The fiscal year (FY) 2014 annual application/questionnaire for participation in the Child and Adult Care Food Program for October 1, 2013 through September 30, 2014 is now available online through Child Nutrition WINS (Web-based Illinois Nutrition System). Using the instructions below, please complete the sponsor and site application/questionnaire(s) as soon as possible, but no later than September 30, 2013.

How to Complete Your Application/Questionnaire Online

Accessing Child Nutrition WINS through IWAS

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

Step 2—Enter login name and password and click Login.

If you do not have an administrative IWAS account and have requested access to Child Nutrition WINS, the administrator of your organization needs to approve access to WINS.

IWAS User Guide: on the left side of the IWAS homepage.

If you have questions or need assistance with IWAS or WINS, please contact ISBE’s helpdesk at (217) 558-3600 or click Contact Us on the left side of the IWAS homepage.
Step 3—in IWAS, click on System Listings found on the left side of the screen.

Next, click on WINS to access the WINS Dashboard. The WINS Dashboard is your home page and is a summary of your programs.

If WINS does not appear in your program list, click Want to Sign Up for Other Systems and scroll down to WINS and select Sign-Up Now on the right side of the Web-based Illinois Nutrition System (WINS) of the IWAS homepage, and follow the instructions.
Completing the Sponsor Questionnaire

**Step 4**—Program year at the top right side of the page must show 2014 and select the correct Program, CACC for Child and Adult Care Food Program.

**Step 5**—All sponsors must complete and submit a Sponsor Questionnaire. Access the Sponsor Questionnaires by using the Questionnaire link in the Component Status Summary section. All components of your Questionnaire that must be completed are also available under the Alerts section of your WINS Dashboard.

**Sponsor questionnaire:**
Review all pre-filled information and update as necessary. Complete all fields. Shaded fields are locked and will not accept changes.
Read 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.

If you need to change the sponsor contact information, a request change will be available. If not, contact us through our helpdesk number, 217-782-4313 or via fax 217-524-6124.

If you are a sponsor that will not participate in the Child Nutrition Programs in FY14, 2013-2014, it is important that you send a letter of notification to this effect indicating the last day of participation for the program(s) in which you have been participating. Send this notification to the Nutrition and Wellness Programs division by fax to (217) 524-6124 including the agreement number.

Completing the Site Questionnaire(s)

**Step 6**—Complete a Site Questionnaire for each site. In the Site Admin tasks section a link indicates the number of sites approved (#Total / (#Approved).
Click on the link to list the sites. You may also use the Sites section of the Sponsor home page to select a site or the schoolhouse icon at the top right of the page.
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

Review all pre-filled information and update as necessary. 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.

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.

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.

Add a New Site: select Add New Site from the sponsor tasks section and complete the blank Site Questionnaire in its entirety. Click Submit to ISBE and staff will review and add allowable sites. Use “Paper Clip” attachment icon to submit additional new site documents.

Closing a Site before the New Fiscal Year Begins: If meals and/or snacks will not be served at that site during fiscal year 2014 (October 1, 2013–September 30, 2014), select “Close Site” in the sponsor tasks section of the Sponsor Dashboard.
Next, check the box for the site or sites you want to close and click submit.

Approval Notification

Step 7—Sponsors with an approved Sponsor Questionnaire and at least one approved Site Questionnaire will receive an approval letter via electronic mail to the authorized representative’s electronic mail address. Sponsors may receive multiple approval letters via electronic mail if there is a change in the number of approved sites or due to changes to program participation during the fiscal year. A sponsor may view and print an approval letter at any time by selecting the paperclip icon from the upper corner. A list of all approval letters will appear. Choose the most recent date for the current approval letter.

WINS is accessible any time. If changes are needed to the Sponsor or Site Questionnaire throughout the fiscal year (October 1, 2013–September 30, 2014), access the system as outlined above, make necessary changes, and click Submit.

If you have technical questions related to IWAS, please contact the ISBE’s helpdesk at (217) 558-3600.

If you have WINS questions, please contact the Nutrition and Wellness Programs division at (800) 545-7892 or (217) 782-2491.