Navigating the WINS System and Ensuring Accurate Claims

This presentation is to be informative and not to promote specific products, services companies, etc. Illinois ASBO Sponsored Programs are permitted to promote products and services in accordance with the Service Associate Ethics Policy and Code of Conduct.



Introductions

Cindy Dykas, CSBO; Speaker

- Assistant Superintendent for Business Services, Worth School District 127

Wendy Sedwick, Business Services; Speaker

- Coordinator of Business Services, CUSD 303, St. Charles

Patrick Kays, Sales Manager; Moderator

- Quest Food Management Services, Lombard, IL

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Why we do what we do...



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Who Tells Us What To Do...

Federal

National School Lunch Program (NSLP)

State

- School Nutrition Programs (SNP)
 - Free/Reduced
 - After-School
 - Breakfast
 - Seamless Summer
 - Milk
- Child Nutrition Programs
 - Training requirements
 - Food Safety



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Illinois Food Service Programs

- National School Lunch Program (NSLP)
- Summer Food Services Program (SFSP)
- School Breakfast Program (SBP)
- Special Milk Program (SMP)
- Afterschool Care Snack Program
- Community Eligibility Provision (CEP) and Provisions 1,2 & 3
- Seamless Summer Option (SSO)
- Residential Child Care Institutions (RCCI)
- For more information about these programs visit -



What's your Free/Reduced percentage and what SNP is your district participating in?

- Cindy Worth SD 127 (South suburbs)
 - 64.8% F/R via WINS Direct Certification
 - CEP: Breakfast and Lunch 100% reimbursement
- Wendy St. Charles CUSD 303 (Western suburbs)
 - 21.6% F/R via WINS Direct Certification & Application Process
 - National School Breakfast Program (SBP)
 - National School Lunch Program (NSLP)

Who qualifies for Free/Reduced priced lunches:

- Any child at a participating school may purchase a meal through the NSLP.
- Participating schools and institutions must provide free and reduced-price breakfasts to eligible children without differentiation.
- Children from families with incomes at or below 130 percent of the poverty level are eligible for free meals.
- Those between 130 percent and 185 percent of the poverty level are eligible for reduced-price meals.
- Children from families with incomes over 185 percent of poverty pay full price, though their meals are still subsidized to some extent.

Link to Household Eligibility Applications SY 23-24

https://www.isbe.net/Pages/Household-Eligibility-Resources.aspx

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SY 2023-24 DOCUMENTS

- NSLP/SBP Letter to Households, Application, and Instructions (68-06)
 - Spanish Version
- NSLP/SBP Letter to Households ONLY (68-06) Editable Word Version
 - Spanish Version
- Special Milk/IL Free Letter to Households, Application, and Instructions (68-13)
- Special Milk/IL Free Letter to Households ONLY Editable Word Version 🕮
 - Spanish Version

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Direct Certification

Direct Certification is a simplified method of determining student's eligibility for free meals through the National School Lunch and School Breakfast Programs or free milk under the special Milk Program without completing a Household Eligibility. In addition, students directly certified to receive free meals or milk are not subject to verification.

https://www.isbe.net/Pages/Electronic-Direct-Certification-Process.aspx

Login to WINS (Web-Based Illinois Nutrition System) for Direct Certification



Record Keeping

Secretaries/Clerks – Registrars – Teachers - Food Service Directors

- Attendance Records
- Applications for Free/Reduced Eligibility
- Student Data Sources
 - SNAP, TANF, Medicaid, Foster, Migrant, Household
- Direct Certification
- Administrative Review/Nutrition Audit

Eligibility Determination

- National School Lunch Program (NSLP) and School Breakfast Program (SBP)
 - > Free, Reduced and Paid Federal and State reimbursements
- Child and Adult Food Care Programs
 - ➤3 programs including Before- & After-School Programs and After-School Programs in Low Income Areas
- Summer Food Service Programs
 - ➤ Seamless Summer Option (if NSLP/SBP participate)
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Community Eligibility Provision (CEP)

https://www.isbe.net/Pages/Guidance-for-HHFKA.aspx

An alternative to collecting, approving, and verifying household eligibility applications for free and reduced price eligible students in high poverty schools participating in the NSLP/SBP.

