


2025 ISBE School Nutrition Training

USDA Professional Standards for
School Nutrition Professionals

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Tim Murphy



**CHILD NUTRITION
PROGRAMS**

 **ILLINOIS**
STATE BOARD OF
EDUCATION

USDA Professional Standards

Understand who must adhere to the Standards

Differentiate between job categories to determine an employee's annual training requirements

Gain awareness of the minimum hiring standards based on enrollment size

Learn how to maintain adequate records to document compliance with the professional standards

Resources for School Nutrition Programs

Identify resources to obtain training that is relevant and job-specific

Learn about ISBE resources that are available to School Nutrition Program participants

USDA Professional Standards

- Requirements established by USDA
- Effective July 1, 2015
- Applicable to all School Food Authorities (SFAs) that participate in the National School Lunch and/or School Breakfast Program

Code of Federal Regulation: [7 CFR 210.30](#)

How Do the Professional Standards Apply to School Food Authorities?

**Newly Hired
Food Service Director**



**Education and
Experience**

**School Nutrition
Employees**



Annual Training

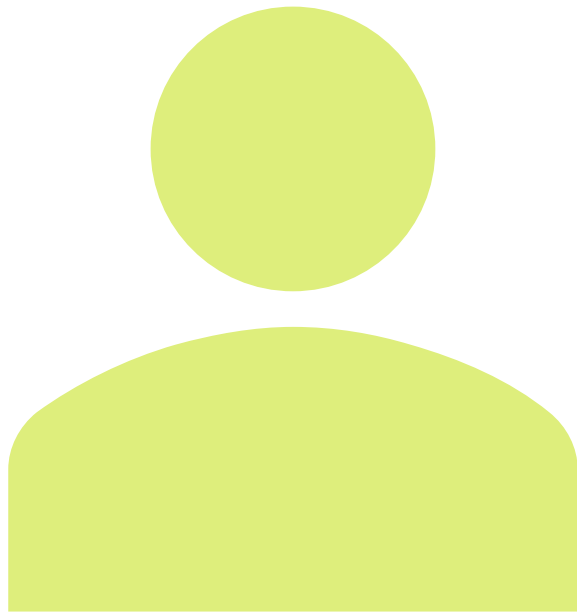
Who Must Follow the Professional Standards?

Any employee that is directly involved in the management or operation of the School Nutrition Programs on a regular basis

- District Employees
- Food Service Management Company Employees
- Full Time
- Part Time

Requirements vary based on the employee's job category

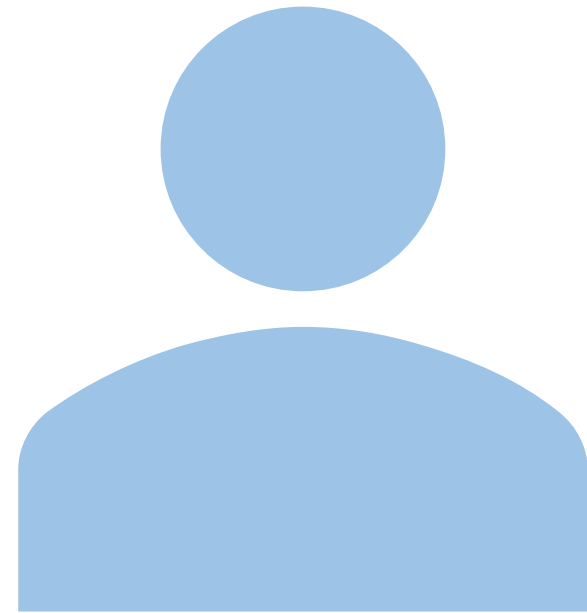
Job Categories



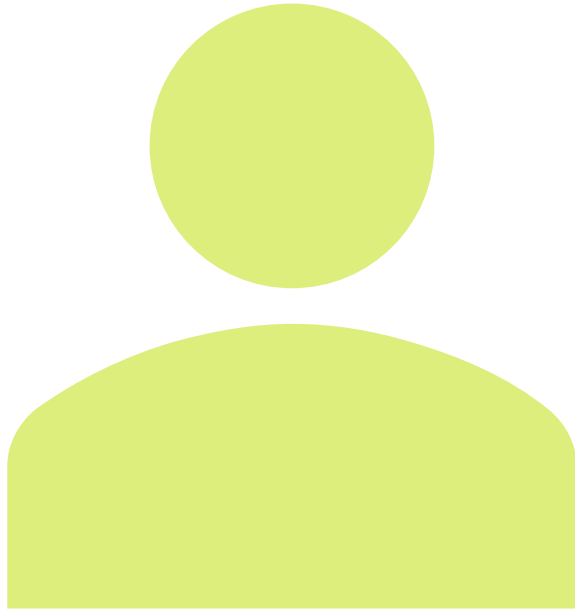
Director



Manager



Staff



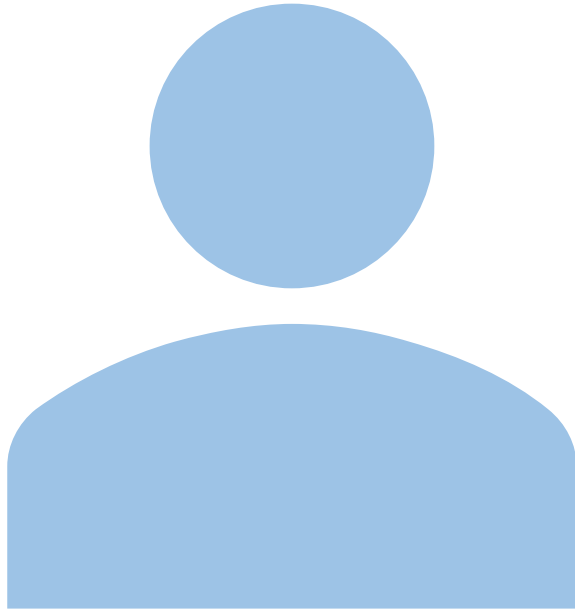
Director

Plans, administers, implements, monitors, and evaluates all district-wide aspects of school nutrition programs.



Manager

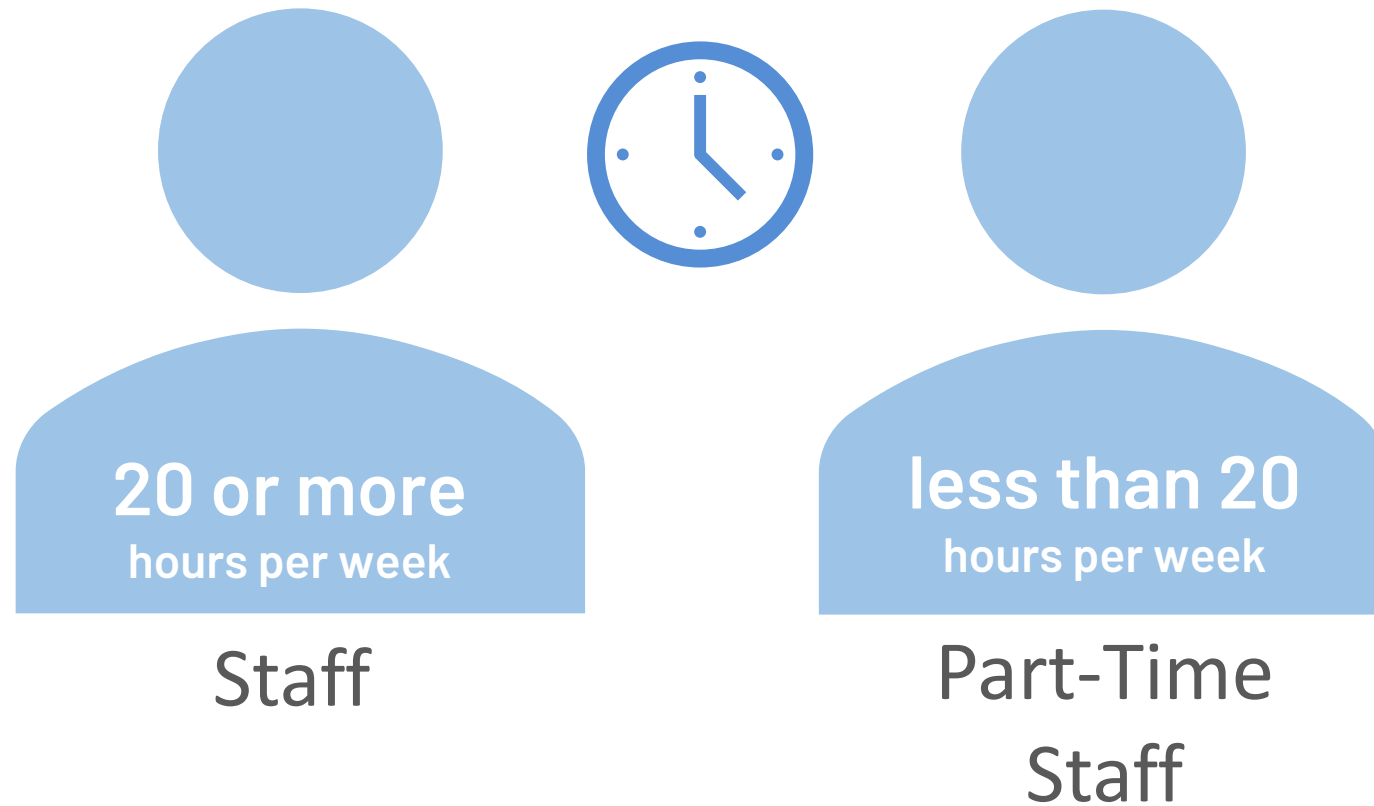
Has direct responsibility for the day-to-day school nutrition program operations at one or more schools

