

CACFP Renewal Instructions for Fiscal Year 2026

Illinois State Board of Education
Nutrition Department
Child and Adult Care Food Program

All Child and Adult Care Food Program (CACFP) sponsoring organizations are required to renew their application in WINS for Fiscal Year 2026 (Oct. 1, 2025, to Sept. 30, 2026).

The due date for completion of FY 2026 renewal is Oct. 31, 2025.

Sponsors must complete the following in WINS:

Single-Site Sponsors

- Sponsor Questionnaire
- Site Questionnaire
- Site Participation
- Site Participation Detail

Multi-Site Sponsors

- Sponsor Questionnaire
- Sponsor Budget
- Sponsor Review
- Site Questionnaire
- Site Participation
- Site Participation Detail

Step-by-step instructions for completing FY 2026 renewal continue in the following pages, or you can jump to individual step-by-step instructions by clicking on an option below:

- [Access WINS via IWAS](#)
- [Complete the Sponsor Questionnaire](#)
- [Complete the Site Components](#)
- [FY 2026 Approval](#)
- [Adding or Closing Organization/Sites](#)
- [Application Updates and Help](#)

Access WINS via IWAS:

1. Go to the Illinois State Board of Education (ISBE) website at www.isbe.net/nutrition.
2. Select IWAS under “System Quick Links” at the top of the page.
3. Enter Login Name and Password and click “Log In.”
4. In IWAS, click on “System Listing” found on the left side of the screen; then click “Web-based Illinois Nutrition System (WINS)” to access the WINS Dashboard.
 - For IWAS help, contact ISBE’s helpdesk at (217) 558-3600.

- * If WINS is not in your “My Systems” list, click “Want to Sign Up for Other Systems?” and select “Sign Up Now” on the right side of the selection for WINS. Follow any additional instructions from there.
- * If you’ve requested access to WINS and the Authorization status is showing “Pending District Approval,” the Authorized Representative of your organization needs to approve your access by clicking on their “Pending Sign Ups” link in IWAS.

Complete the Sponsor Questionnaire:

On your WINS Dashboard/Home screen, make sure Child and Adult Care Food Program is showing as the program in the drop-down box:

Program
Child and Adult Care Center ▼

From the “Sponsor Tasks” tab, select the red link that says “**Renew Application.**”

Administrative Tasks	
Sponsor Tasks	Site Application Tasks
<ul style="list-style-type: none"> Batch Daily Meal Counts Batch Participation Detail Add New Site Deactivate/Re-activate Site(s) Track SD Process Renew Application 	<ul style="list-style-type: none"> Enroll Site In New Program Edit Site Questionnaire Edit Program Participation Edit Participation Detail

Once you click “Renew Application,” WINS will process your request and go directly to your Sponsor Questionnaire screen.

*** Important note for staff who submit monthly claims:** Once you have clicked the “Renew Application” button in WINS, the system will always default to Program Year 2026. To access program information and claims for October 2024 through September 2025, you must change the program year back to 2025 from the Program Year drop-down box at the top of your WINS Dashboard.

As you complete each section of the questionnaire, provide responses for unanswered questions, and review all pre-filled information for accuracy. Update information as needed (shaded fields are locked and will not accept changes).

1. If the contact information in the first section is not current, use the edit functions from your dashboard to update or add the information or use the “CACFP Change Request” form that can be found in the Help documents.
2. In the last section, read the Permanent Agreement for the Child and Adult Care Food Programs. Click “I Agree” at the bottom of the screen and then “Next” to continue.

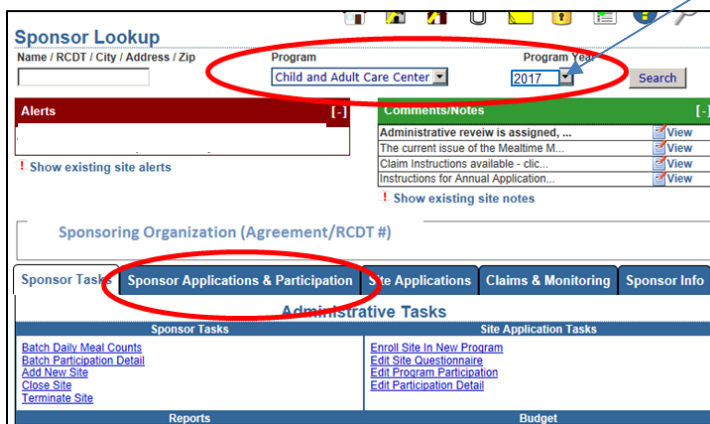
3. When you have completed all fields, click the “Review” button. A summary screen with your answers will appear.

