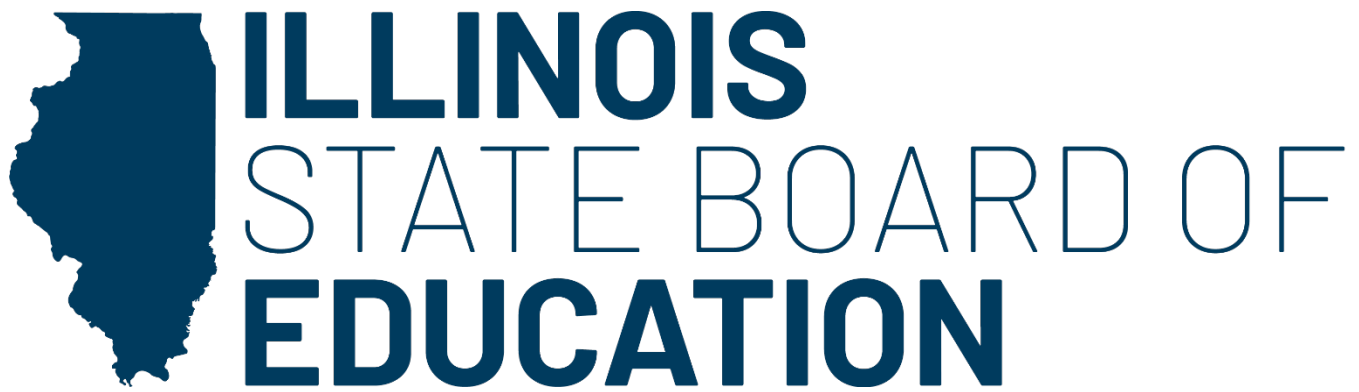


Web-based Illinois Nutrition System (WINS)

Child and Adult Care Food Programs - Centers  
Claim Instruction Manual



Illinois State Board of Education  
Nutrition Department

September 2024

## Introduction

Applications and claims for the Child and Adult Care Food Program-Centers Nutrition Programs will be completed using the Web-based Illinois Nutrition System (WINS) through the ISBE Web Application System (IWAS) on the ISBE homepage (<https://www.isbe.net>)

Submitting your claim is 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 information. The payment process does not begin until the sponsor claim has been successfully submitted.

We ask that claims be submitted by the 10<sup>th</sup> 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](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  
Nutrition Department  
100 North First Street  
Springfield, Illinois 62777-0001  
**Phone: 217-782-2491**  
Fax: 217-524-6124

**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.

To sign up for WINS:

1. Go to the ISBE homepage at [www.isbe.net](http://www.isbe.net)
2. Log into IWAS, located in the middle of the page right below the ISBE header.




3. Click the "sign up now" button next to "Web-based Illinois Nutrition System (WINS)".

4. 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 'CACC Meal Count Batch File Format & Upload Instructions' located under this icon: ).

### A. 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 Sponsor Dashboard, scroll down to the blue tabs and click on the "Claims & Monitoring" tab. Then click on the "Site Claims" link, in blue, on the right hand side of the page that corresponds with the month for which you are submitting the claim.

Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info	
Monitoring Summary					
Program	Review Type	Program Year	Status	Status Date	Monitor
 CACC	Administrative	2021	Closed	10/8/2021	Prager
CACC	Administrative	2020	Cancelled	11/25/2020	Prager
 CACC	Administrative	2017	Closed	3/1/2018	Prager
CACC	Administrative	2014	Cancelled	6/6/2019	Prager
Sponsor Claims					
Month	Year	Type	Status	Payment Batch	Site Claims
 Oct	2022	Claim	Sent to FRIS	4	<a href="#">Site Claims</a>
 Nov	2022	Claim	Sent to FRIS	12	<a href="#">Site Claims</a>
 Dec	2022	Claim	Sent to FRIS	21	<a href="#">Site Claims</a>
 Jan	2023	Claim	Sent to FRIS	30	<a href="#">Site Claims</a>
 Feb	2023	Claim	Sent to FRIS	39	<a href="#">Site Claims</a>
 Mar	2023	Claim	Sent to FRIS	50	<a href="#">Site Claims</a>
 Apr	2023	Claim	Sent to FRIS	61	<a href="#">Site Claims</a>
 May	2023	Claim	Sent to FRIS	70	<a href="#">Site Claims</a>
Jun	2023	Claim	Approved		<a href="#">Site Claims</a>
Jul	2023	Claim	Not Submitted		<a href="#">Site Claims</a>