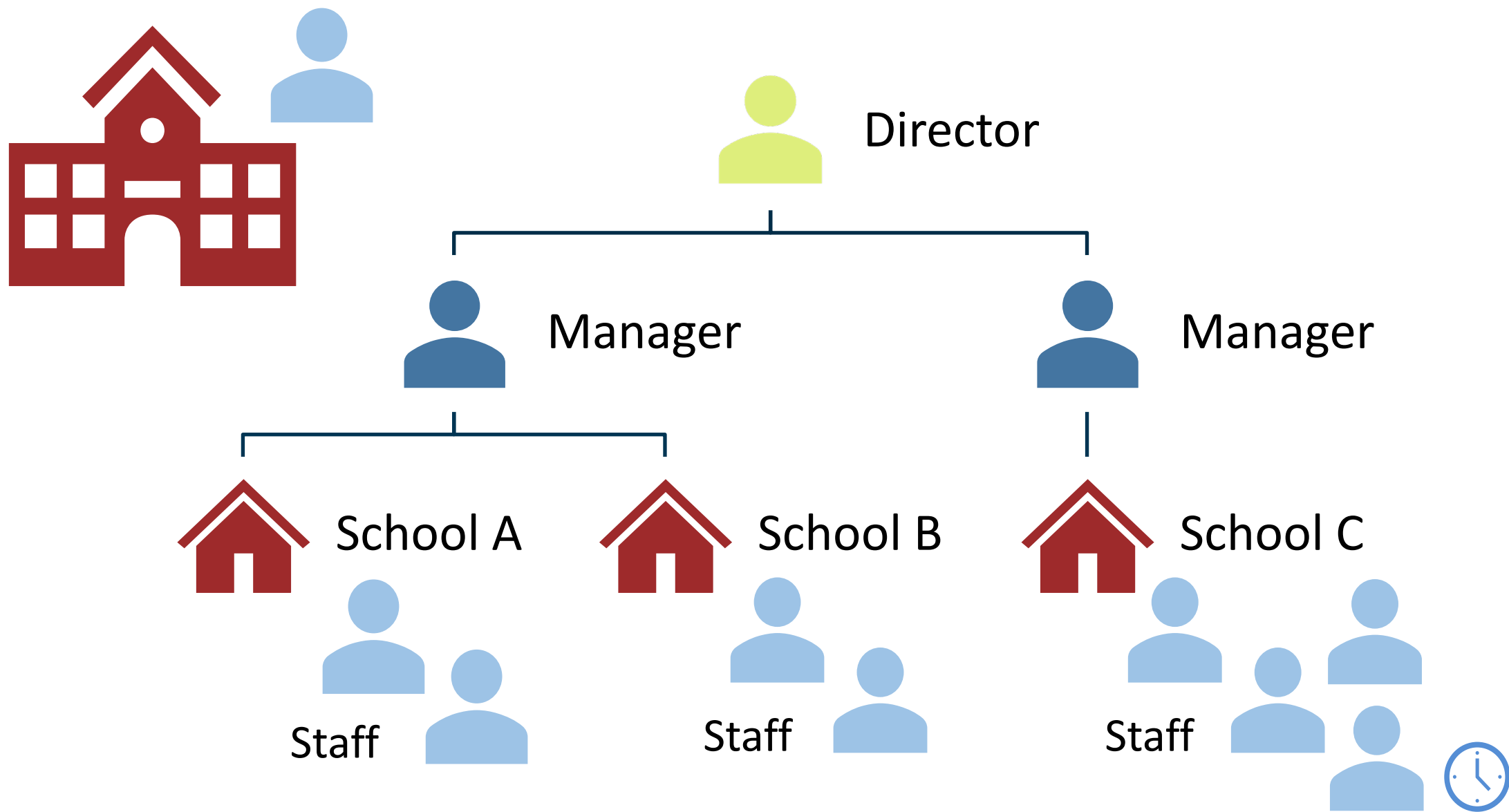


Staff

Prepare and serve meals, process transactions at point of service, and review the free/reduced price applications, along with other routine work.

Staff vs. Part-Time Staff





Required Minimum Annual Training Hours

for School Nutrition Employees

| Job Category | Annual Training Requirements * |
|--|--------------------------------|
| July 1 through June 30 | |
|  Director | 12 hours |
|  Manager | 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 (January 1 or later) in any job category are only required to complete one-half of the required number of hours in the year of hire



What Kinds of Training Do I Need?



- Consider individual employee needs
- Focus on the day-to-day management and operation of the school nutrition programs
- Must be job-specific and intended to help perform well in the duties of the job
- Align with USDA Professional Standards Learning Objectives and Training Topics

Training Topics by Key Areas

| Key Areas | Training Topics |
|-------------------------------------|--|
| Nutrition – 1000 | Menu Planning (1100) Nutrition Education (1200) General Nutrition (1300) |
| Operations – 2000 | Food Production (2100) Serving Food (2200) Cashier and Point of Service (2300) Purchasing/Procurement (2400) Receiving and Storage (2500) Food Safety and HACCP (2600) |
| Administration – 3000 | Free and Reduced-Price Meal Benefits (3100) Program Management (3200) Financial Management (3300) Human Resources and Staff Training (3400) Facilities and Equipment Planning (3500) |
| Communications and Marketing – 4000 | Communications and Marketing (4100) |

What Kind of Records Do I Need to Keep?