Administrative Review Process

An assessment conducted by ISBE of the school administration's NSLP/SBP, and other school nutrition programs, to determine whether the SFA meets program requirements, provide technical assistance, secure any needed corrective action, and assess fiscal action, if applicable.

District Funding and Student Fees

- Federal Funding Title I and other grants
- State Funding and Reports
- E-Rate Funding
- Reductions in Fees and Waivers:
 - Registration Fees
 - AP Exams
 - ACT & SAT Exams

School Nutrition Program (SNP)

Key Dates

Monthly

Submit Claim for Reimbursement (due by the 10th of the following month of claim)

July

Distribute Household Eligibility Applications to families

September

- Request at least two school food safety inspections
- Start conducting On-Site Reviews of feeding sites

November/December

Verification Summary Report (VSR)

April

- ➤ April 1 June 30 for CEP increases/new applications
- Annual Sponsor Application and Site Questionnaire (Due May 31)





ISBE – Nutrition Program Division

Website Navigation and Reporting

- ISBE Nutrition and Wellness
 - https://www.isbe.net/Pages/Nutrition-and-Wellness.aspx
- Login to IWAS; Select Web-based Illinois
 - **Nutrition System (WINS)**
 - ✓ Complete all annual reports
 - ✓ Access Direct Certification
 - ✓ File monthly claims



Helpful WINS Dashboard Icons



Home - This icon will return users to their main WINS Dashboard



Site lookup - This icon will take user to a page to search for individual sites

Attachments - This icon takes users to a page where all attached documents are stored. The approval letter will be attached and all supporting documentation for sponsors. Sponsors may also attach documents to WINS using this link. Instructions on using this feature are posted under the Help icon.

Notes - Clicking on this icon will open a page that will allow users to view any notes placed by ISBE staff or allows sponsor to post notes for ISBE

Help - This icon is available on sponsor, site, and claim pages and gives users access to instructions for completing steps or processes on the questionairres and/or claims screens.

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Accessing IWAS/WINS

- Sponsor and Site questionnaires and claims are submitted online through the Web-based Illinois Nutrition System (WINS)
- New Sponsors Application are available online at https://www.isbe.net/Pages/School-Nutrition-Programs-New-

Applicants.aspx



Currently Participating Sponsors

Step 1

Access the Illinois
State Board of
Education (ISBE)
website at
www.isbe.net/nutriti
onandwellness.

Step 2

Enter login name and password and then click Login. For assistance with access to IWAS call 217-558-3600.

Step 3

Click on System Listings found on the left side of the screen.

Step 4

Click on Web-based Illinois Nutrition System (WINS) to access the sponsors WINS Dashboard.



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System Survey

Go to <u>www.menti.com</u> and use the code

Does your District utilize a POS system that generates a report to upload into WINS?

Meal Counting and Claiming

- To receive reimbursement, meal serving site must accurately count, record, and claim the number of meals actually served to students by category: FREE, REDUCED-PRICE, and PAID.
- Elements of an acceptable counting and claiming system include:
 - ➤ Eligibility Documentation
 - Collection Procedures must prevent overt identification
 - ➤ Point of Service Counts
 - > Claim for Reimbursement
 - > Internal Controls





Does Your School Have an Acceptable Point-of-Service Meal Counting System?

Answer the following questions about your meal counting system. If the answer to any of these questions is **YES**, your counting system is **NOT** acceptable and must be revised.

- 1. Are claims based only on meal counts taken in the morning in the classroom or at any other location before the meal is served?
- 2. Are claims based on attendance?
- 3. Are meal counts based on the number of tickets sold and distributed or the number of meals paid for in advance?
- 4. Is the number of free and reduced-price eligible students claimed, instead of the number of free and reduced-price meals actually served?
- 5. Are meal counts by category taken at the beginning of the serving line without checking that the meals served are reimbursable?
- 6. Are meal counts by category based on visual identification of students with no back up system available (e.g., checklists for persons not familiar with the students?)
- 7. Are meal counts based on try, plate, or entrée counts.
- 8. Are back-out systems that subtract a number from the total to get another number used?
- 9. Does the meal count system allow anyone other than required staff to know a student's eligibility category?
- 10. IS this a system that does NOT yield a reliable, accurate count of meals served by category?



