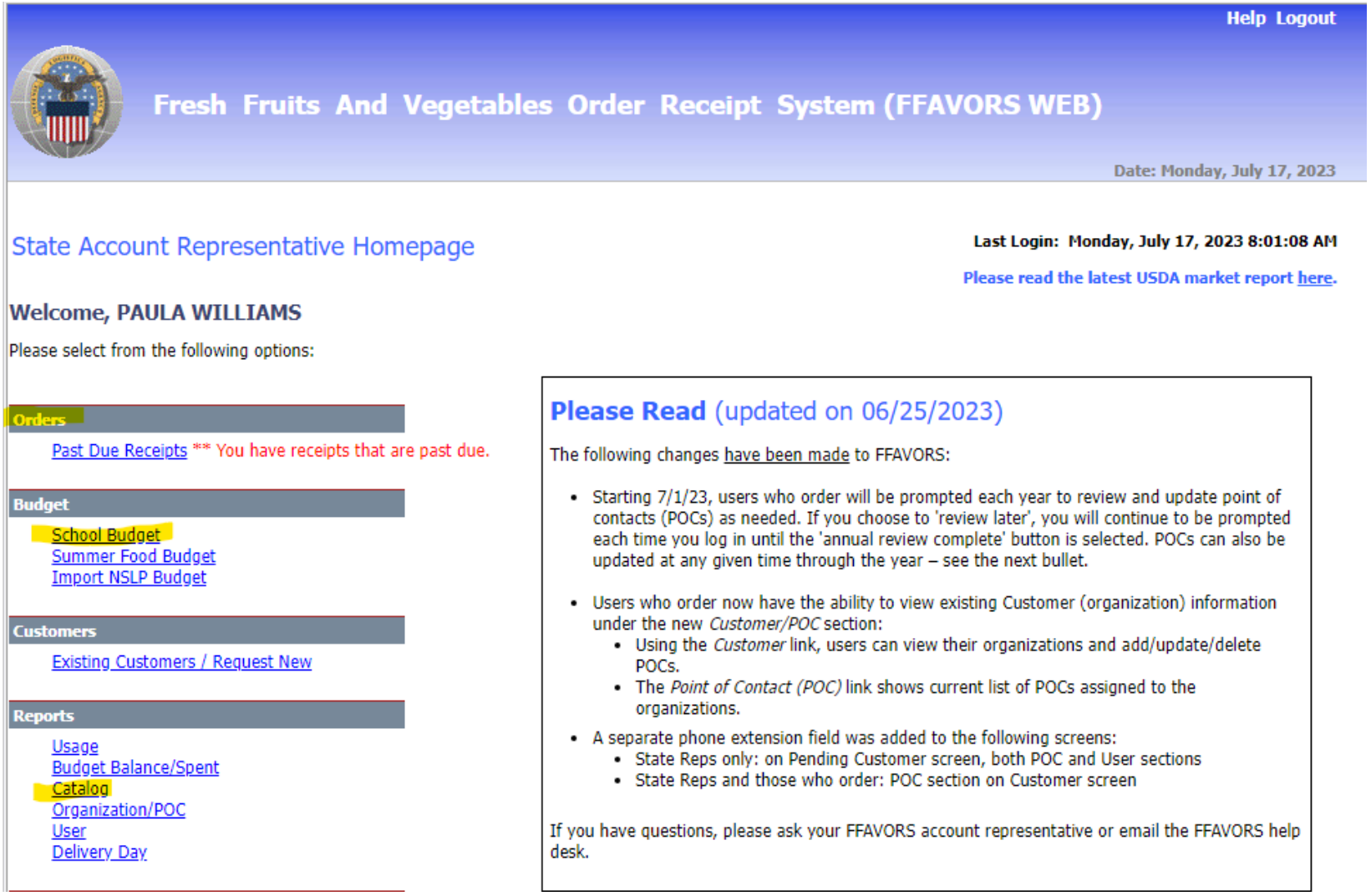
Orders for DOD Fresh are placed in FFAVORS, a data system maintained by the Department of Defense. If this will be your first time participating in DOD Fresh, we will contact you to establish a FFAVORS account. Orders are placed one week prior to delivery.

Click yes to participate. Click no if you choose not to participate. If you click yes, enter the dollar amount you wish to allot to DOD Fresh. This step is now complete. Please proceed to the next step.