- ☒ Employee Name
- ☒ Employer/School Name
- ☒ Training Title
- ☒ Training Topic/Objectives
- ☒ Training Source/ Provider
- ☒ Dates of Training
- ☒ Total Training Hours

[illegible]

USDA Training Tracker Tool

<https://pstrainingtracker.fns.usda.gov>

Free web-based tool for recording annual required training hours

- Maintain rosters and training records for all employees
- Generate reports
- Upload supporting documents
- Print completion certificates
- Training reward badges



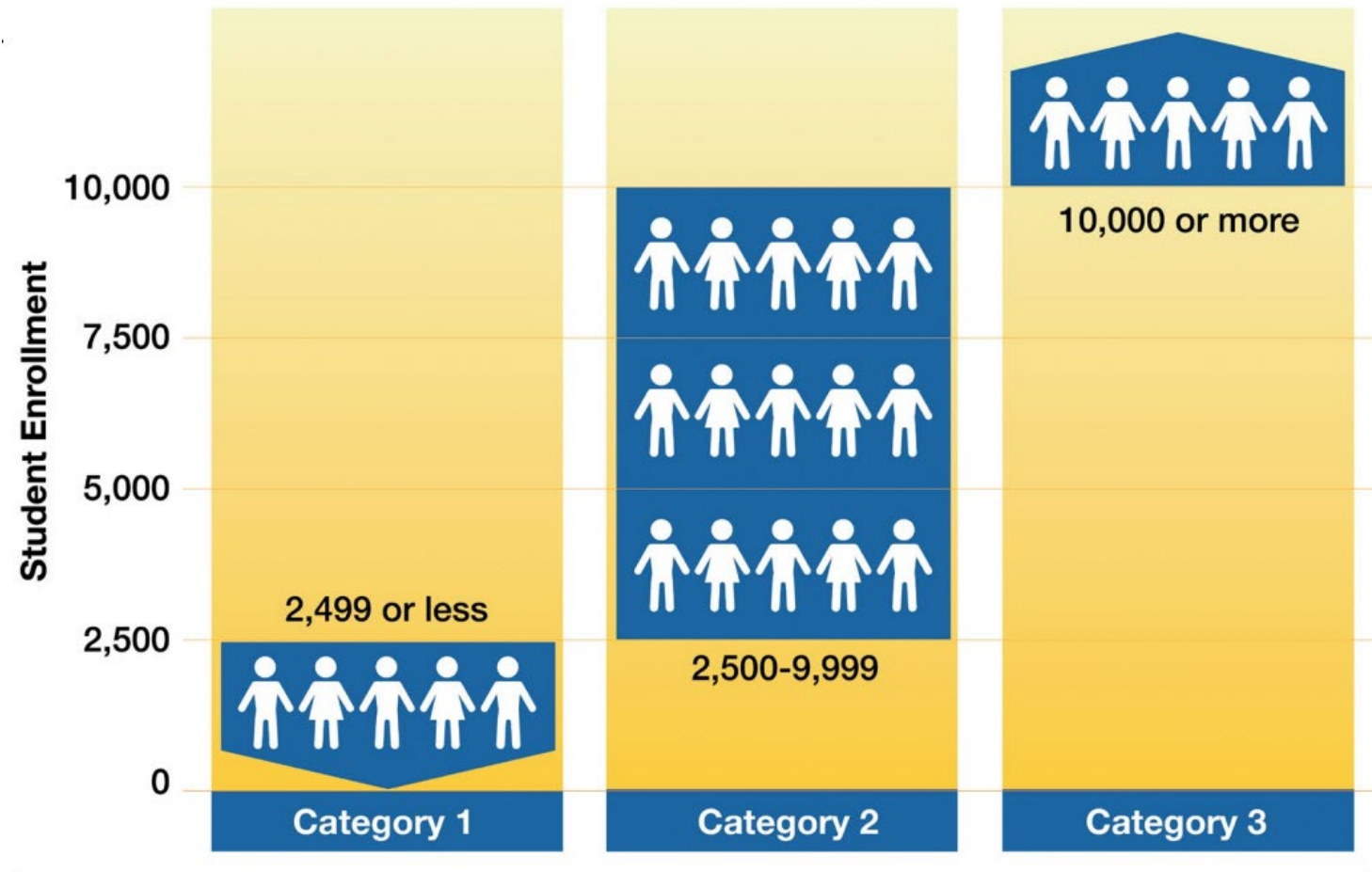
Hiring Standards for Directors

- Required minimum education and experience requirements for Directors hired on or after July 1, 2015
- Dependent on the enrollment size of the local education agency

Hiring Standards for Directors

LEA enrollments are grouped into these three categories:

- 2,499 or less
- 2,500 to 9,999
- 10,000 or more



Hiring Standards for Directors

Chart 3: Summary of School Nutrition Program Director Professional Standards by Local Educational Agency Size

| Student Enrollment 2,499 or less | Student Enrollment 2,500-9,999 | Student Enrollment 10,000 or more |
|---|--|---|
| Minimum Education Standards (required) (new directors only) | | |
| Bachelor's degree, or equivalent educational experience*, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; | Bachelor's degree, or equivalent educational experience*, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; | Bachelor's degree, or equivalent educational experience*, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; |
| — OR — | — OR — | — OR — |
| Bachelor's degree, or equivalent educational experience*, with any academic major or area of concentration, <i>and</i> either a State-recognized certificate for school nutrition directors or at least 1 year of relevant food service experience; | Bachelor's degree, or equivalent educational experience*, with any academic major or area of concentration, <i>and</i> a State-recognized certificate for school nutrition directors; | Bachelor's degree, or equivalent educational experience*, with any academic major or area of concentration, <i>and</i> a State-recognized certificate for school nutrition directors; |
| — OR — | — OR — | — OR — |
| Associate's degree, or equivalent educational experience*, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field, <i>and</i> at least 1 year of relevant food service experience; OR High school diploma (or GED) <i>and</i> 3 years of relevant food service experience.** | Bachelor's degree in any academic major <i>and</i> at least 2 years of relevant school nutrition program experience; OR Associate's degree, or equivalent educational experience*, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field, <i>and</i> at least 2 years of relevant school nutrition program experience. | Bachelor's degree in any major <i>and</i> at least 5 years of experience in management of school nutrition programs. |

Chart 3: Summary of School Nutrition Program Director Professional Standards by Local Educational Agency Size (Continued)

| Student Enrollment 2,499 or less | Student Enrollment 2,500-9,999 | Student Enrollment 10,000 or more |
|--|---|--|
| Minimum Education Standards (preferred) (new directors only) | | |
| Directors hired without an associate's degree are strongly encouraged to work toward attaining an associate's degree upon hiring. | Directors hired without a bachelor's degree are strongly encouraged to work toward attaining a bachelor's degree upon hiring. | Master's degree, or willingness to work toward a master's degree, preferred. |
| | | At least 1 year of management experience, preferably in school nutrition, is strongly recommended. At least 3 credit hours at the university level in food service management plus at least 3 credit hours in nutritional sciences at time of hiring is strongly preferred. |
| Minimum Prior Training Standards (required) (new directors only) | | |
| At least 8 hours of food safety training is required either not more than 5 years prior to their starting date or completed within 30 calendar days of employee's starting date. | | |

*Consult your State agency for more information about equivalent educational experience.

**For LEAs with fewer than 500 students, and at the State agency's discretion, the SFA can be approved to hire a school nutrition program director who has less than the required years of food service experience, provided the applicant has the minimum education specified in the hiring standards for LEAs with 2,499 students or fewer.

* At the discretion of the State agency, the SFA can hire a new director with documented volunteer or unpaid relevant food service experience on an individual basis.

For LEAs with 2,499 students or fewer, a State agency can approve an SFA to use the nonprofit school food service account to pay the salary of a school nutrition program director who does not meet the hiring standards so long as the SFA is complying with a State agency-approved plan to ensure the director will meet the required professionals standards.

Reference Materials

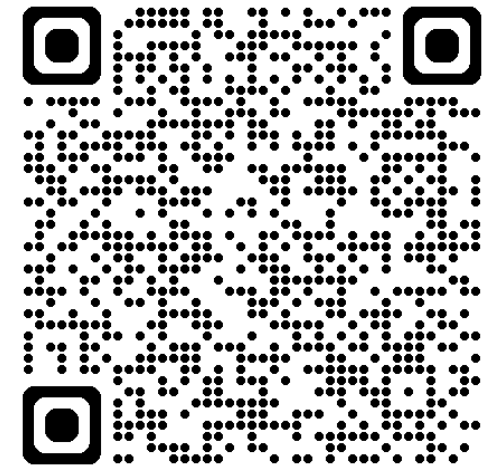
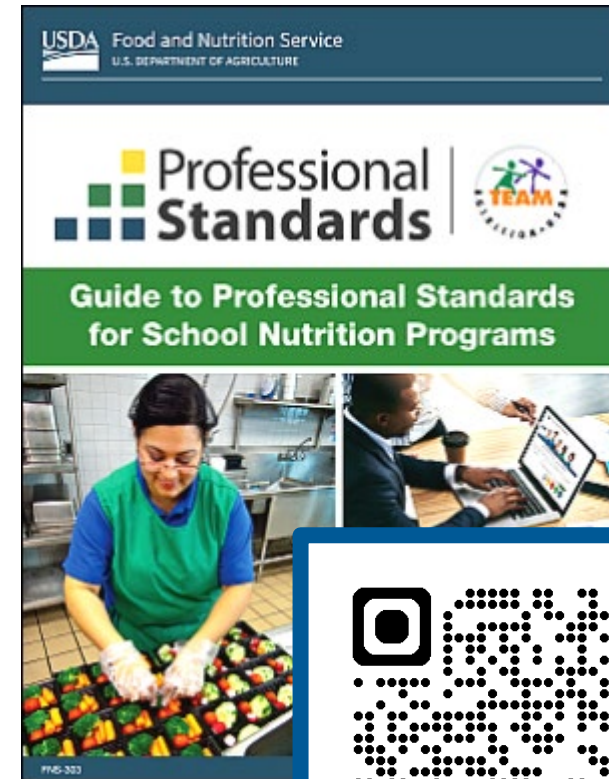
USDA Professional Standards

