

ISBE SNP Update

Wednesday, Oct. 1, 2025



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



- **ISBE SNP Updates**

- Fall semester: Aug. 6, Sept. 3, **Oct. 1**, Nov. 5
- Spring semester: Feb. 4, March 4, April 1, May 6
 - Register for them all today; click here.
- Earn annual training requirements
- Recordings on the SNP Training and Professional Standards webpage

What's New?



What's New

- PUBLIC HEALTH ALERT: Ready-To-Eat Meals Containing Pasta
- FOOD RECALL: Corn Dog and Sausage on a Stick Products
- USDA Extends Public Comment Period for Reorganization
- Rescission of Guidance on Promoting Access to Voting through the Child Nutrition Programs
- Participate in the Midwest Great Apple Crunch on Oct. 9!
- FOOD RECALL: Deep Brand Frozen Retail and Mail Order Products

CHILD AND ADULT CARE FOOD PROGRAM

- Nov. 18 Webinar on "Recognizing Infant Readiness for Solid Foods"
- Oct. 21 Webinar on "Fostering Healthy Habits and Nutrition Education"
- FY 26 Renewal Application Deadline Oct. 31
- Celebrate Farm to CACFP Week Oct. 12-18!
- Read the Latest Issue of the Mealtime Minutes Newsletter

SCHOOL NUTRITION PROGRAMS

- ICN Plans "Making Time for Scratch Cooking" Webinar
- Sign Up for an Administrative Review Workshop
- Updated Verification Training and Resources Available
- Institute of Child Nutrition Offers Trainings on Reducing Sodium
- Get Ready for National School Lunch Week! (Oct. 13-17)
- Oct. 1 Webinar on "How to Serve School Lunches With More Taste and Less Waste"
- Apply for a FY 26 Patrick Leahy Farm to School Grant
- In Case You Missed It: Operating CEP in SY 25-26 Webinar
- "Serve It Safely Food Handler Training" Offered on Sept. 11 and Nov. 4
- Sign Up for Oct. 7 "Food Allergies in School Nutrition" Training
- SFAs Tentatively Selected for SY 2025-26 Administrative Review
- Register for School Year 2025-26 ISBE SNP Update Webinars
- Read the Latest Issue of The Outlook Newsletter



¿Qué constituye un desayuno escolar?

grano **fruta (o verdura)** **leche**

Ofrecer vs. Servir
Elija al menos 3 artículos de los cuatro ofrecidos. **Uno debe ser 1/2 taza de fruta (o verdura).**

El cuarto artículo ofrecido puede ser otro cereal, otra fruta o verdura, o una carne o un sustituto de la carne.

Esta institución es un proveedor que ofrece igualdad de oportunidades.

Los 5 componentes de un almuerzo escolar

carna/carna alternativa **grano** **leche**

Ofrecer vs. Servir
Elija **1/2 taza de fruta**, o **1/2 taza de vegetales**, o **1/2 taza de combinación**, y al **menos otros 2 componentes.** **¡Elige los 5 para la mejor nutrición!**

fruta **verdura**

Esta institución es un proveedor que ofrece igualdad de oportunidades.



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

Food Recalls and Public Health Alerts

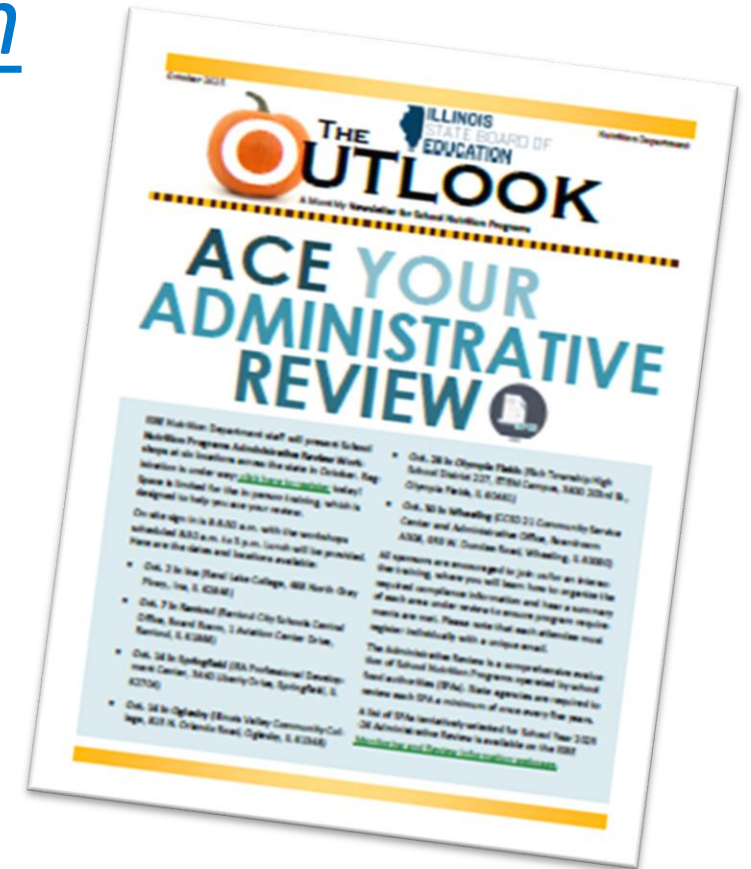
- [Corn Dog and Sausage on a Stick Products](#)
 - Sold online and shipped to retail and food service locations nationwide. Also sold to school districts and Department of Defense facilities nationwide. While the products were distributed to schools, it resulted from commercial sales and not part of food provided by the USDA for the National School Lunch Program. [VIEW LABELS](#), [VIEW PRODUCT LIST](#)
- [USDA Recalls & Public Health Alerts](#)
- [Food and Drug Administration \(FDA\)](#)