Sample Meal Counting & Claiming Report

NSLP - Daily Activity

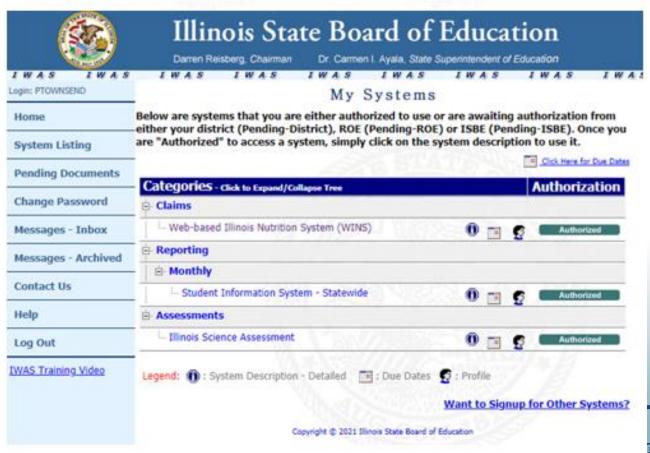
			School: Thompso	n Middle School Campu	s (13401)							District: St. Charle	s CUSD 303			
	Avg	, attendance: 0			F	eriod: January, 2024			Servin	g days: 13			Highest enrol	llment: 1320 on day 30		
Day			Breakfast					Lunch					Enrolle	ed		
	Free	Reduced	Paid	CEP	Total	Free	Reduced	Paid	CEP	Total	Free	Reduced	Paid	Milk Only	CEP	Total
9	8	0	1	0	9	134	20	326	0	480	241	45	1031	0	0	1317
10	8	0	0	0	8	147	23	339	0	509	242	45	1030	0	0	1317
11	7	0	1	0	8	155	27	378	0	560	243	45	1030	0	0	1318
17	8	0	0	0	8	145	21	343	0	509	245	45	1028	0	0	1318
18	7	0	2	0	9	150	24	360	0	534	245	45	1028	0	0	1318
19	7	0	1	0	8	153	23	408	0	584	245	45	1028	0	0	1318
22	8	0	1	0	9	145	19	325	0	489	244	45	1028	0	0	1317
24	8	0	0	0	8	152	23	346	0	521	244	45	1029	0	0	1318
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30	11	0	4	0	15	156	23	335	0	514	245	45	1030	0	0	1320
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Filing a Food Service Claim in WINS Go to

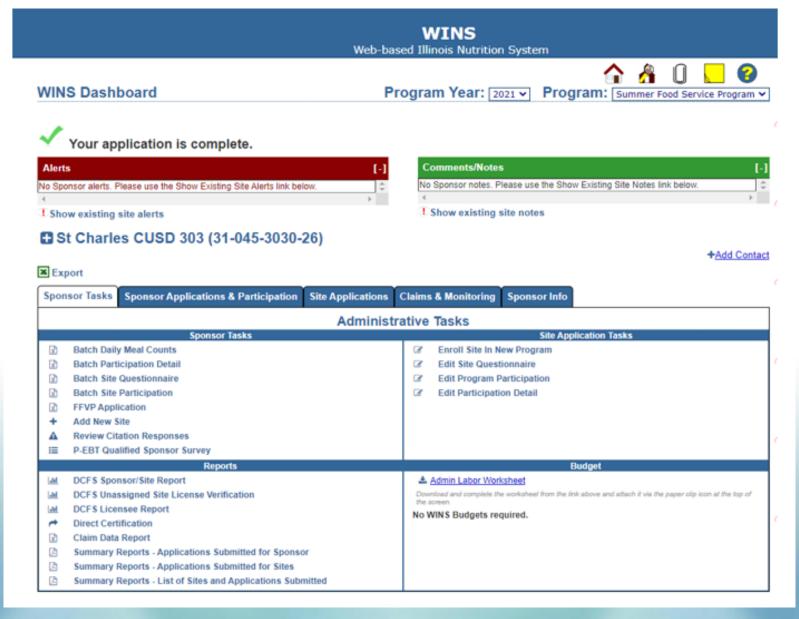
- https://www.isbe.net/Pages/Nutrition-and-Wellness.aspx
- Click on "Log in to IWAS"





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Uploading Point of Service Meal Counts



2024 BOOKKEEPERS CONFERENCE

WINS

Web-based Illinois Nutrition System











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WINS

Web-based Illinois Nutrition System









WINS Dashboard

Program Year: 2021 V

Program: Summer Food Service Program ➤



Your application is complete.





