To complete the Child and Adult Care Food Program Annual Financial Report (AFR) for Fiscal Year 2014 (Oct. 1, 2013 – Sept. 30, 2014), first submit all claims for FY14, and then gather your completed Monthly Profit (or Loss) Summary forms or AFR Data Collection Worksheet for FY14. Next, please follow the steps below:

**Step 1**—Go to the Illinois State Board of Education website at [http://www.isbe.net/nutrition](http://www.isbe.net/nutrition), click on the IWAS (ISBE Web Application Security) link and log in.

**Step 2**—Click on System Listing
Step 3—Click on Web-based Illinois Nutrition System (WINS)
Step 4—Select Program Year 2014

Step 6—The system will pre-fill lines in the Revenue Sources section for FY14 CACFP Meal Reimbursement and CACFP Cash in Lieu of Commodities. If applicable, complete information for Other Food Service Revenue Received (food prepared but sold to other centers or sold as adult meals).

Step 7—Complete lines for FY14 Expenditures, as applicable. Do not input commas or decimals, and round figures to the nearest dollar amount. After inputting your organization's expenditure amounts, the Revenue Over/Under Expenditures section will automatically calculate your organization's profit or loss from CACFP reimbursement. **CACFP Expenditures should meet or exceed CACFP Revenue.**

Step 8—In the final section, 15% Administrative Cap, if your organization has not met the requirement to spend less than 15% of your CACFP reimbursement towards administrative costs, please complete question C, based on the information provided in A and B.

Step 9—After you enter and review all FY14 information, submit the report electronically to the Illinois State Board of Education by clicking the Submit button.

If you have questions regarding the AFR, please call Robin Desai at 800-545-7892. If you have IWAS or WINS questions, please call the technology helpdesk at 217-558-3600.