<https://www.fns.usda.gov/cn/professional-standards>

<https://www.fns.usda.gov/tn/professional-standards/resources>

ISBE Nutrition: SNP Training and Professional Standards

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



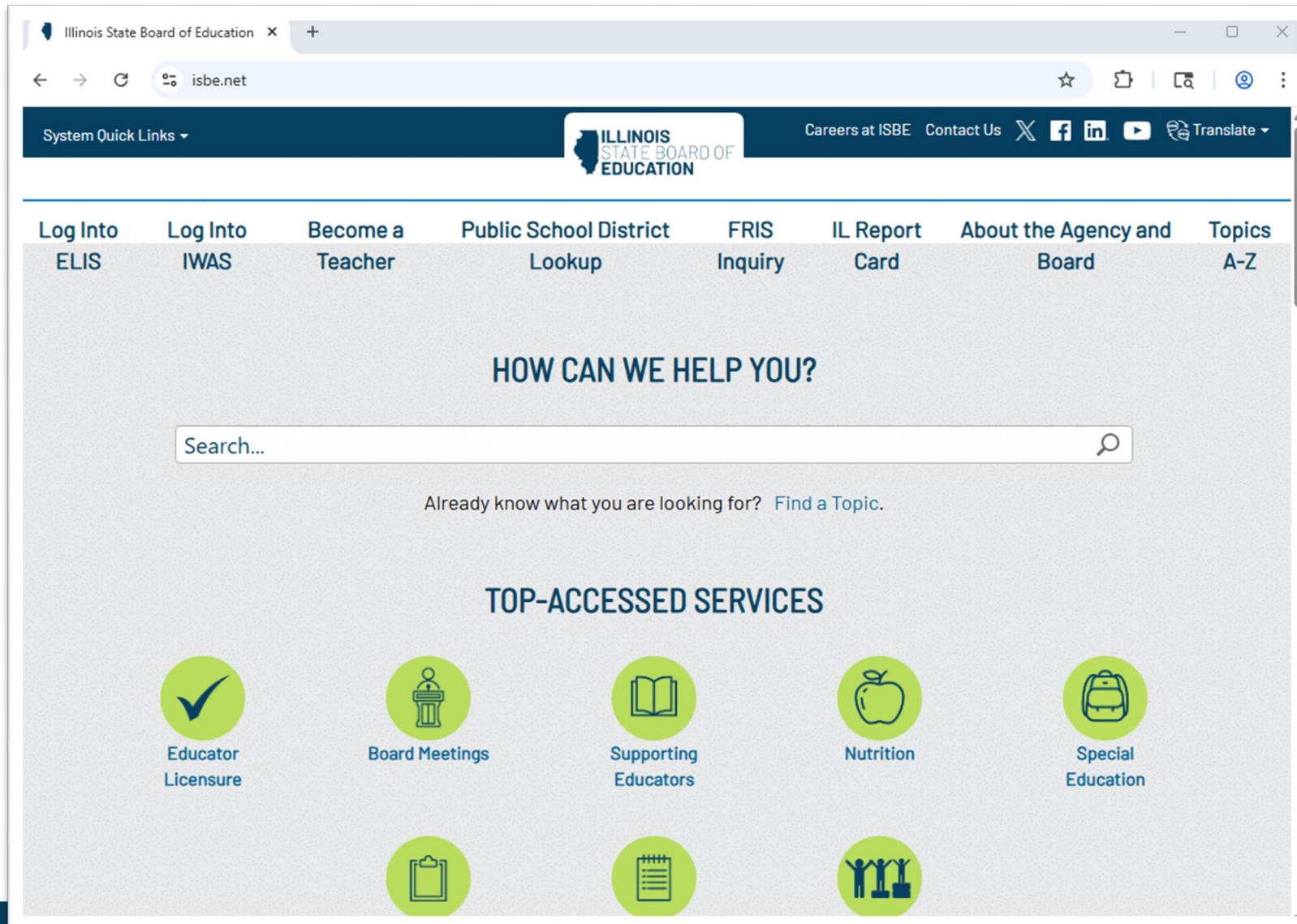


School Nutrition Programs Resources

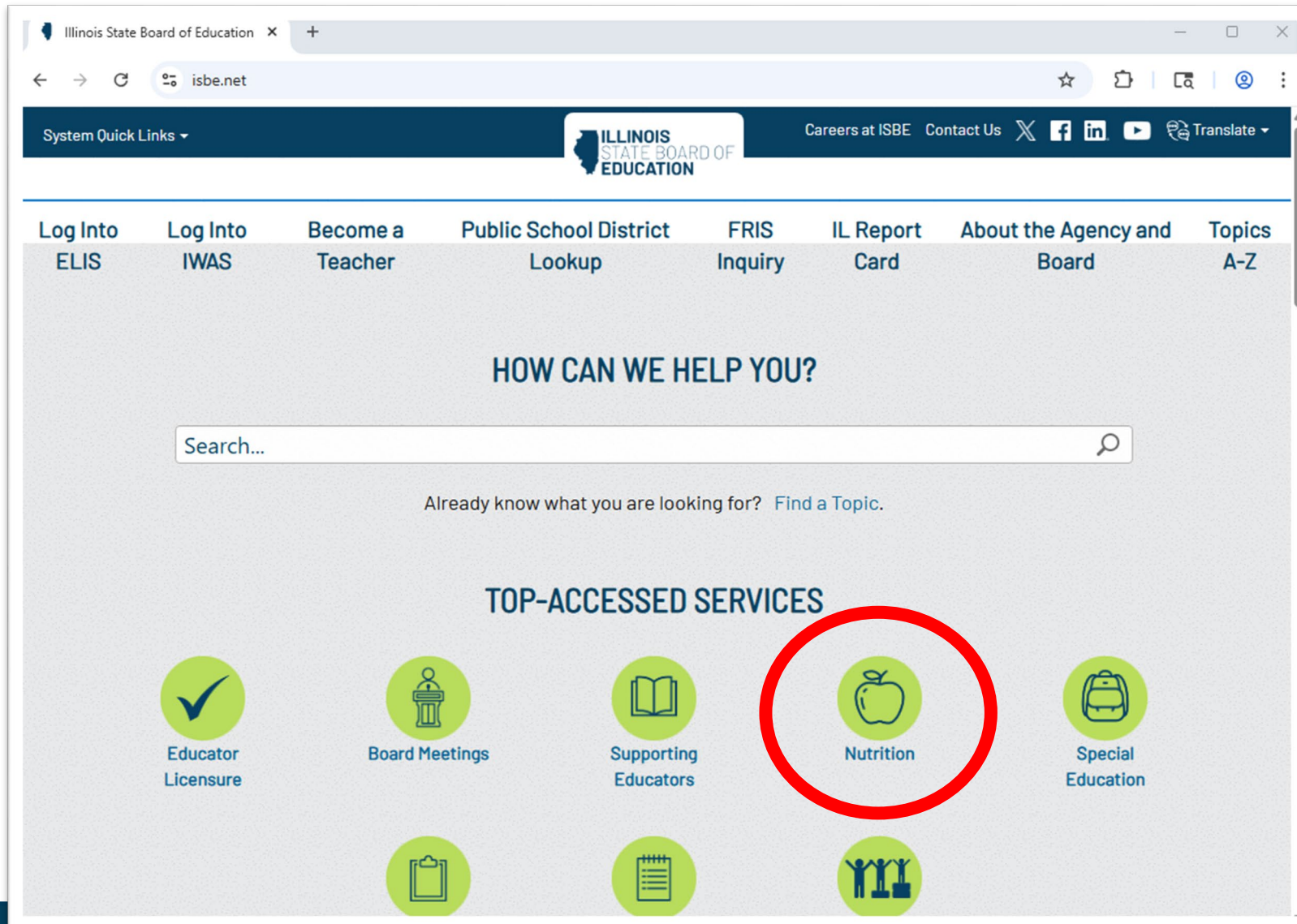
SNP Resources

- ISBE webpage
- What's New? section
- A to Z Index of School Nutrition Programs
- The Outlook newsletter
- cnp@isbe.net & www.isbe.net/subscribe
- SNP Administrative Handbook
- SNP Training & Professional Standards webpage
- Email us!
- Call us!

