

# 2025 ISBE School Nutrition Training

Miscellaneous Regulations

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**CHILD NUTRITION  
PROGRAMS**

 **ILLINOIS**  
STATE BOARD OF  
**EDUCATION**

# Purpose of this Training

To provide guidance for successful implementation of the following:

- Policy Statement & Permanent Agreement (WINS Sponsor Questionnaire)
- Administrative Handbook
- Pupil Placement
- Illinois specific meal service mandates
- Record Retention
- Cooperation with Research and Evaluation
- Civil Rights
- Public Announcement



# **Policy Statement and Permanent Agreement**

- Agreed to via the Annual Application completed in WINS.
- Carefully review all requirements to be certain that your program is in compliance with federal requirements.
- This is the legal language of the overall program operations.
- Very important to understand the regulations of the programs in which your district accepts federal funding.

# SCHOOL NUTRITION PROGRAMS ADMINISTRATIVE HANDBOOK

Complete Administrative Handbook 

## Administrative Handbook by Section:

- A. Overview of Child Nutrition Programs 
- B. Civil Rights Statement and Requirements 
- C. Menu Planning and Meal Pattern Requirements 
- D. USDA Smart Snacks in Schools and A La Carte Sales 
- E. WINS Online Questionnaires, Reports, and Claims 
- F. Electronic Direct Certification 
- G. Certification of Eligibility – Processing Household Eligibility Applications 
- H. Benefit Issuance and Meal Counting 
- I. Verification 
- J. Miscellaneous Federal and State Regulations 
- K. Accommodations 
- L. Reviews 
- M. Financial Management: Resource Management 
- N. Procurement 
- O. Food Distribution Program – USDA Foods 
- P. Community Eligibility Provision (CEP) and Provisions 1, 2, and 3 
- Q. Residential Child Care Institutions (RCCIs) 
- R. Special Milk Program (SMP) 
- S. Local Wellness Policies 

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

# Pupil Placement

- All NSLP/SBP reimbursable meals are claimed where the student is enrolled (For public schools, this is the SIS serving school) unless such student is “tuitioned” to another facility.
- As such, in the instance of pupil placement situations, federal reimbursement is allowable only if the site in which the student is “tuitioned” participates in the NSLP and/or SBP.
- The school in which the student is “tuitioned” must be an approved site and must claim the meal for NSLP/SBP federal reimbursement.
- If a student is “tuitioned” to a private special education facility from a public school district and the private special education facility does not participate in the meal programs, the home school needs to provide the child with a lunch each day and if the home school is in the IL Free Program, then they can claim the meal for IL Free reimbursement. Please ensure that benefit issuance documentation contains all required information for students in this category.

# Illinois Specific Meal Service Mandates:

## Illinois Free Lunch and Breakfast Programs

- Per 105 ILCS 125/4 and 23 Illinois Administrative Code 305.10, every public school, including public special education facilities, must have a free lunch program that provides free lunches (and free breakfasts if a school offers breakfast) to students eligible to receive free meals.
- State reimbursement to offset a portion of the cost of the meal is available if a site serves a reimbursable meal to a student eligible for a free meal and the site is enrolled in the Illinois Free Breakfast and Lunch Programs.
- Sites participating in a federally-funded school meals program, National School Lunch Program (NSLP), and/or School Breakfast Program (SBP) are automatically enrolled in the corresponding Illinois Free Program.

# Illinois Specific Meal Service Mandates: School Breakfast Programs

- **Breakfast** - Per 105 ILCS 126/15, every public school in which at least 40 percent of the students were eligible for free or reduced-price lunches in October of the preceding year\* must operate a school breakfast program.
- **Breakfast After the Bell** – Per 105 ILCS 126/16, every public school in which at least 70 percent of the students were eligible for free or reduced-price lunches in October of the preceding year\* must operate a breakfast after the bell program. Breakfast after the bell means breakfast is provided to children after the instructional day has officially begun and does not prohibit schools from also providing breakfast before instructional day begins. Schools may choose whichever delivery model that best suits the students.

# Illinois Specific Meal Service Mandates: Summer Food Service Program

- Per 105 ILCS 126/20, every public school in which at least 50 percent of the students were eligible for free and reduced-price lunches in October of the preceding year\* AND has a summer program operating during the summer months must provide a summer breakfast and/or lunch program for the children in that community.
- The plan must be implemented each year so long as the above criteria are met and must operate for the duration of the school's summer school program.
- A school wishing to utilize the opt-out provision [105 ILCS 126/20 (d)] of the program for the upcoming summer must petition their regional superintendent by January 15 of the current school year.



# Record Retention

- Documentation related to the school-based child nutrition program must be maintained on file at the site or the SFA office for the current year, plus three years prior.
- In the case of an audit or investigation which extends beyond the three years plus current year, documents must be kept until the audit or investigation is completed.
- Documentation refers to any materials related to certification, verification, benefit issuance and claiming, including but not limited to, Household Eligibility Applications, verification letters to families, verification documents received from families, submitted menus, production records, and procurement.

# Cooperation with Research and Evaluation

- Institutions participating in Child Nutrition Programs are required to cooperate with the Department of Agriculture officials and contractors conducting evaluation and research.

# Civil Rights

## CIVIL RIGHTS REQUIREMENTS

Civil Rights Information for all Child Nutrition Programs

- **Civil Rights Posters:** The And Justice For All poster includes the USDA Nondiscrimination Statement, which provides participants contact information if they feel that they have been discriminated against. Posters are available from the Illinois State Board of Education Nutrition Department. If you need to request And Justice for All posters please select the form for the appropriate federal program below.
  - [School Nutrition Programs Poster Request Form](#)
  - [Child and Adult Care Food Program Poster Request Form](#)
  - [Summer Food Service Program Poster Request Form](#)
- [Child Nutrition Programs Civil rights Brochure](#) 
- [Civil Rights Training and enforcement FNS Instruction 113-1](#) 
  - [Executive Summary](#) 
- [ISBE Civil Rights Training](#) 
- [Civil Rights Presentation](#) 
- **Webinar Trainings (Institute of Child Nutrition)**
  - [Civil Rights in Child Nutrition Programs](#)
  - [Derechos Civiles en los Programas de Nutrición Infantil](#)

<https://www.isbe.net/Pages/Nutrition-and-Wellness-Civil-Rights-Compliance-and-Enforcement.aspx>

# Public Notification Requirements

- Near the beginning of each school year, the public must be notified that the National School Lunch Program, School Breakfast Program, and/or Special Milk Program are available in the school or school district.
- This notice must include the Income Eligibility Guidelines for free and reduced-price meals and/or free milk.
- The public announcement must be provided to the local news media.
- The Illinois State Board of Education submits a statewide public announcement on behalf of all participating sponsors annually.
- Copies of the public announcement must be made available upon request to any interested person.
- A prototype is available online.

# Public Notification Requirements

- Local education agencies (LEAs) must submit public announcements to local employment offices and major employers contemplating large layoffs in the attendance area of the school.
  - Maintain such documentation locally for an administrative review.
- When submitting a public announcement for print, LEAs should request the announcement be free of charge.

# Nutrition Department

## Illinois State Board of Education

**Telephone:** 800/545-7892 in Illinois only  
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Thank you