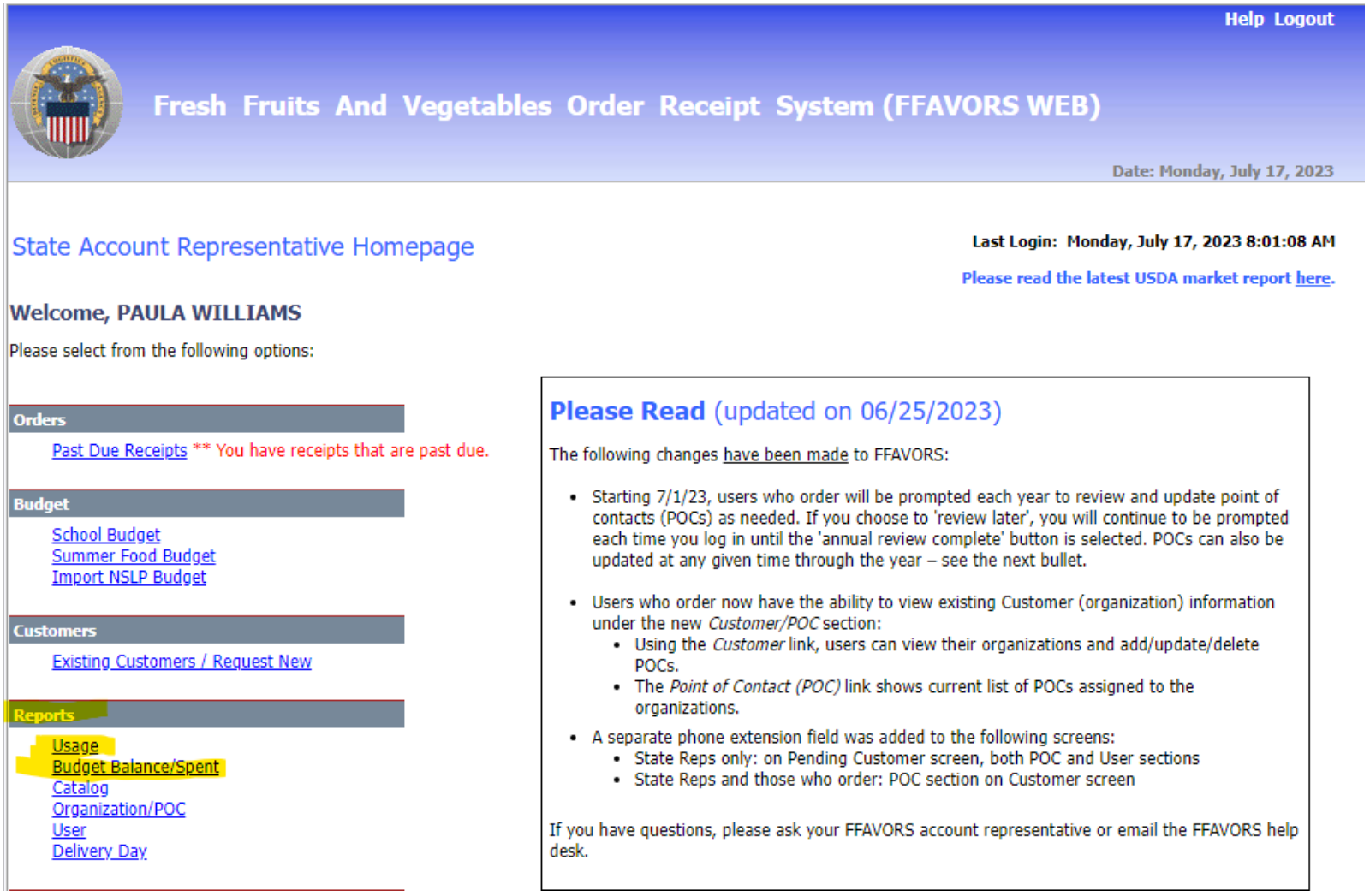
*Participate: (•) Yes ( ) No

Total PAL $'s to spend on DoD: $15,000.00

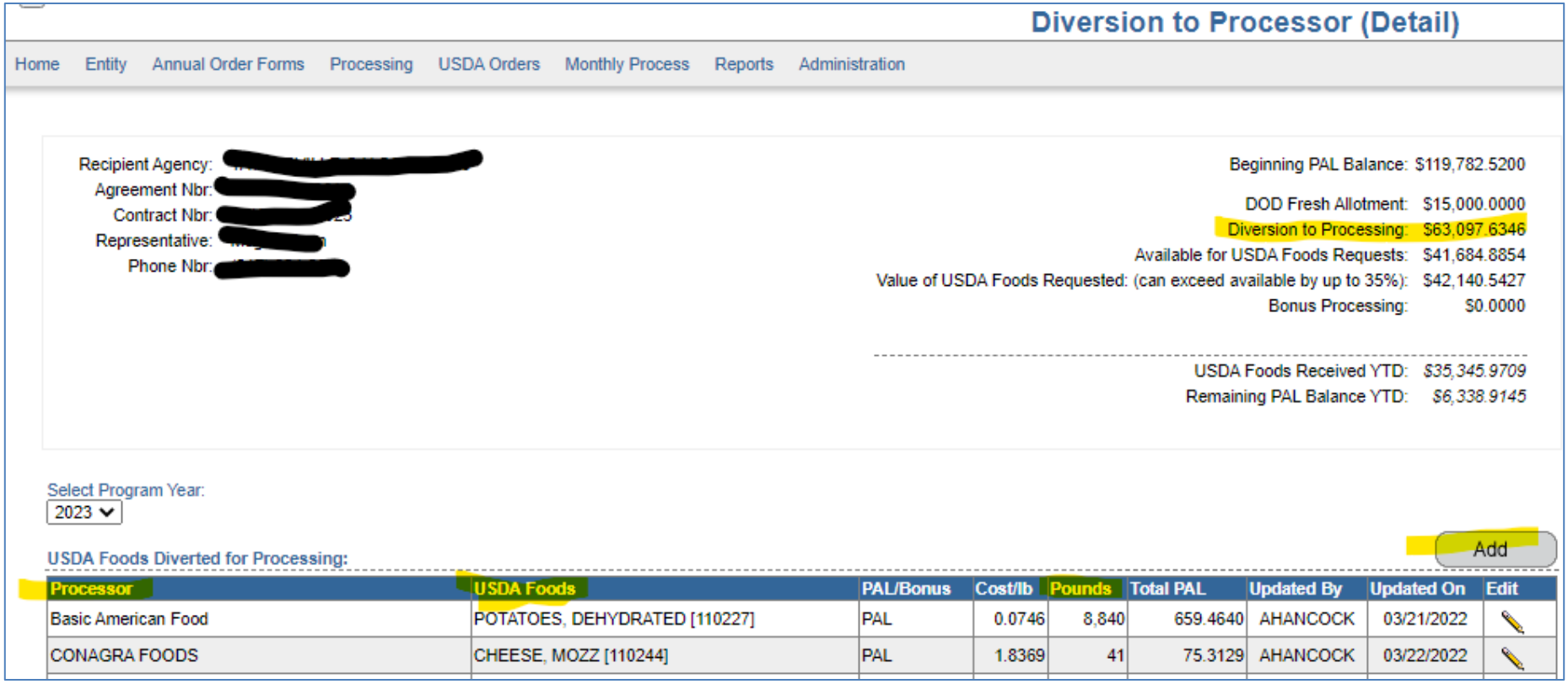
DOD – FFAVORS – Orders



DOD – FFAVORS – Usage/Tracking



ICS – Annual Order Form - Diversions



Diversion to Processor (Detail)

Home | Entity | Annual Order Forms | Processing | USDA Orders | Monthly Process | Reports | Administration

Recipient Agency: [redacted]
Agreement Nbr: [redacted]
Contract Nbr: [redacted]
Representative: [redacted]
Phone Nbr: [redacted]

Beginning PAL Balance: $119,782.5200
DOD Fresh Allotment: $15,000.0000
Diversion to Processing: $63,097.6346
Available for USDA Foods Requests: $41,684.8854
Value of USDA Foods Requested: (can exceed available by up to 35%): $42,140.5427
Bonus Processing: $0.0000