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

- **The Outlook**

- Read the October 2025 issue!
- Keep your WINS contacts up-to-date.
 - Most messages sent to Authorized Rep., Sponsor Contact, Claim Contact, Food Service Director, and Wellness Coordinator
- Others can sign up at www.isbe.net/subscribe



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

- **The Outlook**

- **Professional Standards Trainings and Tracker Tool (PSTTT)**

- Option for tracking yearly required training hours for staff
 - Email cnpntab@usda.gov for assistance using the PSTTT.

- **Resources:**

- [USDA FNS Professional Standards for School Nutrition Professionals](#)
 - [ISBE's SNP Training and Professional Standards webpage](#)

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

• On-Demand Trainings & Resources

- Operating CEP in SY 25-26
- Certification of HEAs
- Direct Certification
- Resource Management
- Food Safety & HACCP
- Verification Process and VSR
- USDA Risk Assessment Tool



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



- **Administrative Reviews**

- SFAs Tentatively Selected for SY 25-26

- Administrative Review

- SNP Administrative Review Workshops

- Openings in Rantoul, Oglesby, Olympia Fields, and Wheeling

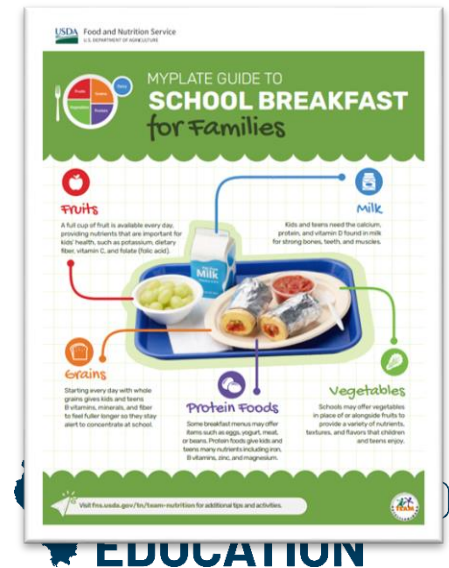
What's New? www.isbe.net/nutrition

• Menu Board & Signage Resources

– Offer vs. Serve Breakfast and Lunch
in English and Spanish



– USDA Team Nutrition →



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

- **Culinary Institute of Child Nutrition**

- "Making Time for Scratch Cooking: Operational Efficiencies and Strategies to Streamline Food Production in School Meals"

- 2-3 p.m. CST Thursday, Oct. 2
 - [Register online!](#)

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

- **Food Safety**

- [2-4:30 p.m. Nov. 4](#)


- **Food Allergies in School Nutrition**

- [3-5 p.m. Oct. 7](#)



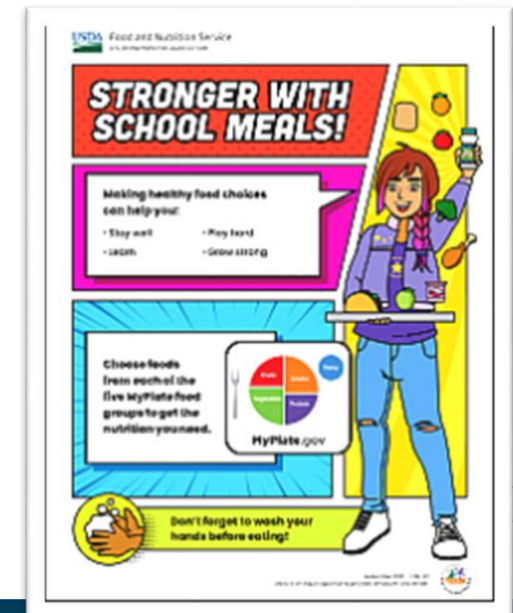
Illinois Extension
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

ABCs
of school nutrition

 **ILLINOIS**
STATE BOARD OF
EDUCATION

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

- National School Lunch Week
– Oct. 13-17
- School Nutrition Association
- USDA School Lunch Materials



Farm to School



National Farm to School Month = October!

