



Illinois State Board of Education

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M E M O R A N D U M

FROM: Christine Schmitt, Division Administrator
Nutrition Programs

SUBJECT: School Meals Initiative Review – Food-Based Menu Planning Approaches

All school food authorities (SFAs) participating in the National School Lunch Program are subject to a School Meals Initiative (SMI) Review. The review is part of the United States Department of Agriculture's (USDA's) strategy to ensure school menus are in compliance with the Dietary Guidelines for Americans and certain nutrient standards when averaged over a school week. Over the past several years, the Illinois State Board of Education (ISBE) has provided training on expectations and the documentation needed to conduct the required nutritional analysis for SFAs.

This is notification that a School Meal Initiative (SMI) Review will be conducted for at least one site in the National School Lunch Program within your school district. You will be asked to provide materials for one school week. This review will include an analysis of your menus and a possible onsite visit. In order to begin the SMI Review, you are asked to mail the following information:

- **A completed school profile sheet for the selected school**
(http://www.isbe.net/nutrition/pdf/food_based_sponsors_profile.pdf)
- **A copy of the school week LUNCH menu for the selected week;**
- **Production records for each day of the week selected ;**
- **Standardized recipes for any item served during selected week; and**
- **For each food served during the week of review, one of the following items from cans, boxes, jars, and packages:**
 - **Nutrition Facts label, or**
 - **Purchased product information sheets/labels**

An informational packet with detailed instructions is available online at <http://www.isbe.net/nutrition/htmls/smi.htm> to assist you in preparing the above materials.

Following the review, you will be provided with a written report and recommendations for appropriate corrective action, where applicable. The SMI report will be perceived by your school community as a "report card" on the nutritional integrity of your school meals. Parents and students may want validation that your program is providing healthy choices.

SMI reviews are conducted both by staff with the Illinois State Board of Education and with Southern Illinois University-Carbondale. Please contact the appropriate office based on your selected week of review and notification of the SMI review.

Contact Information:

NDDA Laboratory, NSLP Analysis
875 South Normal Avenue, Room 209
Food and Nutrition, Mail Code 4317
Southern Illinois University Carbondale
Carbondale, Illinois 62901
Phone: 618.453.7500
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