

ISBE School Nutrition Programs Update

Wednesday, May 7, 2025

On the Calendar

- **May:** National Egg Month, Recipe Highlight: [Breakfast Bowl](#)
- **May 7:** [Direct Certification and HEA Training in Grayslake](#)
- **May 8:** [Direct Certification and HEA Training in Collinsville](#)
- **May 8:** [School Breakfast Program Expansion Grant Deadline](#)
- **May 9:** [Fresh Fruit and Vegetable Program Deadline](#)
- **May 10:** [Submit claims in WINS](#)
- **May 26:** Memorial Day (ISBE offices closed)
- **June:** Turkey Lovers Month,
Recipe Highlight: [Barbecued Turkey on a Roll](#)
- **June 19:** Juneteenth (ISBE offices closed)
- **June 30:** [Deadline to Apply for CEP](#)
- **June 30:** Deadline to complete [SNP Annual Application](#)



On the Calendar

- **July 4:** Independence Day (ISBE offices closed)
- **July 24:** [Summer Learning Institute, Lawrenceville](#)
- **July 29:** [Summer Learning Institute, Chicago/Cook County](#)
- **July 30:** [Summer Learning Institute, Decatur](#)
- **July 30:** [Summer Learning Institute, Edwardsville](#)
- **July 30:** [Summer Learning Institute, Mattoon](#)
- **Aug. 5:** [Summer Learning Institute, Rockford](#)
- **Aug. 6:** [Summer Learning Institute, Oglesby](#)
- **Aug. 6:** [Summer Learning Institute, Champaign](#)
- **Aug. 6:** [Summer Learning Institute, Centralia](#)
- **Aug. 7:** [Summer Learning Institute, Freeport](#)
- **Aug. 7:** [Summer Learning Institute, Vandalia](#)
- **Aug. 12:** [Summer Learning Institute, Quincy](#)



What's New?



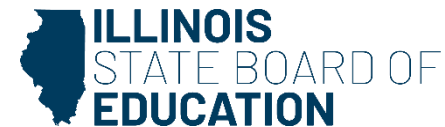
Illinois Extension
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN



ABCs of School Nutrition

- Summer Learning Institutes
- Online courses
- Downloadable resources
- E-Newsletter and Blog

<https://schoolnutrition.extension.illinois.edu/>



What's New?

SNP Training and Professional Standards

- Recent trainings:
 - Summer EBT and Illinois Schools
 - SY 25-26 CEP for Illinois Schools -
Overview and Application Process Webinar
 - WINS Annual Application SY 25-26
Instructions

<https://www.isbe.net/Pages/snp-training.aspx>

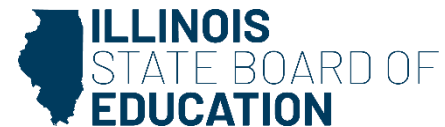
Professional Standards Reminder

Chart 1: Summary of Required Minimum Annual Training Requirements for School Nutrition Employees

Job Category	Annual Training Requirements*
Directors	12 hours
Managers	10 hours
All Other Staff (working 20 hours or more per week)	6 hours
Part-Time Staff (working less than 20 hours per week)	4 hours
Mid-year hires in all categories (January 1, or later)	One-half of training requirement for each job category
Temporary and acting employees, substitutes, and volunteers	Any annual training requirements are at the discretion of the State agency and may be required within 30 days of start date

*Annual training requirements apply to the 12 months between July 1 and June 30.

RESOURCES: [SNP Administrative Handbook \(Section J\)](#)
and the [SNP Training and Professional Standards webpage](#)



What's New? www.isbe.net/nutrition

ISBE School Nutrition Programs Updates

- 2-3 p.m. Wednesday, May 7
- Register online:

<https://register.gotowebinar.com/rt/5845845379050237016>

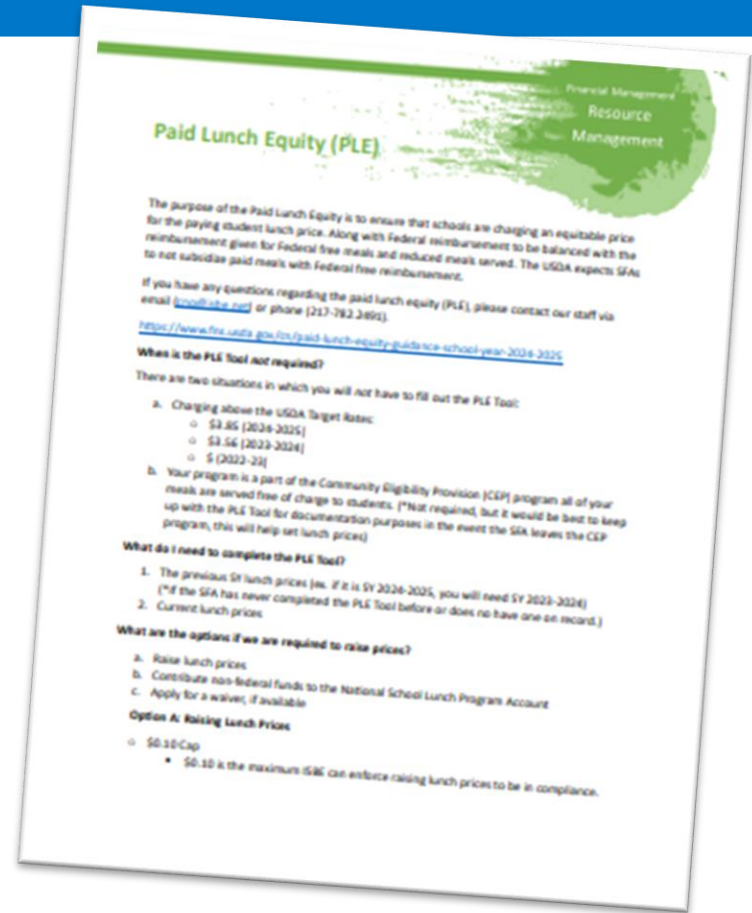
- Recordings and PDFs of the slides Available on the [SNP Training and Professional Standards webpage](#)



What's New?

Paid Lunch Equity

- SNP Resource Management webpage
 - PLE Fact Sheet
- School Nutrition Programs Administrative Handbook
 - Section M: Financial Management



What's New? www.isbe.net/nutrition

Direct Certification and Processing HEAs Workshops

- May 7 in Grayslake
- May 8 in Collinsville
- Aug. 13 in Normal
- Aug. 14 in Naperville

[Registration Online](#)



What's New?

Food Distribution Program



- DOD Fresh Free for All begins April 15
 - FFAVORS will remain open for orders until all SY 24-25 funds expended or until June 30, 2025
 - DOD can also be used for SFSP or SSO
 - Questions? Call (217) 782-2491 or email pawillia@isbe.net

What's New?

Food Distribution Program

- **Diversion to Processor Pound Sweep:**
Pounds remaining in school accounts on June 30, 2025, will be swept to the State of Illinois account.
- Read more: [SNP Administrative Handbook](#),
Section O Food Distribution Program
- **Questions?** Email fdp@isbe.net

<https://www.isbe.net/Pages/School-Nutrition-Programs-Food-Distribution.aspx>

What's New?

FFVP for SY 2025-26

- Review the [USDA's FFVP Handbook for Schools](#)
- Follow the [application instructions online](#)
- Submit application no later than May 9
- Email questions to cnp@isbe.net



What's New? www.isbe.net/nutrition

FY 2026 School Breakfast Program Expansion Grant

- Check [qualifying schools](#)
- Review the [NOFO/RFP](#)
- Complete the [application](#)
- **Submit** the application no later than
4 p.m. May 8, 2025



What's New?

Contract Renewal Reminder

- Renewal forms are to be submitted to nutritionprocurement@isbe.net for the required ISBE Nutrition Department review and approval by **May 15**.
- SNP FSMC/Vended Meals Contracts webpage: <https://www.isbe.net/Pages/SNP-FSMC-Vended-Meals-Contracts.aspx>

What's New?

Get The Outlook

- Latest issue posted at www.isbe.net/nutrition
- Keep your WINS contacts up-to-date
- Subscribe at www.isbe.net/subscribe

cnp@isbe.net



What's New?



HMI Recognition Awards

- **Healthy Meals Incentives Recognition Awards**

<https://healthymealsincentives.org/recognition-awards/>

Award Categories

- Breakfast Trailblazer
- Small and/or Rural SFA Breakfast Trailblazer
- Lunch Trailblazer
- Small and/or Rural SFA Lunch Trailblazer
- Innovative School Lunch Makeover
- Innovation in the Cultural Diversity of School Meals
- Innovation in the Preparation of School Meals
- Innovation in Nutrition Education



What's New?

Community Eligibility Provision

- Visit www.isbe.net/cep
- Watch the “**CEP for Illinois Schools – Overview and Application Process**” webinar
- Apply by June 30, 2025
- Questions? Email cnp@isbe.net

WINS Annual Application

- **Who needs to complete the application?**
All sponsors that plan to operate in SY 25-26
- **Deadline:** June 30, 2025
- **Watch and review the instructions:**
 - [WINS Annual Application SY 25-26 Instructions](#)
 - [Presentation slides](#)
- Questions? Email cnp@isbe.net


<https://www.isbe.net/Pages/School-Nutrition-Applications-and-Reports.aspx>

WINS Annual Application

- SNP Annual Application Quick Reference Guide

Application Checklist

- ☐ Update contacts in WINS and EPS
- ☐ Sponsor Questionnaire
- ☐ Site Questionnaire
- ☐ Participation —Program Selection
- ☐ Participation —Program Questions
- ☐ Participation Detail
- ☐ Save
- ☐ Check your WINS dashboard for the green check mark



Your application is complete.

