INSTRUCTIONS FOR ACCESSING THE
WEB-BASED ILLINOIS NUTRITION SYSTEM (WINS)

Child and Adult Care Food Program (CACFP)
Nutrition Division
Illinois State Board of Education (ISBE)
100 North First Street, W-270
Springfield, IL 62777-0001
Phone: 217.782.2491 or 800.545.7892

CACFP Sponsoring Organizations may complete Step 6 only after receiving notification from the Illinois State Board of Education stating you are eligible for access.

If you need technical assistance, use the following contact information:

- For questions, or to establish an IWAS Administrative Account
  https://sec1.isbe.net/iwas/asp/login.asp?js=true
  Contact: 217/558-3600

- Completing CACFP Application Documents in WINS
  Contact: 800/545-7892

Establishing an IWAS Administrative Account and Completing Internet Application Documents

For detailed information regarding the establishment of your IWAS Administrative Account, there is an IWAS User Guide and IWAS Video Guide for more instructions:

During the application process, you will receive a notice from the Illinois State Board of Education (ISBE) asking you to set up an IWAS (ISBE Web Application Security) administrative

account. This will allow you to obtain security clearance to access ISBE's website to complete CACFP Internet application documents. You will establish a login name and password.

Once you have an IWAS account established, you can access the Web-based Illinois Nutrition System (WINS). However, you will not be able to access your organization's application documents until approved. We will contact you when you need to complete and submit all the application documents on the Internet. When these electronic documents are in "Completed and Approved" status, you will be able to file your first Claim for Reimbursement. It is very important to complete the electronic application process as soon as possible to avoid losing reimbursement.

Access Web-based Illinois Nutrition System (WINS) Through IWAS

Access IWAS at www.isbe.net

Click System Quick Links:

Click on IWAS: ISBE Web Application Security:

Enter your *Login Name* and *Password* to access IWAS:

Once logged in to IWAS, click on *System Listing* in far left margin:

Select *Web-based Illinois Nutrition System (WINS)*:

On the main WINS screen, make sure the Program selected is *Child and Adult Care Food Program* and the correct Program Year is selected. Then, click on the *Applications & Participation* tab:

To bring up CACFP application documents, you will select Questionnaire under the Component Status Summary section, and complete each section.

Review all pre-filled information for each section of the Questionnaire, and update as necessary and complete all incomplete fields/questions. Shaded fields are locked, and will not accept changes.

Read the final section, the Permanent Agreement for the Child and Adult Care Food Programs thoroughly. Click "I Agree" at the bottom of the screen and then "next" to continue. When you have completed all fields, click the review button. A summary screen with all the data will appear. If all data is correct select *Submit Questionnaire*. If any information is incorrect, select *Return to Questionnaire* and correct the data.

IMPORTANT: You are now ready to begin to complete the site application components and submit them to ISBE. Continue to read below for completing the Site application components.

Electronically Submit CACFP Site Questionnaire(s)

From the WINS Dashboard/Home screen, click on the tab for Sites, or use the schoolhouse icon at the top right of the page to list your sites:

The site organization consists of the following areas to complete:

1) Questionnaire
2) Participation program selection
3) Participation program questions
4) Participation Detail screens
And if multi-site,
5) Review Schedule

Select the first blue link for the Site Questionnaire, and review all pre-filled information and update as necessary and answer any other questions/fields. Shaded fields are locked and will not accept changes. When you have completed all fields on the site questionnaire, click the review button and review your responses.

Click on *Submit Questionnaire* when all information is correct.

To make changes: select *Return to Questionnaire* and then make changes.

If you need to complete the questionnaire later, click one of the icons at the top of the page and the system will save the answers given so far.

For the same site, continue on to complete the Participation component and follow the same steps you did for the Site Questionnaire.

Multiple sites: Repeat these steps if you have more than one site.

The Sponsor and Site Organization will approve automatically when all components are completed. The Site Component Status Summary section will look like this:

Component Status Summary

Program	Component	Status	Substatus	Effective Date
Child and Adult Care Center	Organization	Approved		XX/XX/20XX
Child and Adult Care Center	Questionnaire	Completed		XX/XX/20XX
Child and Adult Care Center	Participation	Completed		XX/XX/20XX
Child and Adult Care Center	Participation Detail (259 Approved Serving Days / 0 In Error)	Approved		XX/XX/20XX

Electronically Submit CACFP Annual Budget

If you are a multi-site sponsoring organization, you will need to submit the Annual Budget. Click the Application and Participation tab, and select Budget.

Submit only the ISBE approved budget from your application. Follow the instructions to complete the budget.

Anticipated Reimbursement—Because you are a New Institution, the Current Monthly Average Reimbursement will not be on the budget based on the average of your previous monthly Claims for Reimbursement. Enter the number of months you will be operating the CACFP. The Anticipated Reimbursement will not automatically calculate for you.

Because you are a new institution, enter the amount you expect to receive for the year as submitted on your approved budget to override the zero Anticipated Reimbursement.

Complete all tabs, and submit the Budget to ISBE.

If any component status shows "Pending ISBE Approval," someone from this agency will review the item and contact you if necessary.

Approval Letter Notification

Organizations that have an approved Sponsor Questionnaire and at least one approved Site Questionnaire will receive an approval letter. Every person in your organization with access to IWAS will receive an approval letter via email. An approval letter message will be in everyone's IWAS Inbox. Institutions may receive multiple approval letters by email if ISBE approves more sites after mailing the initial approval letter.

If you do not receive the CACFP approval letter, you can get a copy by going to WINS, and clicking on the paper clip icon. You can then print a copy of the letter.

Continued Access to WINS

WINS is available for access at any time. If changes are needed to the Sponsor or Site Questionnaires, Participation information, or Annual Budget anytime during the fiscal year simply access the system as outlined above and make necessary changes.