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. Each Program Year begins in October 1st and ends September 30<sup>th</sup>

**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 the Nutrition Department at 217-782-2491.**

- 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**  

July
▼

**Program Year**  

2023
▼

**Site Number**

Filter Claims

Month	Year	Type	Status	Payment Batch	Site Name	Site Number
Jul	2023	Claim	Not Submitted			31
Jul	2023	Claim	Not Submitted			72

- 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:**  
 RCDT:  
**Program Year:** 2023  
**Sponsor:**

**Type:** Claim  
**Status:** Not Submitted  
**Program:** CACC

New Claim

### Daily Meal Counts

**Claim**  
 Calendar Year: 2023  
 Calendar Month: 7

**Version**  
 Selected Claim:  
 New Claim

**Quick Links**  
[Site Claims](#)  
[Participation Detail](#)

Meal Counts

**Daily Totals**

**Program Daily Meal Counts**

- Child Care Center (Breakfast)
- Child Care Center (Lunch)
- Child Care Center (P.M. Snack)

Show All ☐

Meal 

Breakfast ▼


Day	Meal	Subprogram	Session	Free	Reduced	Paid
3	Breakfast	Child Care Center	1	Free	Reduced	Paid
4	Breakfast	Child Care Center	1	Free	Reduced	Paid
5	Breakfast	Child Care Center	1	Free	Reduced	Paid
6	Breakfast	Child Care Center	1	Free	Reduced	Paid
7	Breakfast	Child Care Center	1	Free	Reduced	Paid
10	Breakfast	Child Care Center	1	Free	Reduced	Paid
11	Breakfast	Child Care Center	1	Free	Reduced	Paid
12	Breakfast	Child Care Center	1	Free	Reduced	Paid
13	Breakfast	Child Care Center	1	Free	Reduced	Paid

This screen is where you will enter the **Daily Meal Counts** by Category (Free, Reduced, and Paid) and by Sub- program Type for each meal service that the site is approved for. The meal services that the site is approved for will be displayed in red. After meal counts have been entered and saved, the meal service name will turn to black with a green check mark next to it.

Meal Counts
Statistics

### Daily Totals

#### Program Daily Meal Counts

 Child Care Center (Breakfast)

Child Care Center (Lunch)
Child Care Center (P.M. Snack)

Show All ☐

Meal Lunch

Day	Meal	Subprogram	Session	Free	Reduced	Paid
3	Lunch	Child Care Center	1	Free	Reduced	Paid
4	Lunch	Child Care Center	1	Free	Reduced	Paid
5	Lunch	Child Care Center	1	Free	Reduced	Paid
6	Lunch	Child Care Center	1	Free	Reduced	Paid
7	Lunch	Child Care Center	1	Free	Reduced	Paid
10	Lunch	Child Care Center	1	Free	Reduced	Paid
11	Lunch	Child Care Center	1	Free	Reduced	Paid
12	Lunch	Child Care Center	1	Free	Reduced	Paid
13	Lunch	Child Care Center	1	Free	Reduced	Paid
14	Lunch	Child Care Center	1	Free	Reduced	Paid
17	Lunch	Child Care Center	1	Free	Reduced	Paid
18	Lunch	Child Care Center	1	Free	Reduced	Paid
19	Lunch	Child Care Center	1	Free	Reduced	Paid
20	Lunch	Child Care Center	1	Free	Reduced	Paid
21	Lunch	Child Care Center	1	Free	Reduced	Paid
24	Lunch	Child Care Center	1	Free	Reduced	Paid
25	Lunch	Child Care Center	1	Free	Reduced	Paid
26	Lunch	Child Care Center	1	Free	Reduced	Paid
27	Lunch	Child Care Center	1	Free	Reduced	Paid
28	Lunch	Child Care Center	1	Free	Reduced	Paid
31	Lunch	Child Care Center	1	Free	Reduced	Paid
				0	0	0

Save And Continue

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 Participation for the selected site. If changes need to be made, the Site Participation should first be updated accordingly and then the Site Claim can be accurately submitted. (To update the Participation, contact the Nutrition Department at 217-782-2491, or [cnp@isbe.net](mailto:cnp@isbe.net))