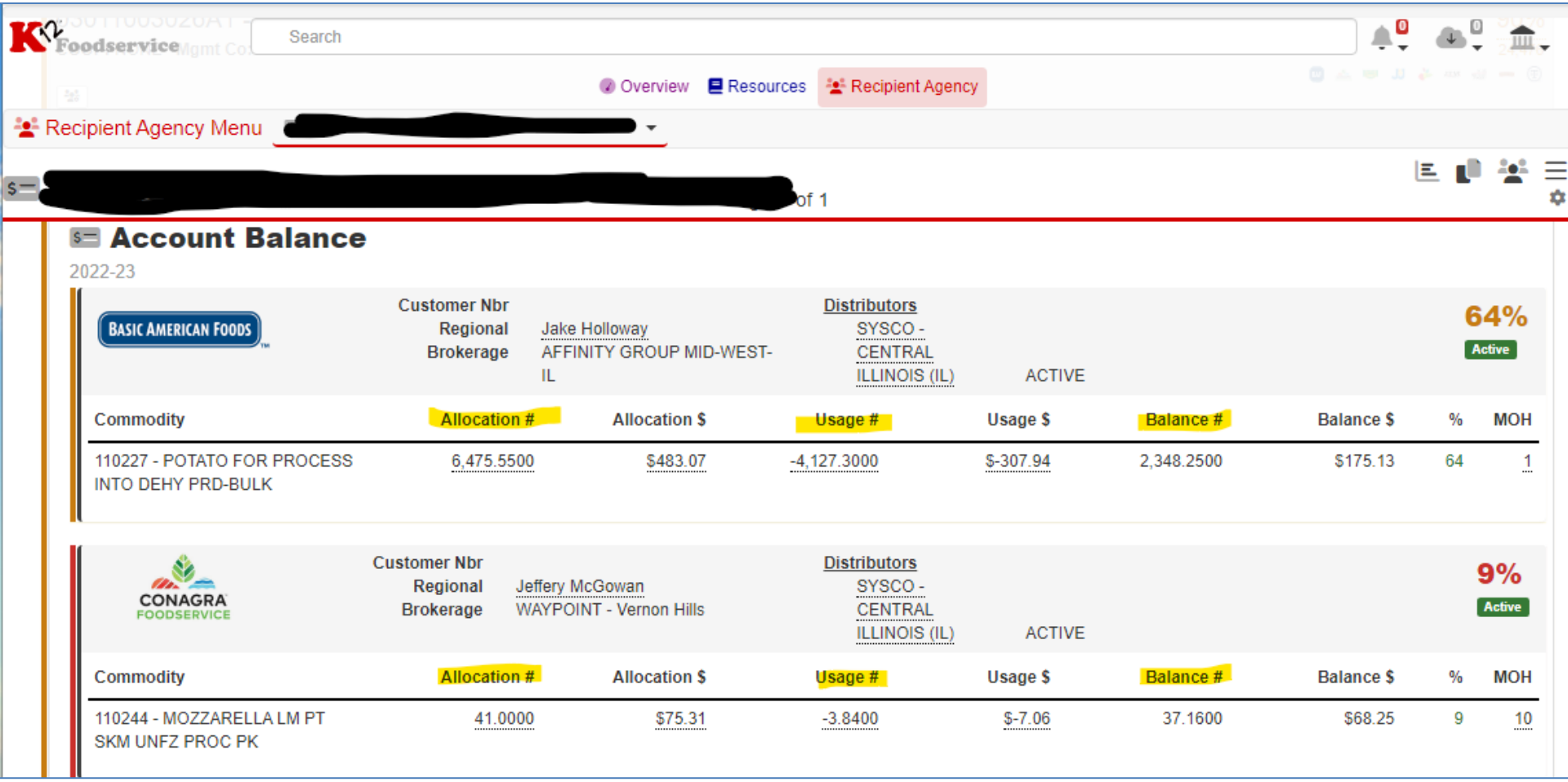
USDA Foods Received YTD: *$35,345.9709*
Remaining PAL Balance YTD: *$6,338.9145*

