



Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001
www.isbe.net

Jesse H. Ruiz
Chairman

Christopher A. Koch, Ed.D.
State Superintendent of Education

MEMORANDUM

FROM: Christine Schmitt, Division Administrator
Nutrition Programs

SUBJECT: School Meals Initiative Review—Nutrient Standard Menu Planning Approach

All school food authorities (SFAs) participating in the National School Lunch Program are subject to a School Meals Initiative (SMI) Review. The SMI Review is part of the United State 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 documentation needed to conduct the required nutritional analysis for SFAs.

This is notification that an SMI Review will be conducted for at least one site in the National School Lunch Program within your district. Our records indicate your school has selected a Nutrient Standard Menu Planning Approach. Therefore, the SMI Review will validate the nutrient analysis conducted by your school. The reviewer will ensure the SFA is appropriately performing the nutrient analysis regularly and that the school is offering the menu items as planned and analyzed, following standardized recipes, and serving planned and analyzed portion sizes. USDA-issued guidance, *Nutrient Analysis Protocols—How to Analyze Menus for USDA's School Meals Programs*, establishes procedures for conducting an accurate nutrient analysis and is accessible through the USDA's website (<http://www.fns.usda.gov/tn/resources/nutrientanalysis.html>).

To prepare for this review, please ensure the following materials are available on the day of the review for a school week served during this school year.

- **1 copy of the school week LUNCH menu for the selected week**
- **A completed school profile sheet for the selected school**
(http://www.isbe.net/nutrition/pdf/nutrient_based_sponsor_profile.pdf)
- **Nutrient Analysis for the week of review using approved USDA software**
- **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**
 - **Purchased product information sheets/labels**

An informational packet with detailed instructions is available online (<http://www.isbe.net/nutrition/htmls/smi.htm>) to assist you in preparing the above materials. A member of the SMI team will contact you to schedule the on-site visit within 30 days.

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
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