

# Fiscal Year 2012 School-Based Child Nutrition Programs Online Application Instructions

The fiscal year (FY) 2012 annual application for participation for School-Based Child Nutrition Programs covering October 1, 2011 through September 30, 2012 is now available online through the Child Nutrition ACES (Application and Claim Entry System). **Using the instructions below, please complete the sponsor and site application(s) as soon as possible, but no later than September 15, 2011.**

## How to Complete Your Application Online

### Accessing Child Nutrition ACES Through IWAS

**Step 1**— Access the Illinois State Board of Education (ISBE) website at [www.isbe.net](http://www.isbe.net). Click *IWAS* (ISBE Web Application Security) at the top of the page.

**Step 2**—If you already have an account, type your login name and password and then click *Login*. If you do not have an IWAS account, click *Sign-Up Now* on the right side of the IWAS homepage, and follow the instructions. If you do not have an administrative IWAS account and have requested access to Child Nutrition ACES, the administrator of your organization needs to approve access to Child Nutrition ACES. For user information about IWAS, click on the *IWAS User Guide* on the left side of the IWAS homepage.

If you have questions or need assistance with IWAS, 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. Click on *Child Nutrition ACES*; from the main menu, click *Applications and Claims*.

### Completing the SPONSOR Application

**Step 4**—Select *Application* for search type and *Sponsor* for application/claim type. All School-Based Child Nutrition Program sponsors (National School Lunch, School Breakfast, Special Milk, and Illinois Free Breakfast and Lunch Programs) should select *NSL* as the program type, select *2012* for the program year, and then click on *Search*. If this is your first time accessing the FY2012 application, a pop-up screen will appear *Would you like to begin the rollover process?* Click *Ok*. This may take a few minutes; please be patient. Another pop-up screen will appear that states *Application Rolled Over to 2012 Successfully*, click *Ok*.

**Step 5**—All sponsors must complete and submit the Sponsor Application first. Access the Sponsor Application by using the drop-down box under *Links* and selecting *Sponsor Application*, or you can click on *Sponsor App Not Submitted* under *Outstanding Issues*.

Please review all pre-filled information and update as necessary. Complete all the required red triangle fields. Locked dark blue shaded fields will not accept changes. To make a change in a dark blue shaded field, click on REQUEST CHANGE button within that box. When you have completed all fields, click the *Submit to ISBE* button. A screen with the Permanent Agreement will appear. If this screen does not appear, you more than likely have a pop-up blocker set. To temporarily disable the blocker, you must hold the CTRL and ALT button on the keyboard while clicking the *Submit to ISBE* button. Please read the Child Nutrition and Food Distribution Programs' Permanent Agreement thoroughly. Click *I Agree* at the bottom of the screen and then *Ok* to continue. **Until the Sponsor Application is in *Approved* status, you are not able to submit your Site Application(s).**

If you are a sponsor participating in the National School Lunch Program and contract for meal services with a food service management company, vendor, or another school district, you must indicate this on your Sponsor Application by answering *No* when asked if your program is self-operated. After you click *Ok* for the Permanent Agreement, an additional screen will appear that provides detailed information on the necessary paperwork you must submit to ISBE regarding your meal services contract. If this screen does not appear, you more than likely have a pop-up blocker set. To temporarily disable the blocker, you must hold the CTRL and ALT button on the keyboard while clicking the *Ok*. You may wish to print a copy of this information. To submit your Sponsor Application, click *I Agree* at the bottom of the text; your application will appear in PENDING STATUS. You must submit the appropriate contract information to our office before we can approve your Sponsor Application. You will receive an electronic mail notification once our staff has reviewed the contract information and you will then be able to complete your Site Application(s).

If you need to change the sponsor address, click *Request Change* in section 1 (Sponsor Information), Part A (Name and Address of Sponsor). A screen will appear that will allow you to submit a change to ISBE and, if confirmed, ISBE staff will approve and make the requested change and the authorized representative will be notified via electronic mail.

If you are a sponsor that will **not** participate in the Child Nutrition Programs in 2011-2012, 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 Programs by fax to (217) 524-6124.

### **Completing the SITE Application(s)**

**Step 6**—Once the Sponsor Application is in *Approved* status, complete a Site Application for each site. At the top of the approved Sponsor Application page under *Outstanding Issues*, a link will indicate the number of sites not submitted (*# Sites NOT Submitted*). Click on that link to list the sites. You may also use the *Links* drop-down box and select *View All Sites*. Each Site Application is accessible by using the *Links* drop-down box and selecting *Site Application* next to the name of the site you wish to view.

Please review all pre-filled information and update as necessary. All fields with a red triangle are required and must be complete. The locked dark blue shaded fields will not accept changes. If you need to make a change to a dark blue shaded field, contact ISBE's Nutrition Programs Division. When you have completed all fields, click the *Submit to ISBE* button. If you need to complete the application later, click the *Save Draft* button to save any changes and a draft of your application will be available for up to 30 days. Please repeat this step if you have more than one site.

If you need to add a new site, select *Add a New Site* from the *Links* drop-down box and complete the blank Site Application in its entirety. Click *Submit to ISBE* and staff will review and add allowable sites. The authorized representative will receive an electronic mail of action taken on new sites.

If you need to delete a site because meals and/or milk will not be served at that site during fiscal year 2012 (October 1, 2011–September 30, 2012), please click *Delete Site* at the bottom of the screen or select *Delete Site* from the drop-down box. You need to enter the last day a meal and/or milk service was available to children at that site and click *Ok*.

If you need to change the site name and/or address, click *Request Change* in section 1 (Site Information), part A (Name and Address). A screen will appear that will allow you to submit a change to ISBE and, if confirmed, ISBE staff will approve and make the requested change and the site contact will be notified via electronic mail.

### **Approval Notification**

**Step 7**—Sponsors with an approved Sponsor Application and at least one approved Site Application 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. A sponsor may view and print an approval letter at any time by selecting *Document Archive* from the *Links* drop-down box. A list of all approval letters will appear. Simply choose the most recent date for the current approval letter.

Child Nutrition ACES is accessible any time. If changes are needed to the Sponsor or Site Application throughout the fiscal year (October 1, 2011–September 30, 2012), simply 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 Child Nutrition ACES Application questions, please contact the Nutrition Programs Division at (800) 545-7892 or (217) 782-2491.**