Select Program Year: 2023

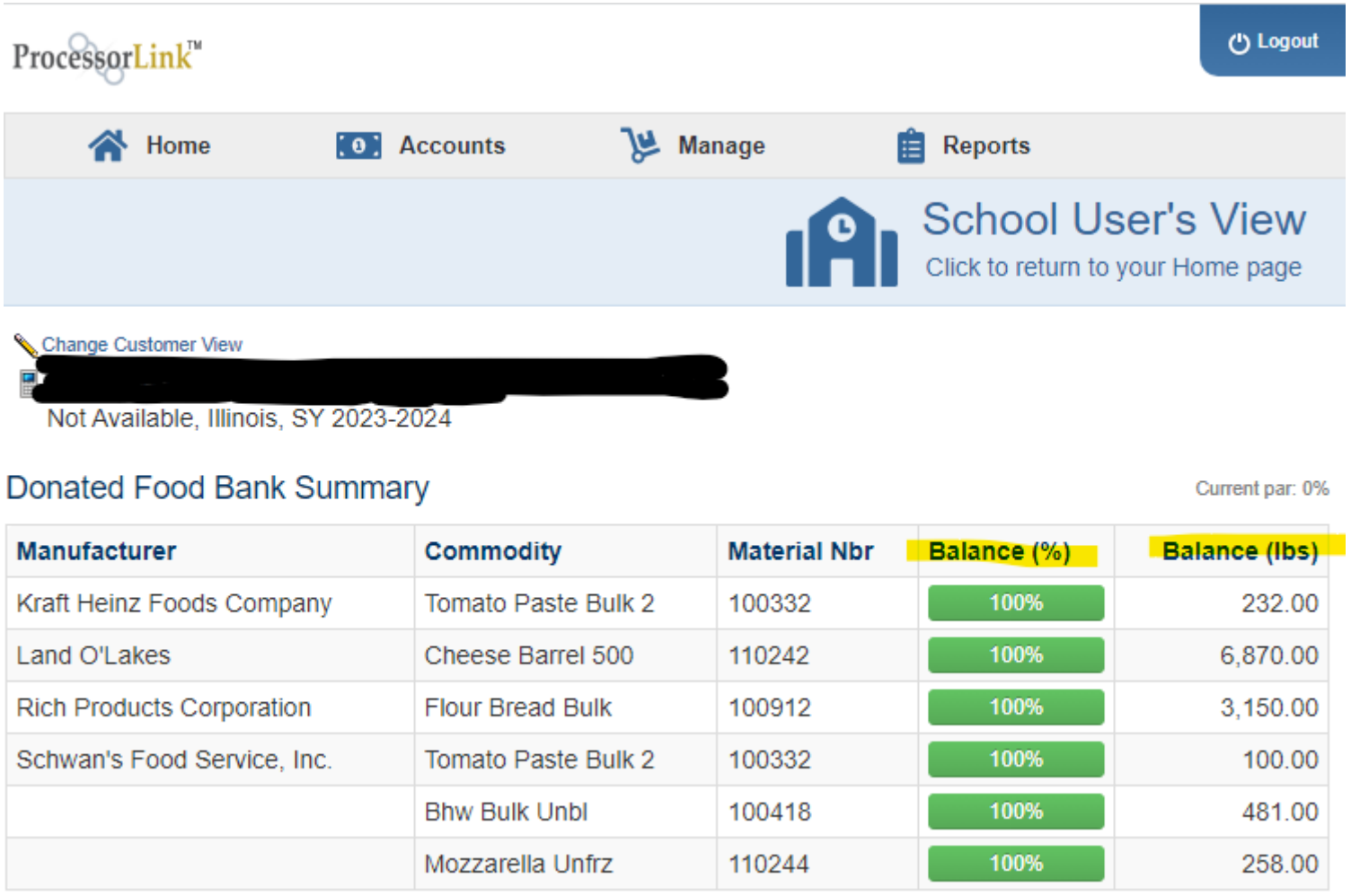
USDA Foods Diverted for Processing: Add

Processor	USDA Foods	PAL/Bonus	Cost/lb	Pounds	Total PAL	Updated By	Updated On	Edit
Basic American Food	POTATOES, DEHYDRATED [110227]	PAL	0.0746	8,840	659.4640	AHANCOCK	03/21/2022	
CONAGRA FOODS	CHEESE, MOZZ [110244]	PAL	1.8369	41	75.3129	AHANCOCK	03/22/2022	

Diversions – K12 – Usage/Tracking



Diversions – ProcessorLink – Usage/Tracking



Donated Food Bank Summary

Current par: 0%

Manufacturer	Commodity	Material Nbr	Balance (%)	Balance (lbs)
Kraft Heinz Foods Company	Tomato Paste Bulk 2	100332	100%	232.00
Land O'Lakes	Cheese Barrel 500	110242	100%	6,870.00
Rich Products Corporation	Flour Bread Bulk	100912	100%	3,150.00
Schwan's Food Service, Inc.	Tomato Paste Bulk 2	100332	100%	100.00
	Bhw Bulk Unbl	100418	100%	481.00
	Mozzarella Unfrz	110244	100%	258.00