! Show existing site notes

St Charles CUSD 303 (31-045-3030-26)

To change contact information, please refer to the Change Request Form under Help/Question icon above.

+Add Contact

Export

Spor	isor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info	
			Monitori	ng Summary		
	Program	Review Type	Program Year	Status	Status Date	<u>Monitor</u>
	SFSP	Site	2021	Assigned	1/22/2021	London
od .	SFSP	Site	2020	Closed	7/27/2020	Hansen
			Spons	or Claims		
Month		<u>Year</u> <u>Type</u>	22	<u>Status</u>	Payment Batch	Site Claims
Oct	Ď.	2020 Clain	7	Sent to FRIS	3	Site Claims
Nov	1	2020 Clair	m	Sent to FRIS	6	Site Claims
Dec		2020 Clain	m	Sent to FRIS	10	Site Claims
Jan		2021 Clain	m	Sent to FRIS	13	Site Claims
Feb		2021 Clair	m	Approved	17	Site Claims
Mar		2021 Clain	n	Not Submitted		Site Claims

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Web-based Illinois Nutrition System

Organization: Anderson Elem School [13403] Type: Claim Status: Consolidated RCDT: 31-045-3030-26 Program Year: 2021 Program: SFSP

-Version-

St Charles CUSD 303 Sponsor:

SFSP Site Claim

Quick Links

Daily Meal Counts Participation Detail Sponsor Claim Summary Site Claims

17: Feb 2021 Claim - Consolidated - 03/02/2021 ∨

♣ Anderson Elem School (31-045-3030-26)

-Claim Data

Claim Rates

Claim Month Feb 2021 Consolidated Status 02/01/2021 - 02/28/2021 Days of Operation Type Claim.

Days Claimed Date Received 03/02/2021 Claim Source Date Approved 03/02/2021 Sponsor Submitted by: Ptownsend

Last Updated: Ptownsend

-Meals

Summer Food Service Program - Breakfast Summer Food Service Program - Lunch

Urban and Vended Urban and Vended

Firsts 5288 Firsts 4154 Seconds Seconds 0 Seconds Paid Seconds Paid

Statistics

Number of sites

Summer Food Service Program

Days Claimed 28

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WINS (QA) Web-based Illinois Nutrition System

Coventry Elem School [14180]

44-063-0470-04 RCDT:

Program Year: 2012

Crystal Lake CCSD 47 Sponsor:

Claim Type:

Status: Unconsolidated

Program: NSLP





Daily Meal Counts

Claim Calendar Year: 2011 Calendar Month: 10

Quick Links

Site Claim Summary Site Claims Participation Detail

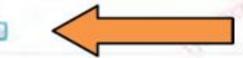
Sponsor Claim Summary

Version

Selected Claim

Oct 2011 Claim - Unconsolidated - 10/09/2012 * Revise





Meal Counts **Daily Totals**

Stabstica

Claim Summary

Program Daily Meal Counts

- School Breakfast Severe Need (44%)
- National School Lunch Less than 60% Eligible (24%)