Visit the [Farm to School Networks website](#) for the Celebration Toolkit & Resources!

- This toolkit contains tips and free resources to help you celebrate and spread the word about Farm to School Month:
 - Facts about National Farm to School Month
 - Messaging Tips
 - Ready-To-Go and Customizable Social Media Graphics, Sample Captions, Email Copy
 - Media Pitch Ideas & Sample Press Release
 - Actionable Ways to Celebrate for Everyone!
 - Farm to School Month Resource Directory
 - Additional Advocacy & General Resources

ISBE would love to hear about your Farm to School Month activities. Email us at localfoods@isbe.net to share!



Patrick Leahy Farm to School Grant Program

- The USDA FY 2026 Patrick Leahy Farm to School Grant Program Request for Applications (RFA) is open NOW!
- To apply, visit [Grants.gov](https://www.Grants.gov) and follow the instructions found within the RFA. For helpful information see the [grant applicant resources](#).
- For more info on the grant visit the USDA webpage at:
<https://www.fns.usda.gov/f2s/grant>
- Grant Objective:
 - **Improve access to local foods in eligible CNP sites through comprehensive farm to CNP programming that includes local sourcing and agricultural education efforts.**

FY26 Patrick Leahy F2S Grant

- Who can apply?
 - State agencies
 - Indian Tribal Organizations
 - Child Nutrition Program Operators*
 - Local Agencies *
 - Agricultural Producers *
 - Non-Profit Organizations *
- * = must be part of a partnership to be eligible to apply.
- Application Due Date
 - Dec. 5, 2025
- Amount of Funding Available
 - Competitive grant
 - Projects ranging from \$100,000 to \$500,000.
 - There is a match requirement

The USDA MWRO Farm to School staff have offered to provide Technical Assistance to those looking to apply – please email Lindsay at lblough@isbe.net if you are interested in assistance from the USDA.

Patrick Leahy F2S Grant RFP – Office Hours

The USDA Farm to School Team will host office hours to provide applicants with an opportunity to ask questions about the grant program.

- Sessions will be held from 1-2 p.m. Central Time on:
 - Oct. 8, 2025 ([Click Here to Join](#))
 - Oct. 21, 2025 ([Click Here to Join](#))
 - Nov. 5, 2025 ([Click Here to Join](#))
 - Nov. 18, 2025 ([Click Here to Join](#))
 - Dec. 2, 2025 ([Click Here to Join](#))

Note that these sessions will not be recorded, but you can come and go at any time. The full time will be dedicated solely to answering applicant questions, and you do not need to attend for the full hour.

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

- **Illinois Agriculture in the Classroom**

- [Lessons and Curricular Materials](#)

- [Teacher Grants](#)

- **Book Grant:** Deadline Oct. 17

- **Project Grant:** Deadline Oct. 17



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

- **Midwest Great Apple Crunch**

- **When:** Oct. 9
- [Register to participate!](#)
- Contact them:
FarmtoSchool@SevenGenerationsAhead.org
- [Try a new recipe with apples!](#)



ILLINOIS
FARM TO SCHOOL
NETWORK



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

- **National Farm to Cafeteria Conference**
 - Dec. 1-4 in Albuquerque, N.M.
 - Visit the [National Farm to School Network webpage](#) for more information.