- 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:  
RCDT:  
Program Year: 2023  
Sponsor:

Type: Claim  
Status: Draft  
Program: CACC



## Edit Mode

### Daily Meal Counts

#### Claim

Calendar Year: 2023  
Calendar Month: 7

#### Quick Links

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

#### Version

Selected Claim:

Current Jul 2023 Claim - Draft - 07/18/2023 ▼

Meal Counts

Statistics

#### Statistics

##### Child Care Center

Free Eligible	15
Reduced Eligible	6
Paid Eligible	2

Previous

Save And Continue

This is monthly information for each sub-program type (i.e. Outside-School-Hours, Child Care Center, Head Start Center, At-Risk After School, School Pre-K, and Homeless Shelter). Enter the highest Enrollment and highest Free, Reduced and Paid Eligibles (Do **NOT** enter Meal totals) for the month for each sub-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 'Save and Continue' to proceed to the Site Claim Summary screen.

After clicking Save and Continue, the screen summarizes the information you submitted on the Meal Counts and Statistics pages. You must 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.

## Daily Meal Counts

### Claim

Calendar Year: 2023  
Calendar Month: 7

### Quick Links

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

### Version

Selected Claim:

Current Jul 2023 Claim - Draft - 07/18/2023 ▼

Meal Counts

Statistics

Claim Summary

### Claim Data

Loading...

Claim Month

Days of Operation -

Days Claimed

Claim Source

Last Updated:

Status

Type

Date Received

Date Approved

Submitted by:

### Meals

#### Child Care Center - Breakfast

Child Care Center

Free	223
Reduced	21

#### Child Care Center - Lunch

Child Care Center

Free	210
------	-----

### Statistics

#### Child Care Center

Days Claimed	21
Avg. Daily Participation	12

### Eligibles

#### Child Care Center

Free	15
Reduced	6
Paid	2

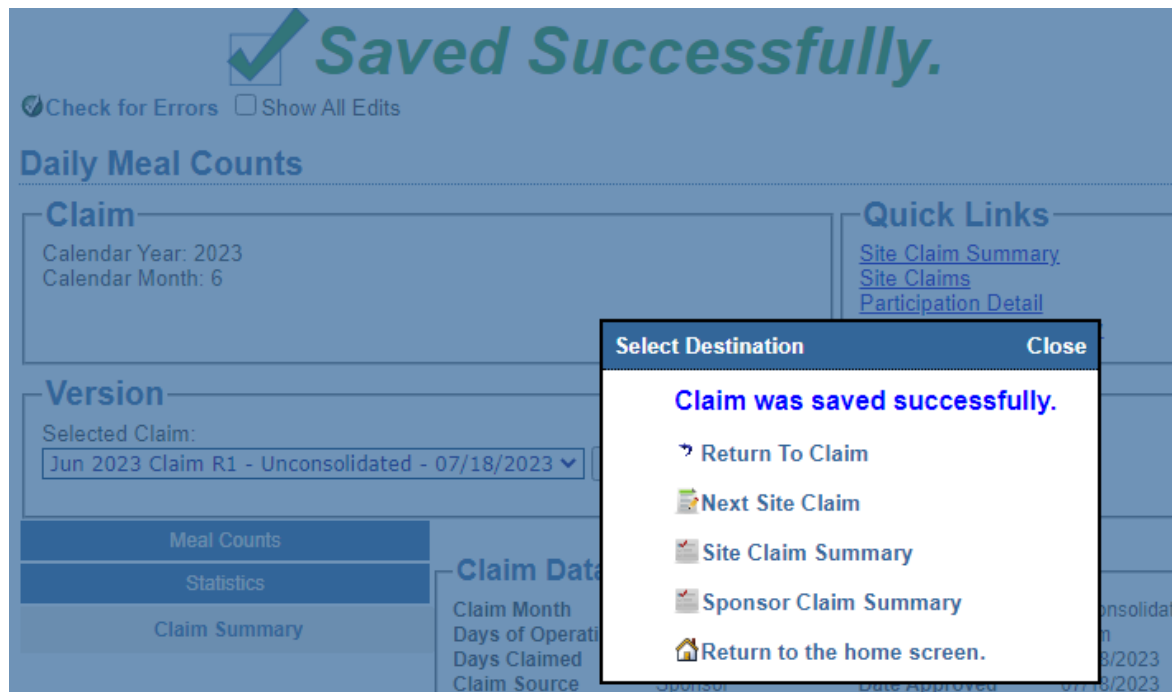
Previous

Submit Claim



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 correct errors and resubmit the site claim.