School Breakfast

Show All

Program School Breakfast

Breakfast

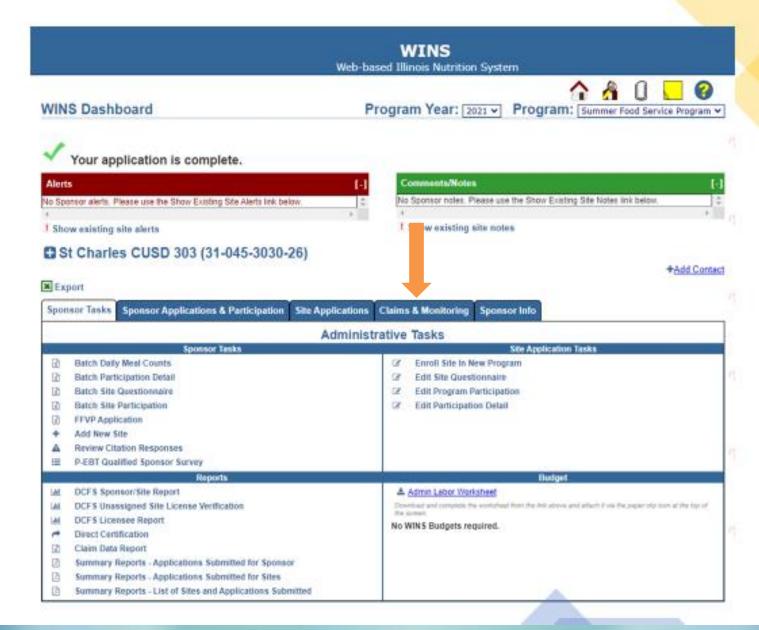
Day	Meal	Subprogram	From	Reduced
3	Breakfast	School Breakfast	10	10
4	Dreakfast	School Breakfast	P1000 -	Reduced)
5	Breakfast	School Breakfast	France	Reduced
4	Breakfast	School Breakfast	Fron	Radused I

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Pauld



Manually Entering Meal Counts



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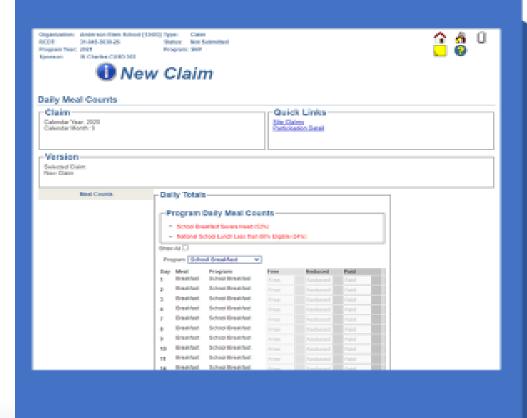
Site Claims Close [X]

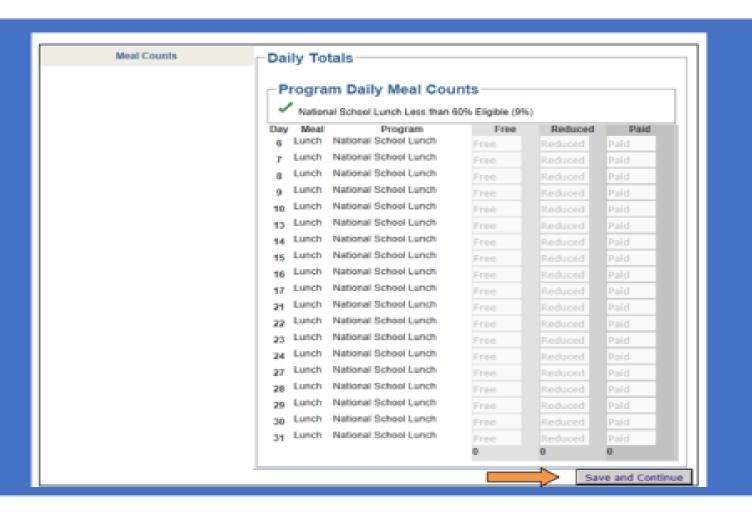
Program Month	Program Year	Site Number
January 🗸	2021 🗸	

Filter Claims

Month	<u>Year</u>	Type	<u>Status</u>	Payment Batch	Site Name	Site Number
Sep	2020	Claim	Not Submitted		Anderson Elem School	13403
Sep	2020	Claim	Not Submitted		Bell-Graham Elementary School	44291
≅ Sep	2020	Claim	Not Submitted		Corron Elementary School	50387
Sep	2020	Claim	Not Submitted		Davis Primary School	13404
Sep	2020	Claim	Not Submitted		Ferson Creek School	13411
Sep	2020	Claim	Not Submitted		Lincoln Elem School	13405
Sep	2020	Claim	Not Submitted		Munhall Elem School	13407
Sep	2020	Claim	Not Submitted		Norton Creek Elementary School	50386
Sep	2020	Claim	Not Submitted		Richmond Intermediate Sch	13408
Sep	2020	Claim	Not Submitted		Thompson Middle School	13401
1 <u>2</u>						