Verification and the VSR

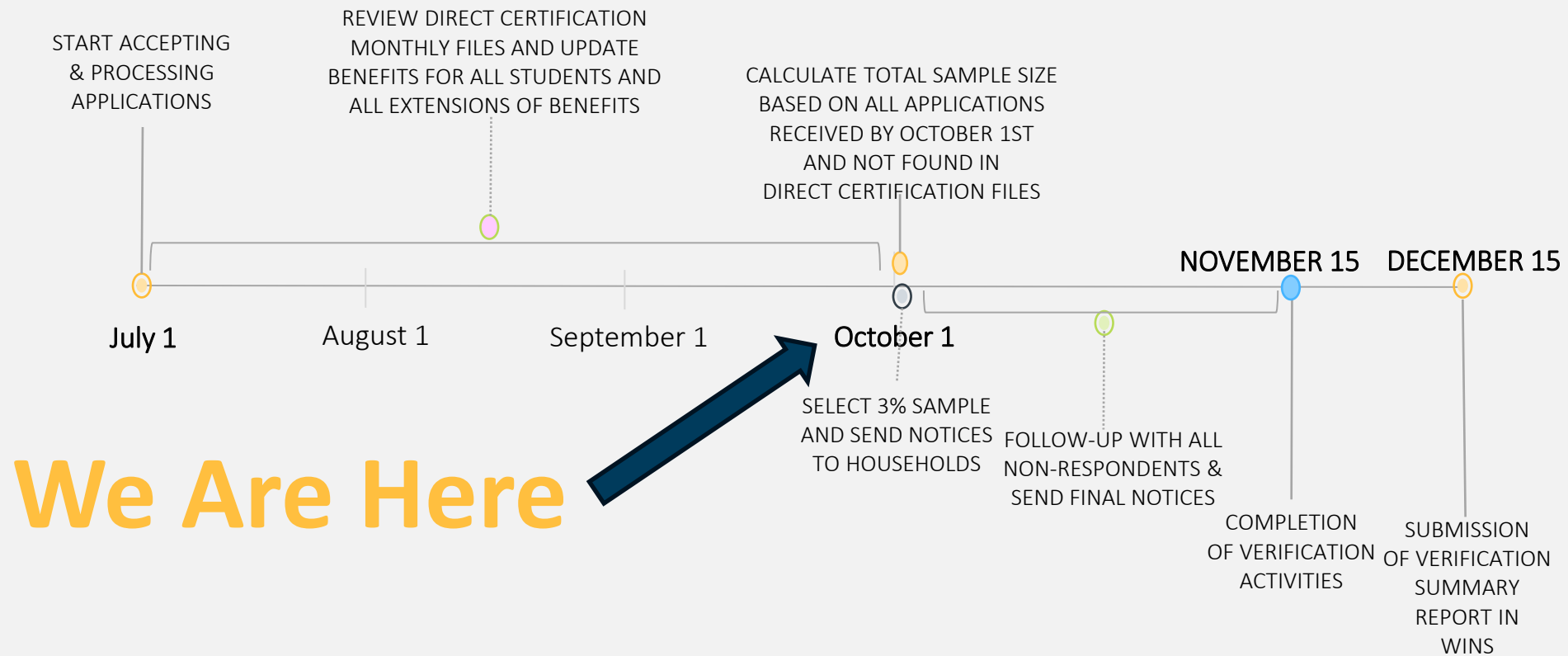
<https://www.isbe.net/Pages/School-Based-Child-Nutrition-Documents.aspx>

All School Nutrition Program sponsors participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) who receive and approve Household Eligibility Applications between July 1 to Oct. 1, 2025, must conduct Verification for SY 2025-26. (Sponsors that are district-wide Community Eligibility Provision (CEP) do not need to complete the Verification process or the VSR.)

Verification Resources Online

- [ISBE Verification and the VSR webpage section](#)
- [School Year 2025-26 Recorded Training](#)
 - [PDF of slides](#)
- [SNP Administrative Handbook](#) (Verification Section I)
- [Error Prone Instructions](#)
- [Verification and VSR FAQs](#)
- [Verification Forms/Sample Letters](#)

Verification Timeline



Verification Checklist

- ☐ Review Direct Certification monthly files and update benefits for all students and all extensions of benefits.
- ☐ If you did not attend an in-person training, review the [recorded training](#).
- ☐ Calculate the total sample size based on all applications received by Oct. 1 and not found in Direct Certification files.
- ☐ Utilize the [VSR Data Collection Form](#) to prepare your Step 1 Verification Summary Report entries for WINS.
- ☐ Complete Step 1 of the Verification Summary Report in WINS— open today!

Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info
Administrative Tasks				
Sponsor Tasks		Site Application Tasks		
<ul style="list-style-type: none">Batch Daily Meal CountsBatch Participation DetailAdd/Remove Detail DatesBatch Site QuestionnaireBatch Site ParticipationIs Community Eligibility Provision (CEP) for you?Add New SiteDeactivate/Re-activate Site(s)Deactivate SponsorReview Citation ResponsesWaivers		<ul style="list-style-type: none">Enroll Site In New ProgramEdit Site QuestionnaireEdit Program ParticipationEdit Participation Detail		
Reports		Budget		
<ul style="list-style-type: none">NSLP Verification Summary ReportDirect CertificationDeleted SitesClaim Data Report		No WINS Budgets required.		

Verification Next Steps

Nov. 1: Steps 2-5 of the VSR open in WINS. You may begin entering completed Verification results and data in the VSR.

Nov. 17: Marks the completion of the Verification process. Local Education Agencies (LEAs) that processed HEAs to provide free or reduced-price meal benefits to students must have the Verification process completed by Nov. 17 since the traditional deadline falls on Saturday, Nov. 15. Sponsors should be finished with correspondence with households selected for Verification.