ICS – Annual Order Form – USDA Foods

Annual Order Form (Group A)

Home | Entity | Annual Order Forms | Processing | USDA Orders | Monthly Process | Reports | Administration

Agency Year Account Summary 2023

Agency Name: [redacted]

Agreement Nbr: [redacted]

Contract Nb: [redacted]

Representative: [redacted]

Phone Nbr: [redacted]

Beginning PAL Balance: $119,782.5200

DOD Fresh Allotment: $15,000.0000

Diversion to Processing: $63,097.6346

Available for USDA Foods Requests: $41,684.8854

Value of USDA Foods Requested: (can exceed available by up to 35%): $42,140.5427

USDA Foods Received YTD: *$35,345.9709*

Remaining PAL Balance YTD: *$6,338.9145*

Click on Bonus to place a bonus order

2023 - SCHOOL (A) | Dairy, Grains, Nuts, Oils | Go

PAL | Bonus

	Code	USDA Foods Name	PAL/ Bonus	Accepted	Requested	Balance	Case Value	Requested Value	Pack Size	Storage Type	
	111100	CEREAL, OAT CIRCLES, BOWLS	PAL	☐	0	0	$18.9198	$0.0000	6 # CASE	Dry	
	100036	CHEESE, BLND, AM/SKIM YELLOW SLC	PAL	☐	0	0	$64.6230	$0.0000	6/5# LOAVES	Cooler	
	100012	CHEESE, CHEDDAR R/F SHRED YELLOW	PAL	☐	0	0	$69.8940	$0.0000	6/5# BAGS	Cooler	
	100034	CHEESE, MOZZ LT SHRED FRZ	PAL	☐	0	0	$73.9920	$0.0000	30# BOX	Freezer	
	110396	CHEESE, MOZZ, STRING, 1 OZ STICKS	PAL	☑	30	8	$91.2352	$2,737.0560	360/1 oz sticks	Cooler	
	110501	MACARONI, WHOLE GRAIN-RICH BLEND	PAL	☑	6	0	$15.6820	$94.0920	20# Carton	Dry	

USDA Foods – ICS – Deliveries

Delivery Request (Report)

Home | Entity | Annual Order Forms | Processing | USDA Orders | Monthly Process | Reports | Administration

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Report: Commodity by Delivery Site | Period: APRIL 2023