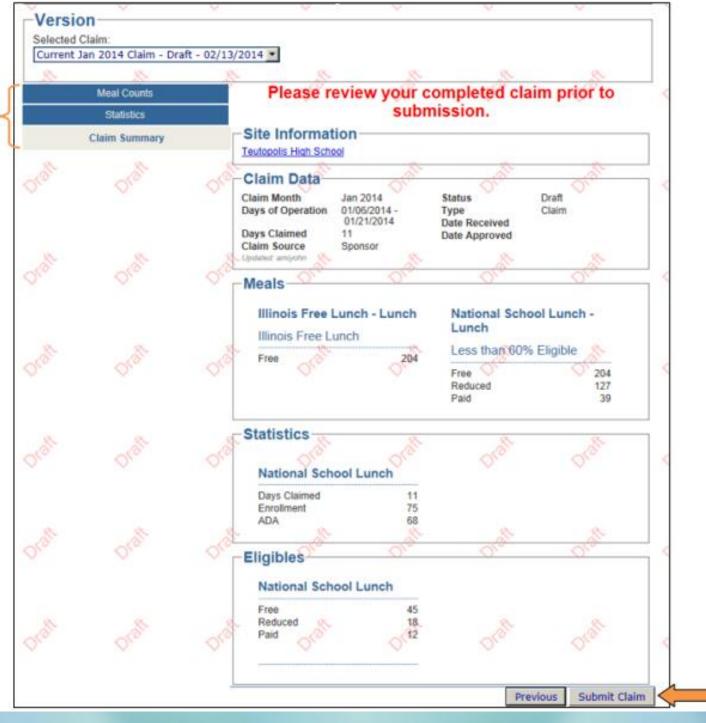
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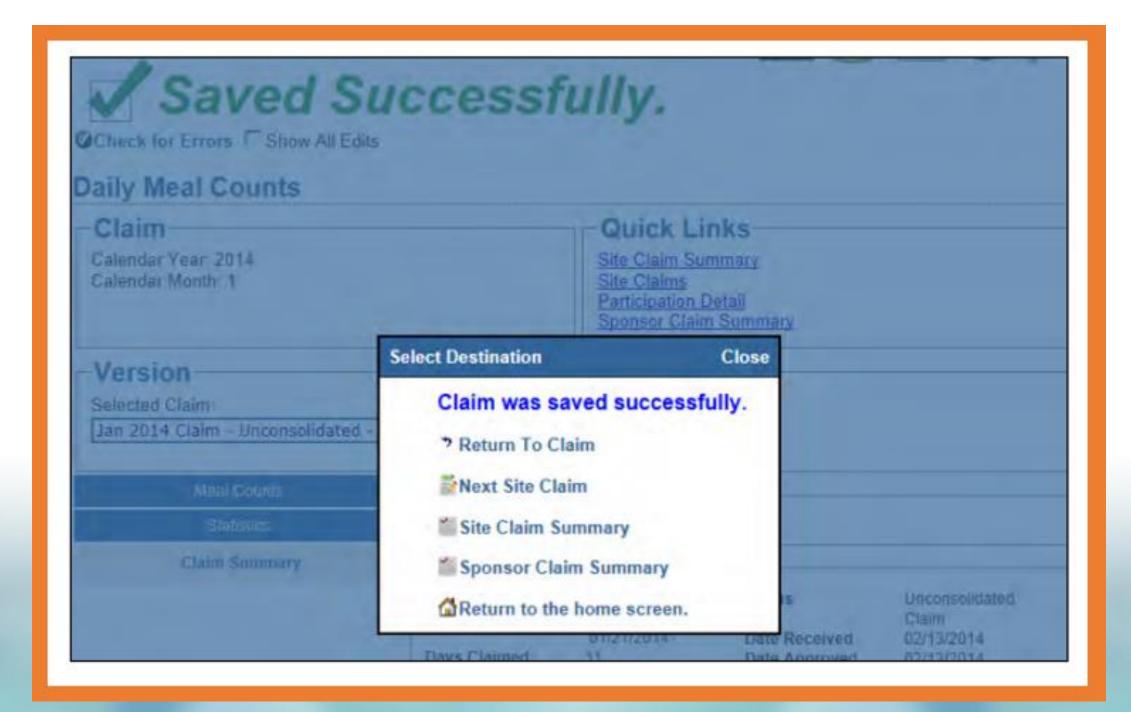