www.isbe.net



www.isbe.net



www.isbe.net/nutrition

Nutrition

← → ↻ isbe.net/nutrition

System Quick Links

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Log Into ELIS Log Into IWAS Become a Teacher Public School District Lookup FRIS Inquiry IL Report Card About the Agency and Board Topics A-Z

Home > Nutrition

NUTRITION

Welcome to the Nutrition Department. This department supports and promotes the overall well-being of children. Healthy meals and healthy habits are essential for readiness to learn and success in the classroom and beyond.

Programs administered by the department include the [National School Lunch Program](#), [School Breakfast Program](#), [Child and Adult Care Food Program](#), [Summer Food Service Program](#), [Fresh Fruit and Vegetable Program](#), and the [Special Milk Program](#). Are you interested in participating in Child Nutrition Programs in Illinois? Visit the [New Applicants webpage](#) for more information on how to become a sponsor.

ATTENTION: Language assistance services, free of charge, are available to you. Call (800) 545-7892 (Illinois only) or (217) 782-2491 (TTY: (217) 782-1900).

Log in to IWAS

RESOURCES

- [A to Z Index of School Nutrition Programs](#)
- [CACFP Claim Instruction Manual](#)

What's New

- [FOOD RECALL: Eggs distributed by August Egg Company](#)

Child Nutrition Programs



CHILD & ADULT CARE FOOD
PROGRAM



FINANCIAL MANAGEMENT



FOOD DISTRIBUTION
PROGRAM



RESOURCES, WEBINARS &
WORKSHOPS



SCHOOL NUTRITION
PROGRAMS



SUMMER FOOD SERVICE
PROGRAM

www.isbe.net/nutrition

School Nutrition Programs



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School Nutrition Programs

isbe.net/Pages/School-Nutrition-Programs.aspx

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FRIS Inquiry

IL Report Card

About the Agency and Board

Topics A-Z

< Nutrition > School Nutrition Programs

NUTRITION

School Nutrition Programs

- After-School Care Program
- Breakfast After the Bell Grant Program
- Illinois Free Lunch and Breakfast Program
- National School Lunch Program
- Recipe for Success Toolkit
- School Breakfast Program
- School Nutrition Programs Meal Pattern and Nutrition Standards
- Seamless Summer Option
- SNP Training and Professional Standards
- SNP: New Applicants
- Special Milk Program

NUTRITION

SCHOOL NUTRITION PROGRAMS

After-School Care Program

Breakfast After the Bell Grant Program

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School Breakfast Program

School Nutrition Programs Meal Pattern and Nutrition Standards

Seamless Summer Option

SNP Training and Professional Standards

SNP: New Applicants

Special Milk Program

A to Z Index of School Nutrition Programs

Administrative Handbook

NSLP Outlook Newsletters

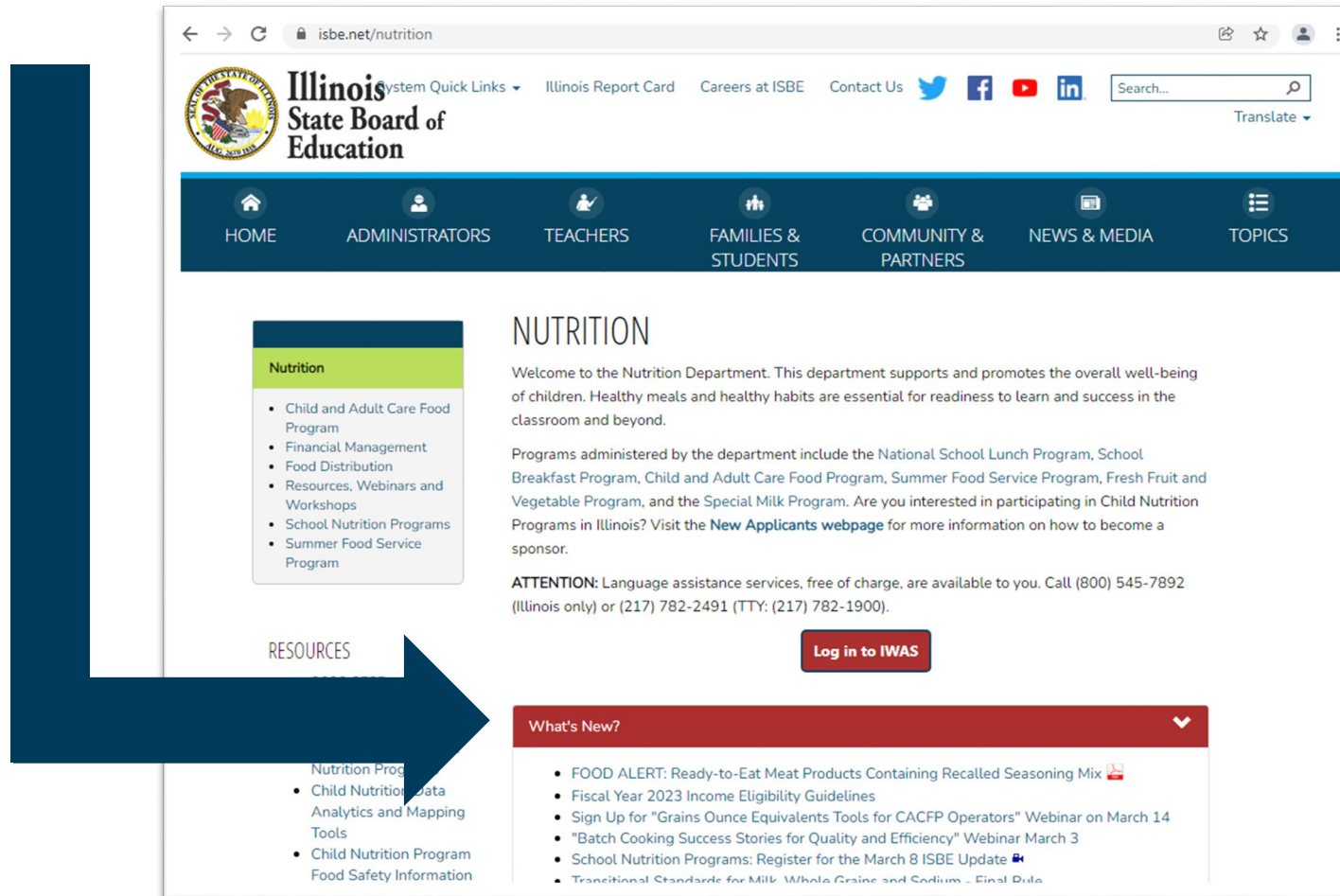
The ABCs of School Nutrition

School Nutrition and Wellness Champions

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EDUCATION

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What's New?



The screenshot shows the ISBE Nutrition website at isbe.net/nutrition. The page features a navigation bar with links for HOME, ADMINISTRATORS, TEACHERS, FAMILIES & STUDENTS, COMMUNITY & PARTNERS, NEWS & MEDIA, and TOPICS. A sidebar on the left lists various nutrition programs and resources. The main content area is titled "NUTRITION" and includes a welcome message, a list of programs administered by the department, and a "What's New?" section. A large blue arrow points from the left towards the "What's New?" section.