Alerts

No Sponsor alerts. Please use the Show Existing Site Alerts link below.

Show existing site alerts

QUICK REFERENCE GUIDE

SNP ANNUAL APPLICATION

Every spring, all existing sponsors in School Nutrition Programs must complete an annual application to agree to and set up continued participation in the next program year/school year in such programs as the National School Lunch Program, School Breakfast Program, Special Milk Program, After-School Care Program, Illinois Free Lunch and Breakfast Program, and/or Seamless Summer Option.

Frequently Asked Question

• Where is the "Renew Application" button and why can't I find this month's claims? You only click the "Renew Application" button once. WINS will then create "Program Year 2026." You may need to toggle back to "Program Year 2025" to access the current year.

Program Year: 2025 Program: School Nutrition Programs

Comments/Notes

No Sponsor alerts. Please use the Show Existing Site Alerts link below.

Before You Get Started

Print out the Instructions and watch the "WINS Annual Application SY 25-26 Instructions" Training video. Some of the information has changed for Program Year 2026. We ask sponsors to follow the instructions carefully to minimize wait times for assistance. Or, if you plan to operate the Seamless Summer Option, you will want to print these Instructions and watch "WINS Annual Application SY 25-26 With SSO Instructions."

Access the Application

- Log into WINS through IWAS at www.isbe.net/nutrition, under System Quick Links at the top of the screen or click the "Log in to IWAS" button above "What's New."
- On your WINS dashboard, click the "Renew Application" button under the "Sponsor Tasks" tab.
- Need help with WINS/IWAS? We have an introductory training.
 - [Training video](#)
 - [Presentation slides](#)

Application Checklist

- ☐ Update contacts in WINS and EPS
- ☐ Sponsor Questionnaire
- ☐ Site Questionnaire
- ☐ Participation —Program Selection
- ☐ Participation —Program Questions
- ☐ Participation Detail
- ☐ Save
- ☐ Check your WINS dashboard for the green check mark

Your application is complete.

No Sponsor alerts. Please use the Show Existing Site Alerts link below.

Show existing site alerts

Still Need Help?

- GATA TROUBLESHOOTING:** If your district's GATA status is not in good standing you will see this message "Awaiting GATA Approval." Contact the ISBE GATA Department directly by email gata@isbe.net or call (217) 782-5630.
- For help with IWAS,** including logins and passwords and WINS technical assistance, call (217) 558-3600. The agency help desk can assist.
- ISBE NUTRITION DEPARTMENT:** If you need assistance completing the application please contact our office at cas@isbe.net or by phone at (800) 545-7892 or (217) 782-2491. If calling, request a School Nutrition Program team member.

Illinois State Board of Education Nutrition Department

April 2025

Program Year: 2025 Program: School Nutrition Programs

Comments/Notes

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

WINS Annual Application



Sponsor Information

Review/Answer the following question (Does not appear for every Sponsor)

Please indicate how Household Eligibility Applications are offered to households.

SNP Sponsor Questionnaire

Sponsor Information	<h4>Eligibility Determination</h4> <p>1. Each SFA now has a choice regarding the effective date of eligibility for both traditional household eligibility applications and direct certification. Please select one.</p> <p><input type="radio"/> Application Approval Date or Direct Certification - A state agency determines the date of application approval and the date of direct certification are effective the access date.</p> <p><input checked="" type="radio"/> Application Submission Date or Direct Certification - A state agency determines the date of application submission and the date of direct certification are effective the first day of the month regardless of when the application is received.</p> <p><input type="radio"/> Not Applicable - Eligibility Determination is not made for this program.</p> <p>2. Which method is used for Household Eligibility Applications (HEA)? Check all that apply.</p> <p><input checked="" type="checkbox"/> Paper Application</p> <p><input checked="" type="checkbox"/> Online Application</p> <p>What is the name of the Online HEA Software/System?</p> <p><input type="radio"/> Skyward</p> <p><input type="radio"/> Heartland</p> <p><input type="radio"/> My School Apps</p> <p><input type="radio"/> Other</p> <p>Previous Next</p>
Determining And Hearing Official Designation	
School Nutrition Program Director	
Civil Rights	
Eligibility Determination	
Financial Management	
Policy Statement	
Permanent Agreement	
Summary	