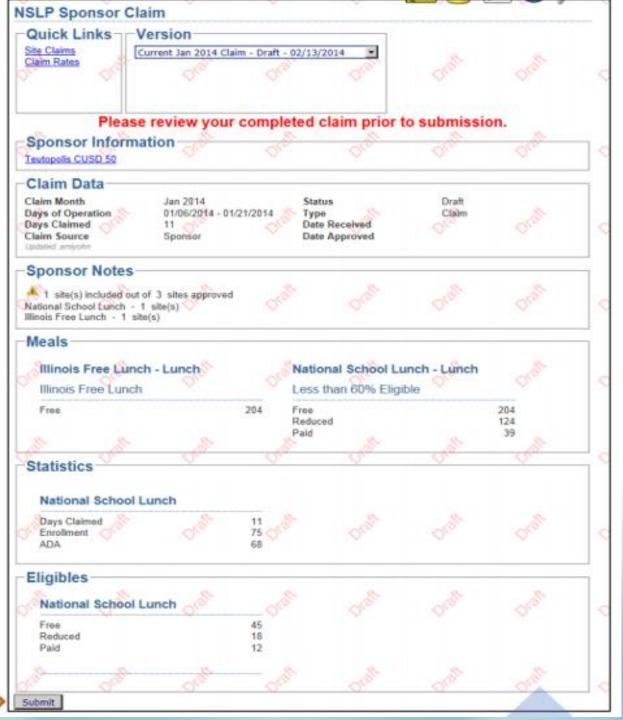


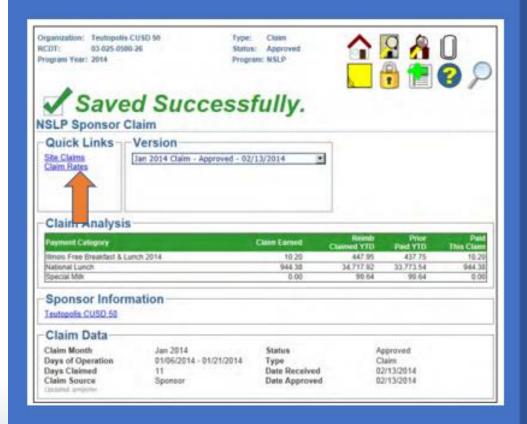


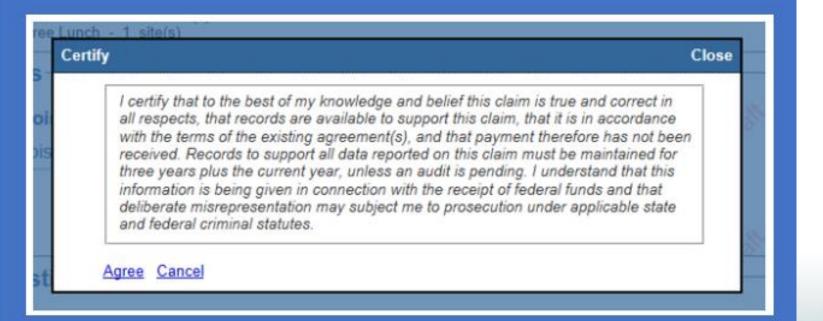












WINS

Web-based Illinois Nutrition System





Your application is complete.



Comments/Notes [-]

No Sponsor notes. Please use the Show Existing Site Notes link below.