Dec. 15: The deadline to submit the Verification Summary Report (VSR) is Dec. 15. The VSR must be submitted in WINS to avoid claim withholding.

Buy American Provision



What programs does Buy American Provision apply to?

- School Nutrition Programs:
 - National School Lunch Program (NSLP)
 - School Breakfast Program (SBP)
 - Seamless Summer Option (SSO)
 - Afterschool Snack Program (ASP)
 - A la carte foods/ Competitive foods
- Child and Adult Care Food Programs (CACFP)
 - Only applies to SFAs that operate CACFP
- Summer Food Service Program (SFSP)
 - Only applies to SFAs that operate SFSP

What is the Buy American Provision?

- School Food Authorities (SFAs) **must** purchase, to the maximum extent practical, domestic foods. [[7 CFR 210.21\(d\)](#) and [7 CFR 220.16\(d\)](#)].
 - Does not apply to nonfood items such as paper supplies and equipment.
- Exceptions are allowed and must be documented.
 - The product is not produced or manufactured in the United States in sufficient and reasonable available quantities of a satisfactory quality.
 - Competitive bids reveal the cost of a United States product are significantly higher than the non-domestic product.
- Administrative and Procurement Reviews.
 - Onsite observation
 - Buy American language in procurement documentation

USDA Final Rule Buy American Provision Changes

- Buy American Provisions Related to the Final Rule:
<https://www.fns.usda.gov/cn/buy-American-provisions>
- Buy American language is required in all procurement procedures, solicitations and contracts.
- Items on the Federal Acquisitions Regulations (FAR) Non-available articles list are automatically approved to use as an “exception” such as bananas and mandarin oranges.
 - [48 CFR 25.104](#)
 - Items found on the FAR Non-available articles list are exempt from the documentation requirement, however, these items **must** be counted toward the cap on non-domestic purchases.
- Gradually phases in annual cap on non-domestic food purchases

Final Rule: Annual Cap on Non-domestic Food Purchases

- Limits to the amount spent on non-domestic purchases

School Year	Annual Cap
2025-2026 (beginning July 1, 2025)	10 percent
2028-2029 (beginning July 1, 2025)	8 percent
2031-2032 (beginning July 1, 2025)	5 percent

Buy American Exceptions Tracking Standard Form

- SP 23-2024: Buy American Provisions and Exceptions Tracking Form
 - <https://www.fns.usda.gov/cn/buy-american-provisions>
- Form also available on ISBE General Procurement website
 - <https://www.isbe.net/Pages/General-Procurement-All-Programs.aspx>
- USDA Buy American Final Rule training webinar/tracking form demo
 - <https://www.fns.usda.gov/cn/buy-american-provisions/webinar>

USDA Buy American Exceptions Tracking Form Template

Buy American Exceptions Tracking Standard Form Overview

Purpose

The Exceptions Tracking Standard Form is an **optional** template that school food authorities can use to document the use of exceptions to purchase non-domestic foods under the Buy American provision. The purpose of this form is to track both the exceptions and costs related to non-domestic product purchases. School food authorities can input data related to non-domestic product costs in the Exceptions Tracker tab, and the Exceptions Summary tab will help the school food authority calculate its percentage of costs from non-domestic products within a specified time frame.

Background and Requirements

Under the Buy American provision, school food authorities in the contiguous United States that participate in the National School Lunch Program or the School Breakfast Program are required to purchase domestic commodities or products for their school meal programs to the maximum extent practicable (42 U.S.C. § 1760(n)).

DEFINITION OF DOMESTIC COMMODITIES OR PRODUCTS

A domestic commodity or product is defined as an agricultural commodity that is produced in one of the 50 states, the District of Columbia, Puerto Rico, or any U.S. territory. A domestic commodity or product can also be defined as a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States (7 CFR 210.21(d)(1)).

DEFINITION OF "SUBSTANTIALLY"

"Substantially using agricultural commodities that are produced in the United States" means over 51 percent of a food product (by weight or volume) must consist of agricultural commodities that were grown domestically (7 CFR 210.21(d)(1)(ii)).

REQUIREMENTS FOR FISH AND FISH PRODUCTS

For information on how the Buy American requirements apply to fish and fish products offered in school lunch and breakfast programs, please review 7 CFR 210.21(d)(6) and/or 7 CFR 220.16(d)(6).

Exceptions

There are two limited circumstances when school food authorities may purchase non-domestic foods. School food authorities must make a case-by-case determination to purchase a non-domestic product and are responsible for defining key terms related to the below Buy American exceptions, such as "significantly higher" cost.

EXCEPTION 1

The product is listed on the Federal Acquisitions Regulations (FAR) 25.104 Nonavailable articles list found at 48 CFR 25.104 and/or is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.