- If all answers are correct select “Submit Questionnaire.”
- If any information is incorrect, select “Return to Questionnaire” and make corrections.

If you left the WINS Dashboard before completing the Questionnaire

You can access it again:

- Make sure “Child and Adult Care Center” under Program and “2026” for Program Year are selected.
- Access the Sponsor Questionnaire by clicking the “Sponsor Applications & Participation” tab.



- Select “Questionnaire” under the Component Status Summary section and complete each section.

Single-site Sponsors may skip ahead to [Complete the Site Components](#)

Multi-site Sponsoring Organizations:

- If you did not include a written response for each of the following in the “Oversight” section of your Sponsor Questionnaire, please attach in WINS using the “Paperclip” icon: Updated By-Laws, Conflict of Interest Policy Statement, Organization Chart, and/or Mission Statement.

Submit the Annual Budget and Sponsor Review:

1. Click the “Applications & Participation” tab and click on the link for “Budget.”
2. Complete each tab. On the final tab for “Summary,” submit the budget to ISBE. Note: The Base Monthly will be based on previous claims for reimbursement. Enter the number of months you will be operating the CACFP and the estimated total for annual reimbursement will be calculated.

3. Follow the prompt to complete the Sponsor Review or, go back to Home/the Dashboard, and click the “Applications & Participation” tab again. Select the link for *Sponsor Review*.
4. Complete each question and schedule site reviews, and on the final “Summary” tab, submit to ISBE.

Complete the Site Components:

From the WINS Dashboard/Home screen, click on the “Site Applications” tab.

Sponsor name (Agreement/RCDT#)	
Sponsor Tasks	Sponsor Applications & Participation
Site Applications	Claims & Monitoring
Sponsor Info	
Administrative Tasks	
Sponsor Tasks	Site Application Tasks
Batch Daily Meal Counts Batch Participation Detail Add New Site Close Site Terminate Site	Enroll Site in New Program Edit Site Questionnaire Edit Program Participation Edit Participation Detail
Reports	Budget
Waiver Submissions	No WINS Budgets required.

- Your site(s) will be listed here. Click on the name of the site.
 - On the screen, the site organization consists of the following areas to complete:
 - Questionnaire
 - Participation
 - Participation Detail
1. Begin with the first blue link for “Questionnaire.” Review all pre-filled information and update as necessary. Shaded fields are locked and will not accept changes.
 2. Click on “Submit Questionnaire” when all information is correct.
 3. If changes are needed, 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.
 4. For the same site that you just completed the Site Questionnaire for, continue on to complete the “Participation” component and follow the same steps you did for the Site Questionnaire.

Facility & Enrollment: All facilities must complete the section for “Program DCFS Capacity OR Enrollment.” If you are a DCFS Licensed center, enter your licensed capacity, not enrollment. However, if you are a DCFS licensed facility providing Child Care and Head Start, first list the number approved for Head Start in the capacity/ enrollment box. Next, subtract that number from your total DCFS licensed capacity. The remaining number is your childcare capacity/enrollment.

Days of Operation: Program Start Date/End Dates – The fiscal year operates between October 1 and September 30 each year. Enter the start date and end dates by adding a date range.

* **If your program closes during the summer months**, add the first date range that begins October 1 and ends when school closes for the summer. Don't forget to add another date range when school reopens in the fall and ends at the end of the fiscal year, which is September 30. A second date range should be entered ONLY when meals will not be claimed for an entire month; not for shorter breaks, such as Christmas or spring break.

5. Continue with the "Participation Detail" component, which includes your Summary of Monthly Serving Days, the site's Enrollment, Meal Begin and End Times, and Meal Preparation information.

Either of the two screens below will be showing. Screen 1 is the "Daily Detail" screen, where changes for specific days may be made. Screen 2 is the "Make Bulk Changes" screen, where changes for a range of dates may be made. Select between the two screens by using the links, as shown circled:

1

CACC Site Application

1) Site Questionnaire 2a) Participation - Program Selection 2b) Participation - Program Questions 3) Participation Detail

Summary of Monthly Serving Days - 164 [-]

Counts in red indicate error(s) are present for the month.