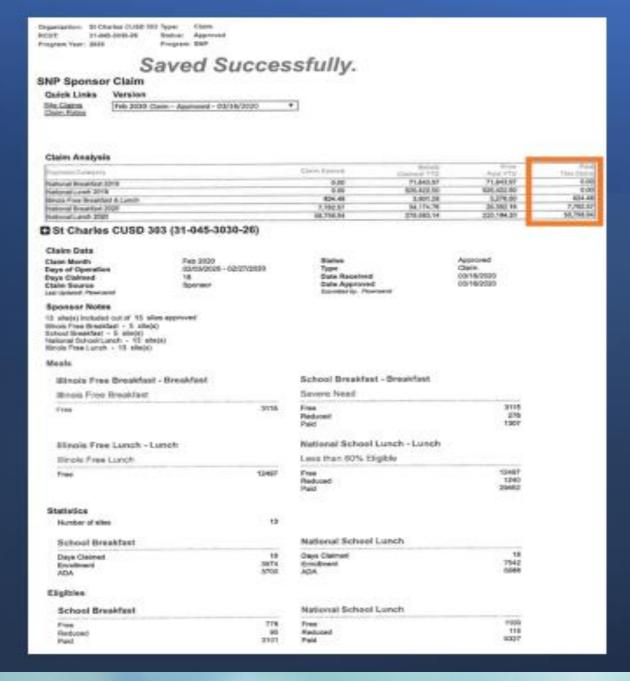
Show existing site notes

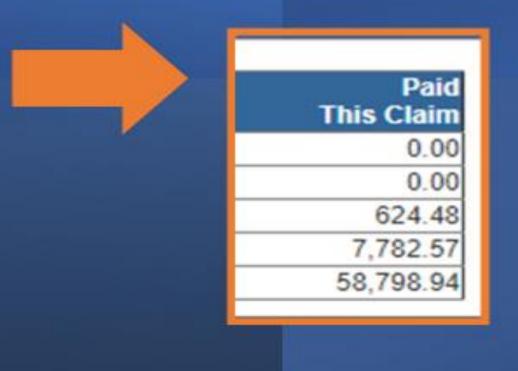
+Add Contact +Add Address

■ Export

Sponsor Tasks	Sponsor Applications & Participation	on Site Applications	Claims & Monitoring	Sponsor Info		
		Monitorin	ng Summary			
Program	Review Type	Program Year	Status	Status Date	<u>Monitor</u>	
SNP	Administrative	2020	Cancelled	5/8/2020	Hansen	0
SNP	Administrative	2017	Cancelled	9/17/2019	Hansen	-
SNP	Administrative	2014	Cancelled	1/15/2020	Hansen	
		Spons	or Claims			
Month	<u>Year</u> <u>I</u> y	/pe	<u>Status</u>	Payment Batch	Site Claims	
≦Aug	2019 C	laim	Sent to FRIS	7	Site Claims	
≤ Sep	2019 C	laim	Sent to FRIS	11	Site Claims	2
Cct Oct	2019 C	laim	Sent to FRIS	20	Site Claims	
Nov	2019 C	laim	Sent to FRIS	27	Site Claims	
Dec	2019 C	laim	Sent to FRIS	34	Site Claims	
≝ Jan	2020 C	laim	Sent to FRIS	40	Site Claims	
Feb	2020 C	laim	Sent to FRIS	46	Site Claims	
Mar	2020 C	laim	Sent to FRIS	50	Site Claims	ر ا
*Jun	2020 M	oney Only Adjustment	Sent to FRIS	69	Site Claims	-

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Resources

School Nutrition Programs Administrative Handbook - https://www.isbe.net/Pages/SchoolNutritionAdminHandbook.aspx

WINS Claim Instruction Manuals:

NSLP -

SFSP -

Claims, claiming system, payments and disbursements:

FUNDING AND DISBURSEMENTS DIVISION

Illinois State Board of Education

100 N. First St. E-320

Springfield, IL 62777-0001

Phone: (217) 782-5256

Fax: (217) 782-3910

Website:

Applications, program requirements and rules:

NUTRITION DIVISION

Illinois State Board of Education

100 N. First St. W-270

Springfield, IL 62777-0001

Phone: (800) 545-7892 or (217) 782-2491

Fax: (217) 524-6124 Email: cnp@isbe.net

Website:



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Additional Resources

USDA Foods and Department of Defense Fresh Fruits and Vegetable Program:

FOOD DISTRIBUTION PROGRAM

Illinois State Board of Education

100 N. First St. W-270

Springfield, IL 62777-0001

Phone: (800) 545-7892 or (217) 782-2491

Fax: (217) 782-4550 Email: cnp@isbe.net

Website:

Community Eligibility Provision (CEP) and Provisions 1, 2 & 3

- USDA's Community Eligibility Provision Planning and Implementation Guide https://www.isbe.net/Documents/cep-plan-implement-guidance1601.pdf
- Household and Income Form (ISBE 69-72)

English -

Spanish -



Questions and Answers We thank you for your time!

Presenters:

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