Illinois Commodity System

Delivery Request Summary by Site for APRIL 2023

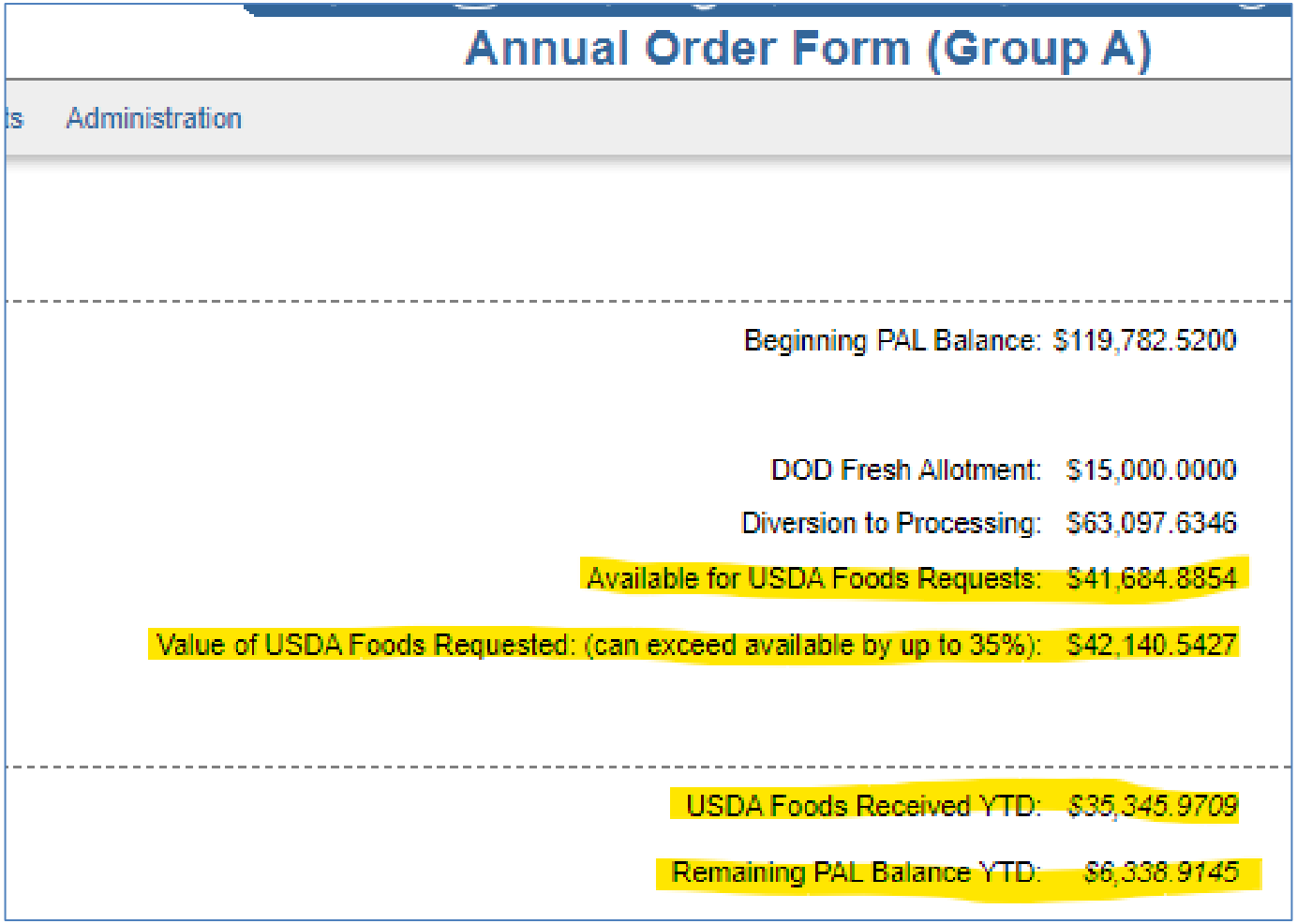
[redacted]

Site Agreement Nbr Delivery Site

[redacted]

Code	USDA Foods	Storage	Pack Size	Program Year	Case Value	Cases Requested	Total Value
100206	APPLE SLICES, CND UNSWT	DRY	6/#10 CANS	2023	30.8256	9	277.4304
110361	APPLESAUCE CUPS, UNSWT, 96/4.5 OZ	DRY	96/ 4.5 OZ CUPS	2023	41.4882	1	41.4882
100359	BEANS, BLACK (TURTLE), LOW-SODIUM, CND	DRY	6/#10 CANS	2023	25.6568	5	128.2840
100309	CARROTS, SLC, LOW-SODIUM, CND	DRY	6/#10 CANS	2023	28.7244	11	315.9684
100313	CORN, CND, NO SALT	DRY	6/#10 CANS	2023	32.5791	1	32.5791
110651	ORANGE JUICE, 96/4 oz CUPS	FRZ	96/4 oz cups	2023	26.4600	3	79.3800
100220	PEACHES, CLING, DICED, XLT SYRUP, CND	DRY	6/#10 CANS	2023	36.0890	2	72.1780
100225	PEARS, DICED, XLT SYRUP, CND	DRY	6/#10 CANS	2023	34.7363	1	34.7363
101031	RICE BRN LG PARBOILED	CLR	25# BAG	2023	10.9300	3	32.7900
110186	SALSA, POUCH, LOW SODIUM	DRY	6/106oz POUCHES	2023	35.8942	7	251.2594

USDA Foods – ICS – Usage/Tracking



Annual Order Form (Group A)

ts Administration

Beginning PAL Balance: $119,782.5200

DOD Fresh Allotment: $15,000.0000

Diversion to Processing: $63,097.6346

Available for USDA Foods Requests: $41,684.8854

Value of USDA Foods Requested: (can exceed available by up to 35%): $42,140.5427

USDA Foods Received YTD: $35,345.9709

Remaining PAL Balance YTD: $6,338.9145

Contact Info

Illinois State Board of Education
Nutrition Programs

Questions?