Navigation Bar: HOME, ADMINISTRATORS, TEACHERS, FAMILIES & STUDENTS, COMMUNITY & PARTNERS, NEWS & MEDIA, TOPICS

Left Sidebar:

- Nutrition**
 - Child and Adult Care Food Program
 - Financial Management
 - Food Distribution
 - Resources, Webinars and Workshops
 - School Nutrition Programs
 - Summer Food Service Program
- RESOURCES**
 - Nutrition Programs
 - Child Nutrition Data Analytics and Mapping Tools
 - Child Nutrition Program Food Safety Information

Main Content Area:

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[Log in to IWAS](#)

What's New?

- FOOD ALERT: Ready-to-Eat Meat Products Containing Recalled Seasoning Mix
- Fiscal Year 2023 Income Eligibility Guidelines
- Sign Up for "Grains Ounce Equivalents Tools for CACFP Operators" Webinar on March 14
- "Batch Cooking Success Stories for Quality and Efficiency" Webinar March 3
- School Nutrition Programs: Register for the March 8 ISBE Update
- Transitional Standards for Milk, Whole Grains and Sodium - Final Rule

www.isbe.net/nutrition




- [FOOD RECALL: Eggs distributed by August Egg Company](#)
- [FOOD RECALL: Beef Jerky/ Beef Snack Stick Products](#)
- [PUBLIC HEALTH ALERT: Possible E. Coli Contamination of Ground Beef Products](#)
- [FOOD RECALL: Chicken Coxinhas Products Shipped to Retail Locations](#)

CHILD AND ADULT CARE FOOD PROGRAM

- [CACFP 101 Webinar: "Beat the Heat With Cool Eats: Cold Food Menu Planning"](#)
- ["Family Child Care FUNdamentals: Food Allergies and Intolerances" Training June 19](#)
- [Read the Latest Issue of the Mealtime Minutes Newsletter](#)

SCHOOL NUTRITION PROGRAMS

- [Produce Safety University Webinar Series: Spec it, Check It - Oh no, Recall it!](#)
- [Produce Safety University Webinar Series: Are You a Smart Buyer?](#)
- [Funding Opportunity: Learn About Local Foods for Schools](#)
- [Paid Lunch Equity Tool for School Year 2025-26](#)
- [Summer Training Institute Offers Farm to School and Scratch Cooking Training](#)
- [Register for School Year 2025-26 ISBE SNP Update Webinars](#) 
- [Sign Up for a Summer Learning Institute in July or August Near You!](#)
- [Deadline to Complete SNP Application for SY 25-26 is June 30](#)
- [Deadline to Apply for CEP is June 30](#)
- [Read the Latest Issue of The Outlook Newsletter](#)
- [Registration Open for Trainings on Direct Certification and Processing HEAs](#)

Recalls and Public Health Alerts

What's New

- FOOD RECALL: Eggs distributed by August Egg Company
- FOOD RECALL: Beef Jerky/ Beef Snack Stick Products
- PUBLIC HEALTH ALERT: Possible E. Coli Contamination of Ground Beef Products
- FOOD RECALL: Chicken Coxinhas Products Shipped to Retail Locations

- U.S. Department of Agriculture (Recalls & Public Health Alerts)
<https://www.fsis.usda.gov/recalls>
- U.S. Food and Drug Administration (Recalls, Outbreaks, Safety Alerts)
<https://www.fda.gov/food>

www.isbe.net/nutrition



Food Safety and Inspection Service
U.S. DEPARTMENT OF AGRICULTURE

fsis.usda.gov/recalls

Recalls & Public Health Alerts

Advanced Search
ENTER KEYWORDS BELOW

Search

Filter Results

PHA-09102022-01 **PUBLIC HEALTH ALERT** **PRODUCT CONTAMINATION** **ACTIVE**
FSIS Issues Public Health Alert For Specific Ground Beef In HelloFresh Meal Kits Due to Possible E. Coli O157:H7 Contamination
WASHINGTON, Sept. 10, 2022 – The U.S. Department of Agriculture’s Food Safety and Inspection Service (FSIS) is issuing a public health alert due to concerns that ground beef products in HelloFresh meal kits may be associated with Escherichia coli (E. coli) O157:H7 illness. A recall...
SAT, 09/10/2022 - CURRENT
NATIONWIDE

- www.fsis.usda.gov/recalls

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✓ Use the A to Z Index of School Nutrition Programs

- Link is under “Resources” at www.isbe.net/nutrition
- Search alphabetically by topic



<https://www.isbe.net/Pages/Nutrition-A-to-Z-Index.aspx>

www.isbe.net/nutrition

www.isbe.net/nutrition

System Quick Links Search...

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[Home](#) > **Nutrition**

Nutrition

- [Child and Adult Care Food Program](#)
- [Financial Management](#)
- [Food Distribution](#)
- [Resources, Webinars and Workshops](#)
- [School Nutrition Programs](#)
- [Summer Food Service Program](#)

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[Log in to IWAS](#)

RESOURCES

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- [CACFP Claim Instructions Manual](#)

What's New

- [FOOD RECALL: Eggs distributed by August Egg Company](#)

NUTRITION

A to Z Index of School Nutrition Programs

NUTRITION

A TO Z INDEX OF SCHOOL NUTRITION PROGRAMS

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z


- A -

- [The ABCs of School Nutrition](#)
- [Accommodating Children With Special Dietary Needs](#)
- [Administrative Handbook](#)
- [Administrative Reviews](#)
- [After-School Care Program](#)
- [And Justice for All poster](#)
- [Annual Application Instructions](#)
- [Application Process for New Sponsors](#)

- B -

- [Back to School Conference](#)
- [Buy American](#)

- C -

- [CEP \(Community Eligibility Provision\)](#)
- [Choking Poster](#) 
- [Civil Rights](#)
- [Claims](#)

✓ The Outlook

- Keep your WINS contacts up-to-date

- Others can sign up at www.isbe.net/subscribe



cnp@isbe.net via WINS

School Nutrition Programs: Important Announcement Roundup - Message (HTML)

File Message Help Acrobat Tell me what you want to do

Delete Archive Respond Share to Teams Quick Steps Move Tags Editing Immersive Translate Zoom Reply with Scheduling Poll Send to OneNote Report Message Viva Insights

School Nutrition Programs: Important Announcement Roundup

cnp@isbe.net
To Child Nutrition Programs

Follow up. Completed on Friday, June 6, 2025. Fri 6/6/2025 11:42 AM

SNP: Important Announcement Roundup
2025 ISBE School Nutrition Training, WINS Annual Application, CEP, ABCs of School Nutrition Events, and Farm to School

We strongly encourage sponsors to bookmark www.isbe.net/nutrition and monitor What's New? for announcements and reminders. Also, don't miss our [June issue of The Outlook](#), which includes important articles on the Food Distribution Program, upcoming workshops on Direct Certification and Household Eligibility Applications, and more. You should also keep up to date with the [ISBE SNP Update webinars](#). Registration is already open for our [School Year 2025-26 ISBE SNP Updates](#). Here are a few announcement highlights:

GET READY FOR SY 25-26: Illinois State Board of Education Nutrition Department staff will present a free training opportunity on June 16 and 17 at the Embassy Suites by Hilton East Peoria Riverfront Hotel & Conference Center. The **2025 ISBE School Nutrition Training** will feature half-day workshops on Day One and a full day of breakout sessions on Day Two. Registration is under way on the [SNP Training and Professional Standards webpage](#); see the "Our In-Person Trainings" section for registration links, [session descriptions](#), and additional information.

ANNUAL APPLICATION TIME: The School Nutrition Programs (SNP) application for School Year 2025-26 is available in the Web-Based Illinois Nutrition System (WINS). All sponsors should complete the application by June 30, 2025. The application is an annual requirement for all sponsors to participate in such programs as the National School Lunch Program (NSLP), School Breakfast Program (SBP), Seamless Summer Option, After School Snack Program, Special Milk Program, and Illinois Free Lunch and Illinois Breakfast. Instructions and other resources for the annual application are posted at <https://www.isbe.net/Pages/School-Nutrition-Applications-and-Reports.aspx>. Sponsors must have a complete and approved application with the program(s) and dates they plan to operate before service begins to ensure the ability to submit claims.