**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.

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.

Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info		
Monitoring Summary						
	Program	Review Type	Program Year	Status	Status Date	Monitor
	CACC	Administrative	2023	Assigned	11/1/2022	Newman
	CACC	Administrative	2019	Closed	12/16/2019	Newman
Sponsor Claims						
	Month	Year	Type	Status	Payment Batch	Site Claims
	Oct	2022	Claim	Sent to FRIS	4	<a href="#">Site Claims</a>
	Nov	2022	Claim	Sent to FRIS	12	<a href="#">Site Claims</a>
	Dec	2022	Claim	Sent to FRIS	23	<a href="#">Site Claims</a>
	Jan	2023	Claim	Sent to FRIS	34	<a href="#">Site Claims</a>
	Feb	2023	Claim	Sent to FRIS	41	<a href="#">Site Claims</a>
	Mar	2023	Claim	Sent to FRIS	55	<a href="#">Site Claims</a>
	Apr	2023	Claim	Sent to FRIS	63	<a href="#">Site Claims</a>
	May	2023	Claim	Sent to FRIS	73	<a href="#">Site Claims</a>
	Jun	2023	Claim	Draft	75	<a href="#">Site Claims</a>
Jul	2023	Claim	Not Submitted			<a href="#">Site Claims</a>

2023

2023

2023

When you click on the link (the month) to open the Sponsor claim you will see screen(s) similar to the following:

**CACFP Center Sponsor Claim**

**Quick Links**  
[Site Claims](#)  
[Claim Rates](#)

**Version**  
 Current Jun 2023 Claim - Draft - 07/18/2023

**Please review your completed claim prior to submission.**

**Claim Data**

Claim Month	Jun 2023	Status	Draft
Days of Operation	06/01/2023 - 06/30/2023	Type	Claim
Days Claimed	19	Date Received	
Claim Source	Sponsor	Date Approved	
Last Updated: brianneggg		Submitted by:	

**Sponsor Notes**

1 site(s) included out of 1 sites approved  
 Child Care Center - 1 site(s)

**Meals**

Child Care Center - Breakfast		Child Care Center - Lunch	
Free	511	Free	624
Reduced	15	Reduced	26
Paid	135	Paid	141

Child Care Center - P.M. Snack	
Free	576
Reduced	26
Paid	136

**Statistics**

Number of sites	1
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**Child Care Center**

Days Claimed	19
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**Eligibles**