Overview

Exceptions Tracker

Exceptions Summary

A	B	C	D	E	F	G	H	I	J	K	L
#	SCHOOL NAME	INVOICE NUMBER	INVOICE DATE	SOURCE	PRODUCT DESCRIPTION	FOOD COMPONENT	NON-DOMESTIC	EXCEPTION TYPE	UNIT	PRICE PER UNIT	NUMBER UNITS
Count.	If relevant.	If relevant.	(MM/DD/YYYY)	What is the origin of the invoice?	(e.g., lettuce mix, applesauce, whole wheat rolls, ground beef, etc.)	Select the most appropriate food component label for the product purchased.	Was this product produced in one of the 50 states, the District of Columbia, Puerto Rico, or any U.S. territory? If not, confirm by selecting "Non-domestic".	Exception 1. The product is listed on the Federal Acquisitions Regulations Nonavailable articles list found at 48 CFR 25.104 and/or is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.	Optional (e.g., case, dozen, pound, bunch). If you prefer not listing items by unit, you can leave this column blank or enter "N/A".	Optional. If you prefer not listing items by unit, you can leave this column blank or enter zero.	Optional. If you prefer listing items by unit, you can leave this column blank or enter "N/A".
1	Montlake School	1200AT6B	8/15/2025	Fresh Food Hub	Tomatoes, diced, #10 can	Vegetables	Non-domestic	Exception 2	Case	\$ 40.00	25
2	Lakemont School	1459AT6B	8/20/2025	Star Food	Bananas, whole, fresh	Fruits	Non-domestic	Exception 1, listed on the Nonavailable articles list	N/A	\$ -	N/A
3										\$ -	-
4										\$ -	-
5										\$ -	-
6										\$ -	-
7										\$ -	-
8										\$ -	-
9										\$ -	-
10										\$ -	-
11										\$ -	-
12										\$ -	-
13										\$ -	-
14										\$ -	-
15										\$ -	-
16										\$ -	-
17										\$ -	-
18										\$ -	-
19										\$ -	-
20										\$ -	-
21										\$ -	-
22										\$ -	-
23										\$ -	-

Buy American Exceptions Summary

Total Non-domestic Costs

\$ - .00

This will be automatically calculated.

Total Annual Commercial Food Costs

Please enter the SFA's total annual commercial food costs here.

Percentage of Commercial Food Costs from Non-domestic Foods

#DIV/0!

This field will highlight green, yellow, or red depending on the percentage calculated.

TOTAL NON-DOMESTIC COSTS AS A PERCENTAGE OF TOTAL FOOD BUDGET

Total Non-domestic Costs

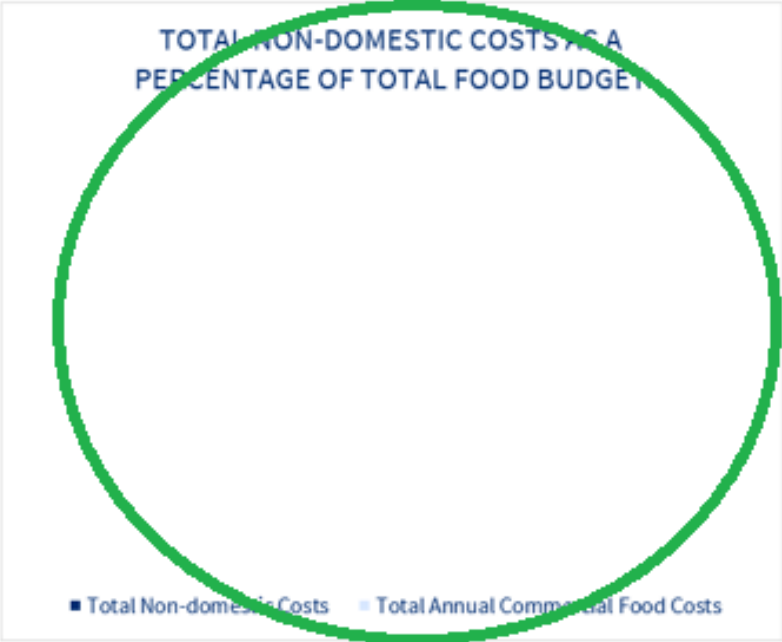
Total Annual Commercial Food Costs

Overview

Exceptions Tracker

Exceptions Summary

USDA Buy American Exceptions Tracking Form Template

A	B	C	D	E	F	G	H	I	J	K	L
Buy American Exceptions Summary											
Total Non-domestic Costs		<div>\$ - .00</div> <p><i>This will be automatically calculated.</i></p>									
Total Annual Commercial Food Costs		<div></div> <p><i>Please enter the SEA's total annual commercial food costs here.</i></p>									
Percentage of Commercial Food Costs from Non-domestic Foods		<div>#DIV/0!</div> <p><i>This field will highlight green, yellow, or red depending on the percentage calculated.</i></p>									
<div>TOTAL NON-DOMESTIC COSTS AS A PERCENTAGE OF TOTAL FOOD BUDGET</div>  <div>■ Total Non-domestic Costs ■ Total Annual Commercial Food Costs</div>											