DEADLINE REMINDER: The Community Eligibility Provision (CEP) application closes June 30 for School Year 2025-26. Those interested in applying should review the "CEP for Illinois Schools – Overview and Application Process" webinar. A link to the recorded video and a PDF of the slides is available under the "Application Process" section at <https://www.isbe.net/cep>.

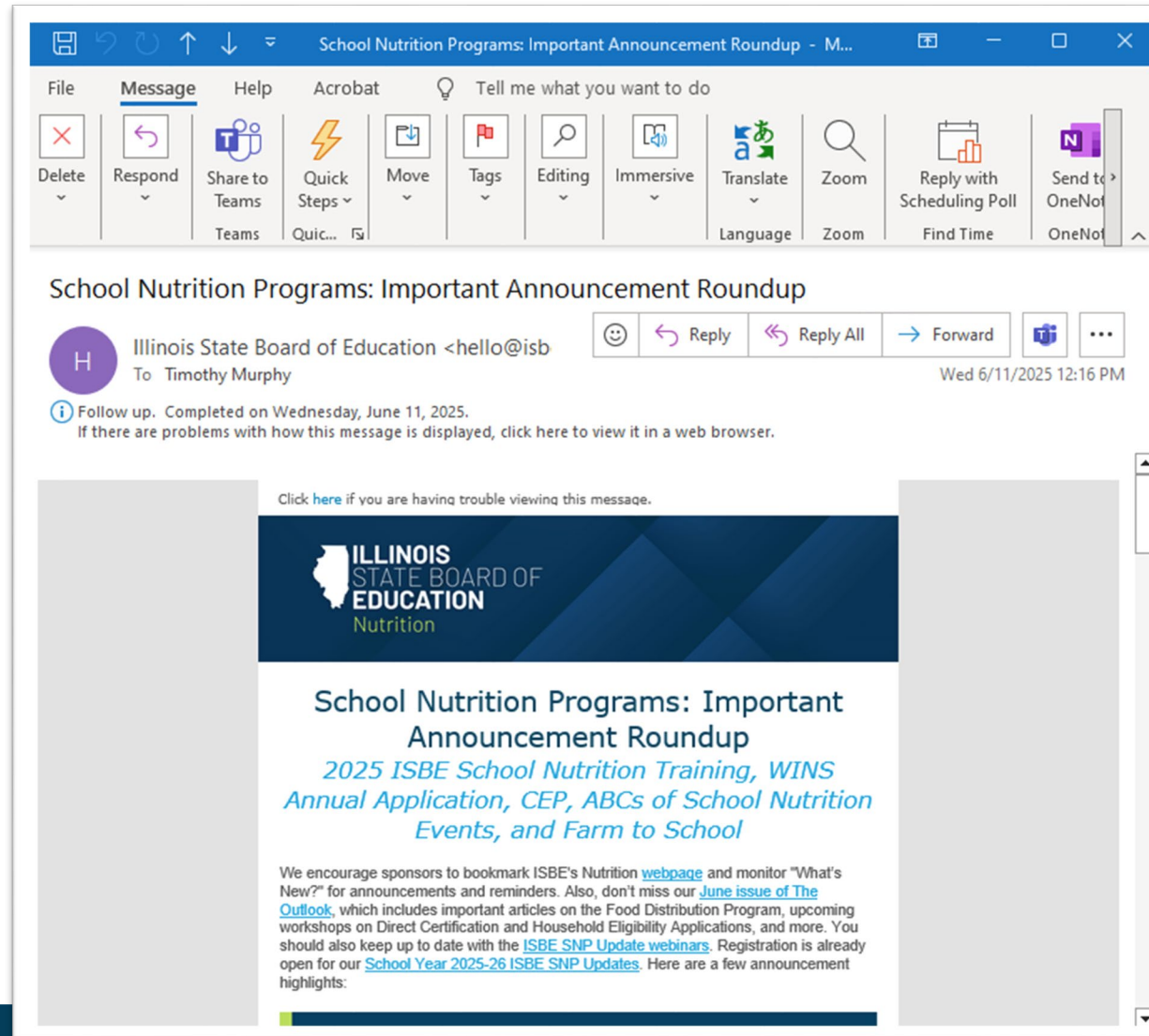
SUMMER LEARNING INSTITUTES: ISBE Nutrition Department staff is partnering with the University of Illinois Extension to present free Summer Learning Institutes across the state in July and August. Find a location near you on the [ABCs of School Nutrition events webpage](#). These free in-person trainings will cover such topics as staff recruitment and training, taste tests, reducing school food waste, reducing sugar and salt at meals, vegetarian options in the lunchroom, ISBE Updates, and more. Topics and training hours will vary by date and location so be sure to check the individual events for more information.

LOCAL FOODS FOR SCHOOLS: Don't forget that schools participating in the [Seamless Summer Option](#) (SSO) are eligible to purchase local foods that meet [Local Food for Schools](#) (LFS) requirements to serve as a part of your SSO breakfast or lunch meals! Participation in LFS for SSO operates the exact same way that it does during the school year – SFAs must be signed up for LFS, SFAs source and purchase local unprocessed or minimally processed foods that meet LFS requirements and serve them in your SSO reimbursable meals and then submit a claim for reimbursement including all required information and data and then ISBE will reimburse the SFA for the eligible purchases. Please note that LFS funds can only be used for SSO and cannot be used for Summer Food Service Program (SFSP) meals.

TRAINING OPPORTUNITY: The Sustainable Food Institute of America is offering a four-day training to equip school food service staff with the skills for scratch cooking through hands-on intensive training. Food service staff and cooks will benefit most from attending this farm to school and scratch cooking training. Limited spaces are available. To learn more and register, visit the [SFIA Summer Training Institute webpage](#). The training is set for July 7-10 at Lincoln Land Community College in Springfield.

Nutrition Department, Illinois State Board of Education
100 N. First St., Springfield, IL 62777
Phone: (800) 545-7892 or (217) 782-2491
cnp@isbe.net, www.isbe.net/nutrition

www.isbe.net/subscribe



✓ Reference the Handbook

The screenshot shows the 'School Nutrition Programs' page on the isbe.net website. The page has a dark blue header with the title 'NUTRITION SCHOOL NUTRITION PROGRAMS'. On the left, there is a sidebar with a 'NUTRITION' tab and a list of programs: After-School Care Program, Illinois Free Lunch and Breakfast Program, National School Lunch Program, Pandemic Electronic Benefit Transfer (P-EBT), School Breakfast Program, Seamless Summer Option, SNP: New Applicants, and Special Milk Program. The main content area features eight green buttons arranged in two rows, each representing a program: After-School Care Program, Illinois Free Lunch and Breakfast Program, National School Lunch Program, Pandemic Electronic Benefit Transfer (P-EBT), School Breakfast Program, Seamless Summer Option, SNP: New Applicants, and Special Milk Program. Below these buttons, there are four links with icons: 'A TO Z INDEX OF SCHOOL NUTRITION PROGRAMS' (folder icon), 'ADMINISTRATIVE HANDBOOK' (book icon, highlighted in yellow), 'NSLP OUTLOOK NEWSLETTERS' (document icon), and 'THE ABCS OF SCHOOL NUTRITION' (ABC icon). At the bottom, there is a link for 'SCHOOL NUTRITION AND WELLNESS CHAMPIONS' (trophy icon).