**Child Care Center**

Free	40
Reduced	2
Paid	11

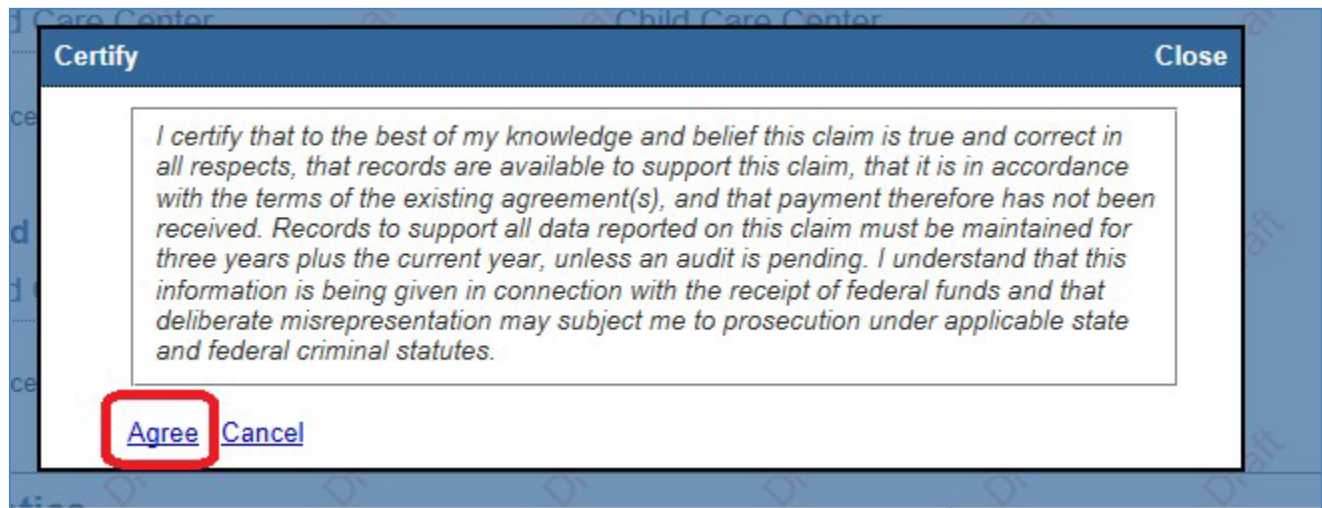
**Submit**

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 to 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.

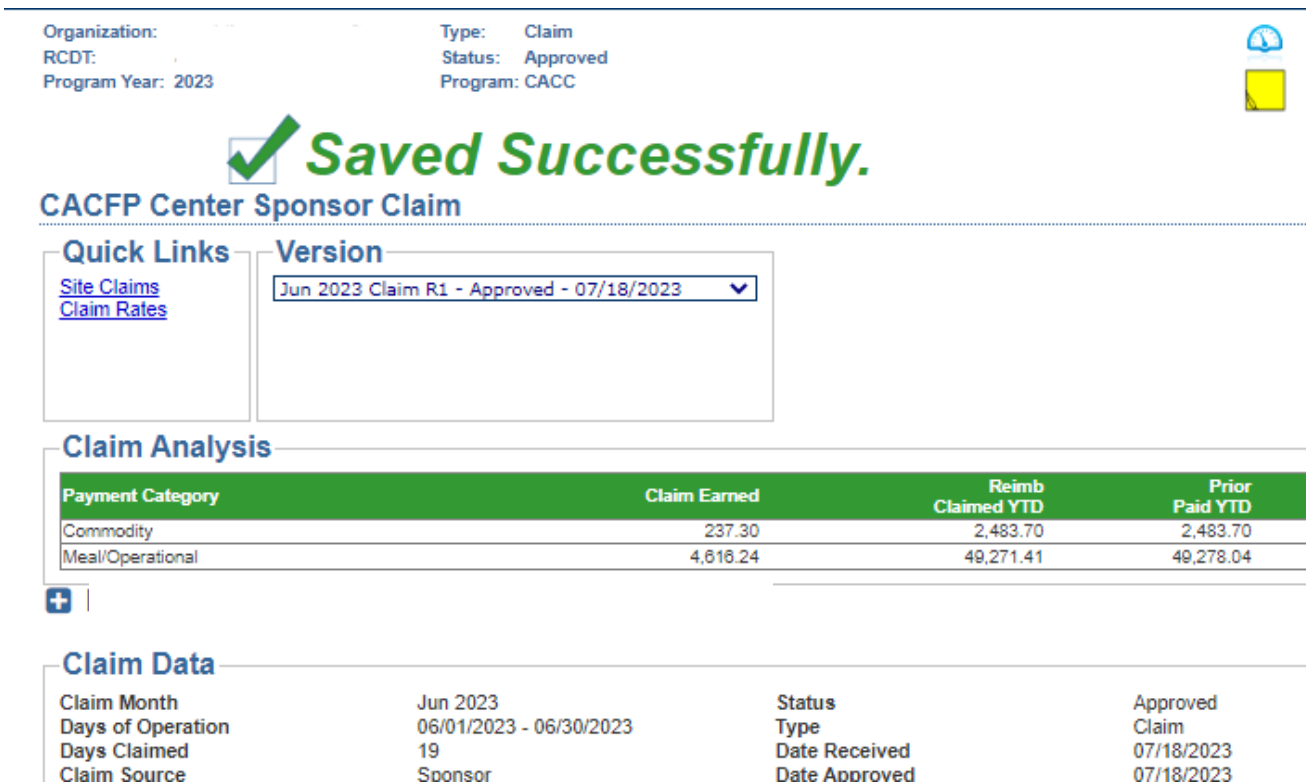
A screenshot of a 'Certify' dialog box with a blue header and a 'Close' button in the top right. The main text area contains a certification statement. At the bottom, there are two buttons: 'Agree' (highlighted with a red rectangle) and 'Cancel'.