Overview

Exceptions Tracker

Exceptions Summary

USDA Buy American Exceptions Tracking Form Template

B	C	D	E	F	G	H	I	J	K	L	M
SCHOOL NAME	INVOICE NUMBER	INVOICE DATE	SOURCE	PRODUCT DESCRIPTION	FOOD COMPONENT	NON-DOMESTIC	EXCEPTION TYPE	UNIT	PRICE PER UNIT	NUMBER OF UNITS	TOTAL AMOUNT
<i>If relevant.</i>	<i>If relevant.</i>	<i>(MM/DD/YYYY)</i>	<i>What is the origin of the invoice?</i>	<i>(e.g., lettuce mix, applesauce, whole wheat rolls, ground beef, etc.)</i>	<i>Select the most appropriate food component label for the product purchased.</i>	<i>Was this product produced in one of the 50 states, the District of Columbia, Puerto Rico, or any U.S. territory? If not, confirm by selecting "Non-domestic".</i> <i>Does this product consist of more than 51 percent of domestically grown food by weight or volume? If not, confirm by selecting "Non-domestic".</i>	Exception 1. <i>The product is listed on the Federal Acquisitions Regulations Nonavailable articles list found at 48 CFR 25.104 and/or is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.</i> Exception 2. <i>Competitive bids reveal the cost of a U.S. product is significantly higher than the non-domestic product.</i>	<i>Optional (e.g., case, dozen, pound, bunch).</i> <i>If you prefer not listing items by unit, you can leave this column blank or enter "N/A".</i>	<i>Optional.</i> <i>If you prefer not listing items by unit, you can leave this column blank or enter zero.</i>	<i>Optional.</i> <i>If you prefer not listing items by unit, you can leave this column blank or enter "N/A".</i>	<i>Enter the total cost for this line.</i> <i>If you choose to include price per unit and number of units, you can use this column to calculate the total by multiplying price per unit by number of units.</i>
Montlake School	1200AT6B	8/15/2025	Fresh Food Hub	Tomatoes, diced, #10 can	Vegetables	Non-domestic	Exception 2	Case	\$ 40.00	25	\$ 1,000.00
Lakemont School	1459AT6B	8/20/2025	Star Food	Bananas, whole, fresh	Fruits	Non-domestic	Exception 1, listed on the Nonavailable articles list	N/A	\$ -	N/A	\$ 300.00
									\$ -		\$ -
									\$ -		\$ -
									\$ -		\$ -
									\$ -		\$ -

USDA Buy American Exceptions Tracking Form Template

- Sample:

Buy American Exceptions Summary

Total Non-domestic Costs

\$ - .00

This will be automatically calculated.

Total Annual Commercial Food Costs

\$ 150,000.00

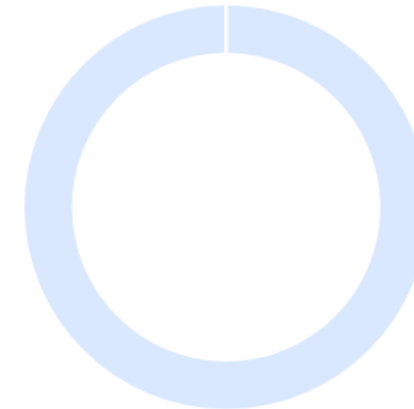
Please enter the SFA's total annual commercial food costs here.

Percentage of Commercial Food Costs
from Non-domestic Foods

0%

This field will highlight green, yellow, or red depending on the percentage calculated.

TOTAL NON-DOMESTIC COSTS AS A
PERCENTAGE OF TOTAL FOOD BUDGET



■ Total Non-domestic Costs ■ Total Annual Commercial Food Costs

USDA Buy American Exceptions Tracking Form Template

- Sample:

SCHOOL NAME	INVOICE NUMBER	INVOICE DATE	SOURCE	PRODUCT DESCRIPTION	FOOD COMPONENT	NON-DOMESTIC	EXCEPTION TYPE	UNIT	PRICE PER UNIT	NUMBER OF UNITS	TOTAL AMOUNT
<i>If relevant.</i>	<i>If relevant.</i>	<i>(MM/DD/YYYY)</i>	<i>What is the origin of the invoice?</i>	<i>(e.g., lettuce mix, applesauce, whole wheat rolls, ground beef, etc.)</i>	<i>Select the most appropriate food component label for the product purchased.</i>	<i>Was this product produced in one of the 50 states, the District of Columbia, Puerto Rico, or any U.S. territory? If not, confirm by selecting "Non-domestic".</i> <i>Does this product consist of more than 51 percent of domestically grown food by weight or volume? If not, confirm by selecting "Non-domestic".</i>	Exception 1. The product is listed on the Federal Acquisitions Regulations Nonavailable articles list found at 48 CFR 25.104 and/or is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality. Exception 2. Competitive bids reveal the cost of a U.S. product is significantly higher than the non-domestic product.	<i>Optional (e.g., case, dozen, pound, bunch).</i> <i>If you prefer not listing items by unit, you can leave this column blank or enter "N/A".</i>	<i>Optional.</i> <i>If you prefer not listing items by unit, you can leave this column blank or enter zero.</i>	<i>Optional.</i> <i>If you prefer not listing items by unit, you can leave this column blank or enter "N/A".</i>	<i>Enter the total cost for this line.</i> <i>If you choose to include price per unit and number of units, you can use this column to calculate the total by multiplying price per unit by number of units.</i>
Montlake School	1200AT6B	8/15/2025	Fresh Food Hub	Tomatoes, diced, #10 can	Vegetables	Non-domestic	Exception 2	Case	\$ 40.00	25	\$ 1,000.00
Lakemont School	1459AT6B	8/20/2025	Star Food	Bananas, whole, fresh	Fruits	Non-domestic	Exception 1, listed on the Nonavailable articles list	N/A	\$ -	N/A	\$ 300.00
ABC school	123456	9/15/2025	XYZ Foods	Bananas, whole, fresh	Fruits	Non-domestic	Exception 1, listed on the Nonavailable articles list	N/A			\$ 500.00
123 School	654321	10/1/2025	456 Foods	Tomatoes, diced, #10 can	Vegetables	Non-domestic	Exception 2	Case	\$ 25.00	6	\$ 750.00
									\$ -		\$ -
									\$ -		\$ -

USDA Buy American Exceptions Tracking Form Template

- Sample:

A	B	C	D	E	F	G	H	I	J	K	L
Buy American Exceptions Summary											
Total Non-domestic Costs		<div>\$ 1,250.00</div> <p><i>This will be automatically calculated.</i></p>									
Total Annual Commercial Food Costs		<div>\$ 150,000.00</div> <p><i>Please enter the SFA's total annual commercial food costs here.</i></p>									
Percentage of Commercial Food Costs from Non-domestic Foods		<div>1%</div> <p><i>This field will highlight green, yellow, or red depending on the percentage calculated.</i></p>									

TOTAL NON-DOMESTIC COSTS AS A PERCENTAGE OF TOTAL FOOD BUDGET

■ Total Non-domestic Costs ■ Total Annual Commercial Food Costs

Buy American Accommodation for School Year 25-26

- [SP 09-2025](#): The accommodation process provides the state agency the ability to approve temporary relief for school food authorities (SFAs) that demonstrate they cannot meet the thresholds for non-domestic food purchases established in [7 CFR 210.21\(d\)\(5\)](#) and [7 CFR 220.16\(d\)\(5\)](#)
- The accommodation will allow SFAs to exceed the 10 percent threshold. State agencies will provide technical assistance to SFAs to support the temporary accommodation consistent with the availability of the two regulatory exceptions for non-domestic purchases as SFAs demonstrate they are unable to meet the requirement for school year 2025-2026.

Buy American Accommodation for School Year 25-26

Steps to apply for the waiver:

1. Log into the Web-Based Illinois Nutrition System (WINS).
2. Click the “Waivers” link under the “Sponsor Tasks” tab on your main dashboard.
3. Press the blue “Apply New Waiver” button.
4. Select “SNP Waiver: Buy American Accommodation SY 2025-2026”
5. Complete the form, which includes describing the anticipated timeline to make modifications to meet the Buy American requirements, the date range for the requested waiver, the categories of food affected, and the reasons for the accommodation.
6. Click the green “Submit” button.

Illinois State Board of Education Nutrition Department staff will review submitted waivers and approvals will be displayed in WINS.

Buy American Provision Compliance

- Start tracking your non-domestic purchases
- Communicate with your vendors
- Identify non-domestic products
 - Monthly inventory
 - Velocity report from vendor
- Review menu and maximize USDA foods

✓ Contact Us



Nutrition Department

- Call (800) 545-7892 or (217) 782-2491, cnp@isbe.net

IWAS

Contact the ISBE Call Center 7 a.m. to 4:30 p.m. Monday - Friday

- Call (217) 558-3600

Funding and Disbursements Department

For questions regarding claims and payments of Child Nutrition Programs

- Call (217) 782-5256, [email contacts](#)

Questions?



Thank you!