October	23	November	16	December	23
January	22	February	20	March	22
April	22	May	16	June	0
July	0	August	0	September	0

Meals

Month: August

Program: At-Risk

Quick Links

Make bulk changes

Go to cap screen

Clear Claim Errors

Print Approved Summary

Legend

Non Serving Day

Serving Day

Holiday

2

CACC Site Application

1) Site Questionnaire 2a) Participation - Program Selection 2b) Participation - Program Questions 3) Participation Detail

Participation detail

Summary of Monthly Serving Days - 164 [-]

Counts in red indicate error(s) are present for the month.

October	23	November	16	December	23
January	22	February	20	March	22
April	22	May	16	June	0
July	0	August	0	September	0

Apply changes to the following days:

Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

ISBE listed Holidays
 Go to daily detail

Program	Meal	First day of meal change	Last day of meal change	Enrollment	Begin time	End time	Meal preparation
<input type="checkbox"/> At-Risk	P.M. Snack	10/1/2014	5/22/2015	50	02:30 PM	03:00 PM	Contracted

“Daily Detail” screen:

- Select the month and program using the drop-down menus.
- Tabs will appear to make
- Enrollment, Mealtimes, and Meal Preparation updates to any specific date. When making updates, work on one tab at a time and click “Save” at the bottom before proceeding to the next.

“Bulk Changes” screen:

- Select each day of the week for which you want to apply updates.
- Put a check in the box to the left of the Program(s)/Meal(s) to be updated.
- Enter in the first and last days for the range of dates to apply updates.
- Update the remaining Enrollment, Mealtime, and Meal Prep information, as needed.
 - For Meal Preparation, if a meal is contracted, type in the vendor’s name in the “Contractor Name” box or indicate “School Agreement” or “Small Purchase Agreement” if that is what you use. Click “Add.”

- When complete, click on “Save” at the bottom of the screen.

Unlicensed Facilities:

- Attach a copy of each of the following in WINS by clicking on the “Paperclip” icon at the top of the screen. Facilities that are located in a Public-School Building that is currently participating in the School Nutrition Programs are exempt from submitting these documents.
 - The current fire/building safety permit or satisfactory report of an inspection conducted by local authorities within the past 12 months.
 - The current health/sanitation permit or satisfactory report of an inspection conducted by local authorities within the past 12 months
- NEW sites must attach their current public health inspection, conducted by local authorities within the past 12 months and with no violations.
- Unlicensed at-risk, emergency, and unlicensed outside school hours program facilities **that have participated in previous years** are not required to attach a health inspection. IDPH is conducting these annual inspections.

FY 2026 Renewal Approval

The Sponsor and Site Organization will approve automatically when all components are completed. The Site Component Status Summary section will look like this:

Component Status Summary				
Program	Component	Status	Substatus	Effective Date
Child and Adult Care Center	Organization	Approved		XX/XX/20XX
Child and Adult Care Center	Questionnaire	Completed		XX/XX/20XX
Child and Adult Care Center	Participation	Completed		XX/XX/20XX
Child and Adult Care Center	Participation Detail (259 Approved Serving Days / 0 In Error)	Approved		XX/XX/20XX

If any component status shows “Pending ISBE Approval,” someone from this agency will review the item and contact you if necessary.

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.

- Review your Approval Letter to ensure all of your sites are listed, and the information provided is correct.
- 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 right corner of the WINS screen.
- A list of all approval letters will appear; choose the most recent date for the current approval letter.

Adding or Closing Organization/Sites

To add a new site, refer to the instructions found online at https://www.isbe.net/Documents/instructions_adding_new_site.pdf or refer to the “Instructions for Adding a New Site,” located in the Help Documents in WINS.

If your organization will not participate in CACFP FY26 or closes during the year, send a letter of notification to the Nutrition Department by e-mail to cnp@isbe.net or fax to (217) 524-6124. In the letter, please include your:

- RCDT (Agreement) number
- Organization name
- Contact information
- Last date of participation/Effective date of closure

If meals or snacks will no longer served at a site during FY26, it is important that you send an email or fax to this effect, indicating the last day of participation for the program(s) in which you have been participating. Send this email notification to cnp@isbe.net or by fax to (217) 524-6124, and include your:

- Agreement number
- Organization name
- Contact information
- Site Name and Site Number
- Last date of participation/Effective date of closure

Application Updates and Help

- WINS is accessible any time. If updates are needed throughout the fiscal year (Oct. 1, 2025, to Sept. 30, 2026):
 - Access the system as outlined in the preceding instructions
 - Make necessary changes/updates
 - 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 check the Help documents located under the “Help” blue circle icon in WINS or contact the Nutrition Division at (800) 545-7892 (in-state only) or (217) 782-2491, or via email at cnp@isbe.net.