**Certify** Close



*I certify that to the best of my knowledge and belief this claim is true and correct in all respects, that records are available to support this claim, that it is in accordance with the terms of the existing agreement(s), and that payment therefore has not been received. Records to support all data reported on this claim must be maintained for three years plus the current year, unless an audit is pending. I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes.*


[Agree](#) [Cancel](#)

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

A screenshot of the 'CACFP Center Sponsor Claim' success screen. It features a green checkmark icon and the text 'Saved Successfully.' in large green font. Below this, there's a section for 'Quick Links' with 'Site Claims' and 'Claim Rates' links. A 'Version' dropdown menu shows 'Jun 2023 Claim R1 - Approved - 07/18/2023'. A 'Claim Analysis' table shows payment categories and amounts. A 'Claim Data' section provides details about the claim month, operation dates, days claimed, and source, along with status and dates.

Organization: RCDT: Program Year: 2023 Type: Claim Status: Approved Program: CACC

 **Saved Successfully.**


**CACFP Center Sponsor Claim**

**Quick Links**  
[Site Claims](#)  
[Claim Rates](#)

**Version**  
Jun 2023 Claim R1 - Approved - 07/18/2023

**Claim Analysis**

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD
Commodity	237.30	2,483.70	2,483.70
Meal/Operational	4,616.24	49,271.41	49,278.04














**Claim Data**

Claim Month	Jun 2023	Status	Approved
Days of Operation	06/01/2023 - 06/30/2023	Type	Claim
Days Claimed	19	Date Received	07/18/2023
Claim Source	Sponsor	Date Approved	07/18/2023

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

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

Sponsor Tasks		Sponsor Applications & Participation		Site Applications	Claims & Monitoring	Sponsor Info
Monitoring Summary						
	Program	Review Type	Program Year	Status	Status Date	Monitor
	CACC	Administrative	2023	Assigned	11/1/2022	Newman
	CACC	Administrative	2019	Closed	12/16/2019	Newman
Sponsor Claims						
Month	Year	Type	Status	Payment Batch	Site Claims	
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 Nov	2022	Claim	Sent to FRIS	12	<a href="#">Site Claims</a>	
 Dec	2022	Claim	Sent to FRIS	23	<a href="#">Site Claims</a>	
 Jan	2023	Claim	Sent to FRIS	34	<a href="#">Site Claims</a>	
 Feb	2023	Claim	Sent to FRIS	41	<a href="#">Site Claims</a>	
 Mar	2023	Claim	Sent to FRIS	55	<a href="#">Site Claims</a>	
 Apr	2023	Claim	Sent to FRIS	63	<a href="#">Site Claims</a>	
 May	2023	Claim	Sent to FRIS	73	<a href="#">Site Claims</a>	
 Jun	2023	Claim	Approved	75	<a href="#">Site Claims</a>	
Jul	2023	Claim	Not Submitted		<a href="#">Site Claims</a>	

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.






## **Appendix A**

### **Definitions**

1. **Enrollment:** Report the highest number of children/adults enrolled in the site for the month that had access to the program. Even if a student was enrolled for one day they should be included in this figure.
2. **Eligibles:** Report the highest number of children/adults eligible for free, reduced-priced, and paid meals during the month. A child/adult may be counted in more than one category during the month if they change categories mid-month.
3. **Average Daily Participation (ADP):** The largest meal service claimed for the month divided by the highest number of days meals were served that month. Round up to the next highest whole number if it is a decimal. For the Months of October and March only, ADP will be reported for each of the following types of programs under your sponsorship: Outside-School-Hours, Private For-Profit Centers, Head Start Centers, At-Risk After-School, and Homeless Shelters. ***Our system now calculates ADP for you. There is no need to report this data in WINS.***
4. **Serving Days:** The highest number of days that meals were served for the month. ***Our system now calculates this number for you. There is no need to report this data in WINS.***
5. **Total Number of Meals Served:** The total number of meals served for the month you are claiming for each sub-program and meal service. ***Our system now calculates this number for you from the Daily Meal Counts that were entered. There is no need to report this total in WINS.***

## Appendix B

### WINS Navigational Tools

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