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[WINS Annual Application SY 25-26 Instructions](#)
[Presentation slides](#)

WINS Annual Application

Financial Management (FM)

SNP Sponsor Questionnaire

Sponsor Information
Determining And Hearing Official Designation
School Nutrition Program Director
Civil Rights
Effective Date of Eligibility
Financial Management
Policy Statement
Permanent Agreement
Summary

Financial Management

MEAL PREPARATION

1. Is the School Food Authority (SFA) food service self-operated or contracted?

- ☐ **Self operated:** - Self-operated means the SFA employs all staff to manage all aspects of the program, the SFA develops menus and production records, and the SFA prepares, delivers and/or serves the reimbursable meals. The SFA does not contract with a Food Service Management Company (FSMC), Vended Meals Company, or another SFA or Governmental Agency for unitized meals or for management services.
- ☐ **Contracted:** - Contracted means the reimbursable meals are prepared, served, or delivered through a Third Party such as a Food Service Management Company (FSMC), Vended Meals Company, or another SFA or Governmental Agency.

UNPAID MEAL CHARGES

The goal of the school meal programs is to provide nutritious meals to all children during the school day. Children may receive breakfast and lunch at no cost to them in the school cafeteria. Some children may be categorically eligible for free meals based on federal poverty guidelines. Some children, however, who do not meet the federal poverty guidelines but whose families would like a breakfast or lunch, but do not have the money to pay for it, may be charged for the meal. The SFA is required to cover the cost of the meal at the time of the meal service which may lead to unpaid meal charges.

10. What is the SFA's Unpaid Meal Charges balance as of:

June 30th of the
prior fiscal year:

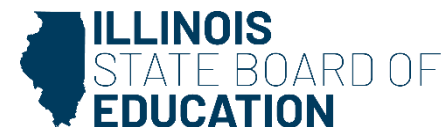
April 30th of the
current fiscal year:

[Previous](#) | [Next](#)



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WINS Annual Application SY 25-26 Instructions
Presentation slides



Summer Meals: SSO

- [Seamless Summer Option Basics](#)
- [WINS Annual Application SY 25-26](#)
[Instructions for SSO](#)
- [Comparison of SSO and the Summer Food Service Program](#)



<https://www.isbe.net/Pages/Seamless-Summer-Option.aspx>

Summer Meals: SFSP



- Summer Food Service Program
application deadline for new sponsor was May 1.
- SFSP application deadline for returning sponsors is June 15.
 - Application must be complete two weeks before your program starts

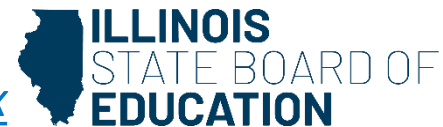
<https://www.isbe.net/Pages/Summer-Food-Service-Program.aspx>

Summer Meals

- SNP sponsors required to notify families about the Summer Meals
- Materials include flyers, a poster, yard sign, postcard, and social media graphics in English and Spanish.
- Be sure to document your outreach efforts each school year




<https://www.isbe.net/Pages/Summer-Food-Service-Program.aspx>



SUN Meals To-Go



- [Fact Sheet](#)
- [Introduction to Non-Congregate Meals](#) 
- [Operating Rural Non-Congregate Meal Service 2025](#) 
- [USDA SUN Meals To-Go Webpage](#)
- [Rural Designation Tool](#)
- Questions? Email summermeals@isbe.net

<https://www.isbe.net/Pages/Summer-Food-Service-Program.aspx>

Summer EBT

- Check the [List of Eligible Summer EBT 2025 Schools](#)
- Watch the [“Summer EBT and Illinois Schools – Summer 2025”](#) webinar
- Review the [Illinois Summer EBT Fact Sheet](#)
- Non-Public Schools Resources
 - [Uploading Data in WINS](#)
 - [Quick Reference Guide](#)

<https://www.isbe.net/Pages/sebt.aspx>

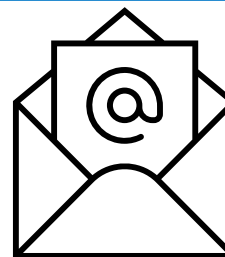
Summer EBT

- **ATTENTION PARENTS, GUARDIANS, AND RECIPIENTS:** Contact the Illinois Department of Human Services at (833) 621-0737 or use the [Contact IDHS Form](#) for assistance. Additional information, including common questions and answers are available on the [IDHS: Summer EBT webpage](#).

<https://www.isbe.net/Pages/sebt.aspx>

Questions?

Email cnp@isbe.net



Call (800) 545-7892
(toll free in Illinois)
or (217) 782-2491