School Nutrition Programs

isbe.net/Pages/School-Nutrition-Programs.aspx

NUTRITION

SCHOOL NUTRITION PROGRAMS

- After-School Care Program
- Illinois Free Lunch and Breakfast Program
- National School Lunch Program
- Pandemic Electronic Benefit Transfer (P-EBT)
- School Breakfast Program
- Seamless Summer Option
- SNP: New Applicants
- Special Milk Program

RESOURCES

- Farm to School
- Food Allergy Resources
- Household Eligibility Resources
- Illinois Pre-Approved Equipment
- Illinois School Nutrition Advisory Council

A TO Z INDEX OF SCHOOL NUTRITION PROGRAMS

ADMINISTRATIVE HANDBOOK

NSLP OUTLOOK NEWSLETTERS

THE ABCS OF SCHOOL NUTRITION

SCHOOL NUTRITION AND WELLNESS CHAMPIONS


School Nutrition Programs Admin x +

isbe.net/Pages/SchoolNutritionAdminHandbook.aspx




















NUTRITION
School Nutrition Programs

School Nutrition Programs
Administrative Handbook

NUTRITION SCHOOL NUTRITION PROGRAMS ADMINISTRATIVE HANDBOOK

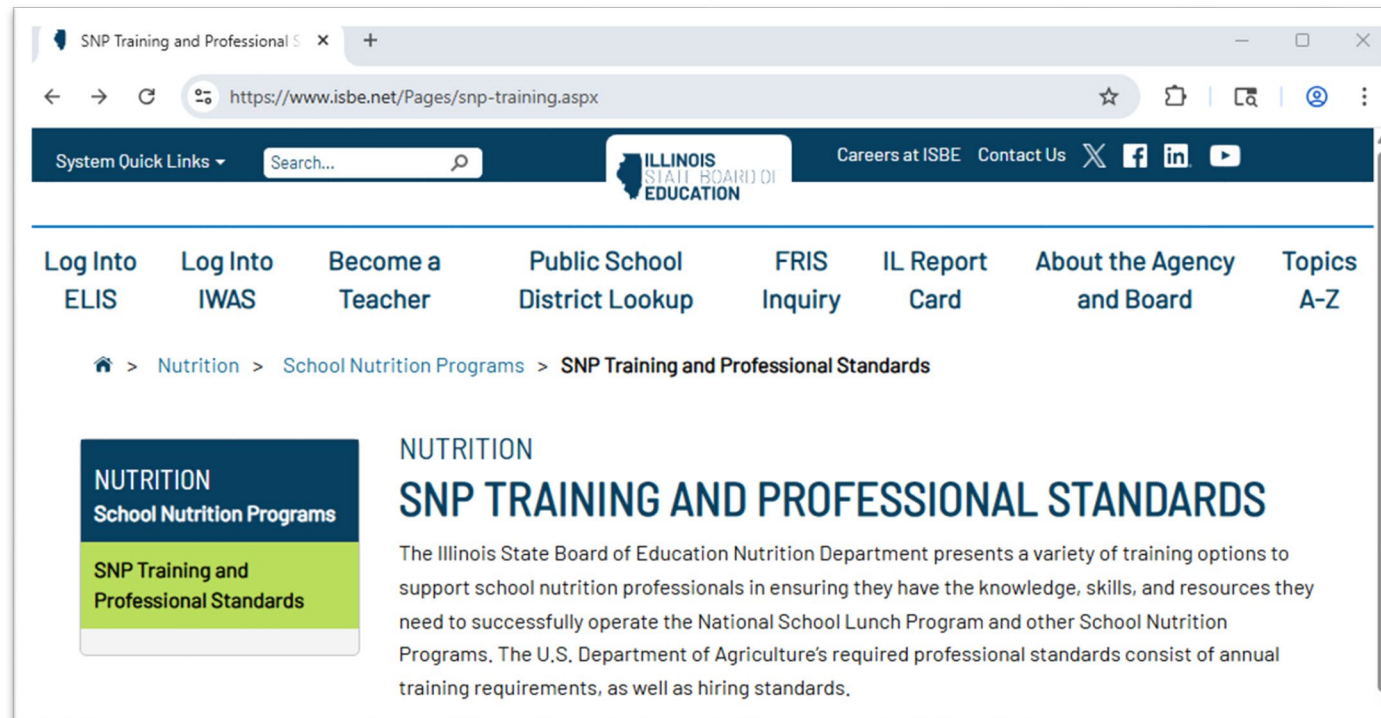
[Complete Administrative Handbook](#) 

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](#) 

✓ SNP Training and Professional Standards webpage

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



Training Partners

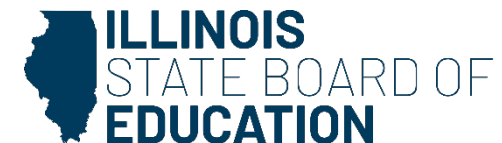


Visit our [What's New? section](#) to view and register for upcoming trainings and webinars and to link to recent recordings from the ISBE Nutrition Department and our training partners.

- **ABCs of School Nutrition:** The ISBE Nutrition Department partners with the University of Illinois Extension to provide resources and training to support school nutrition programs in Illinois. View recorded trainings and watch for upcoming in-person trainings and live webinars.
- **Institute of Child Nutrition:** ICN is a federally funded national center dedicated to applied research, education and training, and technical assistance for Child Nutrition Programs. Register for upcoming live trainings and access recorded trainings and other resources.
- **USDA Professional Standards Training Database:** This database allows school nutrition professionals to search for training that meets their learning needs in one easy-to-use website. Trainings are available in a variety of formats and most trainings are free.



Illinois Extension
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN



Upcoming Trainings

Our In-Person Trainings



- **2025 Direct Certification and Household Eligibility Application**









Workshops: ISBE Nutrition Department staff will host free, half-day trainings in Grayslake (May 7), Collinsville (May 8), Normal (Aug. 13), and Naperville (Aug. 14). [Register online by clicking here.](#)

- **2025 Summer Learning Institutes:** ISBE Nutrition Department staff is partnering with the University of Illinois Extension to present Summer Learning Institutes across the state in July and August. Find a location near you on the [ABCs of School Nutrition events webpage.](#)

Recorded Trainings

ISBE On-Demand Trainings & Resources



- [WINS Annual Application Instructions](#)
- [Meal Patterns and Nutrition Standards](#)
 - [Meal Patterns Consistent With the Dietary Guidelines](#)  (Recorded January 2025)
 - [Presentation](#) 
- [Local Wellness Policy Trainings](#)
 - [Local Wellness Policy Content Requirements](#) 
 - [Presentation](#) 
 - [Local Wellness Policies: Completing the Triennial Assessment](#) 
 - [Presentation](#) 
- [ISBE School Nutrition Programs Updates](#)
 - [May 2025](#) 
 - [Presentation](#) 

Professional Standards

Professional Standards For All School Nutrition Programs Employees



Professional Standards For All School Nutrition Programs Employees



The USDA Food and Nutrition Service (FNS) released the Professional Standards for State and Local School Nutrition Programs Personnel final rule on March 2, 2015. This USDA final rule establishes professional standards for state and local school nutrition programs personnel for hiring new school nutrition programs directors and establishes required annual training hours for all school nutrition programs employees. The final rule was effective July 1, 2015.

- [Individual Employee Annual Training Requirement Tracker](#) 
- [Federal Register - Final Rule, published March 2, 2015](#) 
- [Q&As Regarding Professional Standards for State and Local School Nutrition Program Personnel](#)
- [USDA's Professional Standards Online Training Database](#)
- [USDA Guide to Professional Standards for School Nutrition Programs](#)

✓ Contact Us

- Call (800) 545-7892
or (217) 782-2491



- Email cnp@isbe.net



- Include your RCDDT/Agreement
Number

✓ Contact Us

- **Summer Food Service Program:**
summermeals@isbe.net
- **ISBE Procurement staff:**
nutritionprocurement@isbe.net
- **Summer EBT:** sebt@isbe.net
- **Food Distribution Program:** fdp@isbe.net
- **Local Food for Schools funding:**
localfoods@isbe.net

✓ Contact Us

Funding and Disbursements

<https://www.isbe.net/Pages/Funding-and-Disbursements.aspx>

- (217) 782-5256
- Reimbursement claims and payment information

IWAS

<https://www.isbe.net/Pages/Funding-and-Disbursements.aspx>

- (217) 558-3600
- For help with logins and passwords

✓ Contact Us

Entity Profile System

<https://www.isbe.net/Documents/eps-guide.pdf>

- (312) 814-9192, epschange@isbe.net
- For updating official school records in EPS. This includes school name, address, main phone and fax, and administrator information.

GATA (Grant Accountability and Transparency Act)

<https://www.isbe.net/gata>

- gata@isbe.net



Questions?

thank you