

ISBE School Nutrition Programs Update

Wednesday, Oct. 2, 2024

On the Calendar

- **Oct. 3:** ["Using the USDA's Recipe Analysis Workbook"](#) (ICN)
- **Oct. 8:** ["Forecasting the Procurement of Foods"](#) (ICN)
- **Oct. 10:** [Illinois Great Apple Crunch](#)
- **Oct. 10:** [Submit claims in WINS](#)
- **Oct. 14:** ISBE offices closed for Columbus Day
- **Oct. 14-18:** [National School Lunch Week](#)
- **Oct. 22:** [Serve It Safely Food Handler Training](#)
- **Oct. 23-24:** [ILSNA Annual Conference](#)
- **Oct. 29:** ["Food Safety in Schools: Keeping Food Safe"](#) (ICN)
- **Nov. 1:** [Steps 2-5 of the VSR open in WINS](#)
- **Nov. 4:** [ISBE School Nutrition Programs Update](#)
- **Nov. 15:** [Verification process deadline](#)





On the Calendar

2024-25 Promo Calendar

- Free resource from the School Nutrition Association
- Filled with month-long, week-long, and single-day holidays and events such as National Taco Day and National Pasta Day
- Inspire cafeteria celebrations and nutrition education



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

ISBE School Nutrition Programs Updates

- 2-3 p.m. Monday, Nov. 4
- 2-3 p.m. Wednesday, Feb. 5
- 2-3 p.m. Wednesday, March 5
- 2-3 p.m. Wednesday, April 2
- 2-3 p.m. Wednesday, May 7
- Register online:

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

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



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



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?



HMI Recognition Awards

Congrats to Paris CUSD 4!

Recognized for **Innovation in the
Preparation of School Meals**



Paris CUSD 4



What's New?



HMI Recognition Awards

- **Midwest Central Community Unit District 191** in Manito, Small or Rural School Food Authority Lunch Trailblazer Award
- **Herrin Community School District 4**, Innovation in Nutrition Education Award
- **Thornton Fractional HSD 215** in Lansing, Breakfast Trailblazer Award



Midwest Central CUSD 191 in Manito



What's New? <https://schoolnutrition.extension.illinois.edu/>



Illinois Extension

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

- **Serve It Safely
Food Handler Training**

– 2-4:30 p.m. Oct. 22



- **Marketing
and Cafeteria
Signage Available**

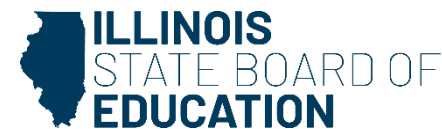


What's New?



2024 Illinois School Nutrition Association Annual Conference

- Oct. 23-24 in Springfield
 - <https://www.ilsna.net/home>
 - [Register for the Pre-Conference Farm Tour, 1-4:30 p.m. Oct. 22](#)



What's New?

Institute of Child Nutrition

- STAR Webinar Series: "Procurement Best Practices for Sourcing Locally Grown Foods"
—2-3 p.m. Oct. 31
- [Register online by clicking here.](#)



ISBE Procurement Resources:

<https://www.isbe.net/Pages/Nutrition-Financial-Management.aspx>

What's New?

ICN

- Free Virtual Instructor-Led Trainings

- Register at

<https://theicn.org/info/vilt/>

- Basic Culinary Math
- Buy American: US Agriculture Supporting Healthy School Meals
- Customer Experience, Merchandising and Food Presentation (ISNL)
- Food Safety Basics
- Food Safety in Schools: Facts About Foodborne Illness
- Food Safety in Schools: Food Safety Fundamentals
- Food Safety in Schools: Keeping Food Safe
- Food Production and Operation Management (ISNL)
- Forecasting the Procurement of Foods

- Infant Meal Pattern Requirements
- Introduction to Happy Mealtimes in Childcare Settings
- Meal Accommodations (ISNL)
- Norovirus in Child Care
- Procurement and Inventory Management (ISNL)
- Reimbursable School Meals (ISNL)
- Using Ounce Equivalents for Grains in the CACFP
- Utilizing the Cafeteria as a Classroom
- Workplace Safety (ISNL)

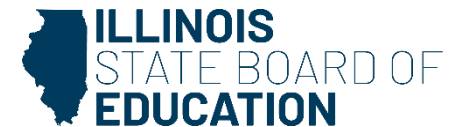
[TheICN.org/vilt](https://theicn.org/vilt/)

What's New?



National School Lunch Week

- Oct. 14-18
- [School Nutrition Association resources](#)
- [USDA Team Nutrition resources](#)



What's New?

Illinois Great Apple Crunch

- Thursday, Oct. 10
- Registration under way!

<https://illinoisfarmtoschool.org/great-apple-crunch/>

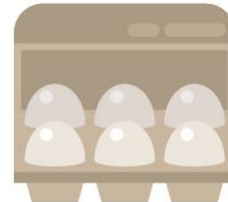
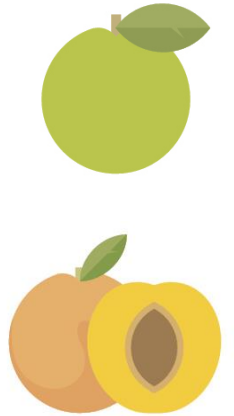
- October is National Farm to School Month



What's New?

Local Foods for Schools (LFS)

- You may still be able to sign up. Email localfoods@isbe.net.
- You can [request additional funds](#).
- [Farm to Child Nutrition Programs webpage](#)



What's New?

"Operating CEP in SY 24-25"

- Webinar recording and PDF of slides available on the [SNP Training and Professional Standards webpage](#)
- Next CEP application period is April 1 to June 30 for School Year 25-26
- www.isbe.net/cep

Verification Requirement

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, 2024, must conduct Verification.

PLEASE NOTE: Sponsors that are district-wide CEP do not need to complete the Verification process or the VSR.

Verification Checklist

- ☐ Watch the "Verification Process for SY 24-25 webinar
- ☐ Read [Section I: Verification](#) of the [SNP Administrative Handbook](#)
- ☐ Directly certify as many students as possible on approved applications
- ☐ Complete your Oct. 1 count

Verification Timeline

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

Nov 15: Marks the completion of the Verification process. Each year, LEAs that processed HEAs to provide free or reduced-price meal benefits to students are required to have completed the Verification process by Nov. 15. Sponsors should be complete with correspondence with households selected for Verification.

Dec. 15: The deadline to submit the Verification Summary Report (VSR) is Dec. 15; ISBE is allowing an extension to Monday, Dec. 16. **The VSR must be submitted in WINS to avoid claim withholding.**

Local Wellness Policies





**Policy Content
Requirements**

**Triennial
Assessments**

Resources

Who Must Have a Local Wellness Policy?

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) requires all sponsors participating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) to establish a written Local Wellness Policy for all participating sites under its jurisdiction



What Must be Included in Your Local Wellness Policy?

Goals for Nutrition Education

Goals for Nutrition Promotion

Goals for Physical Activity

Goals for Other School-Based Wellness Activities

Nutrition Standards for School Meals

Nutrition Standards for Competitive Foods

Standards for All Foods/Beverages Provided (Not Sold)

Food & Beverage Marketing

Unused Food Sharing Plan

Wellness Leadership

Public Involvement

Reporting

Triennial Assessments

Local Wellness Policy Content—*Goals*

Goals for Nutrition
Education

Goals for Nutrition
Promotion

Goals for Physical
Activity

Goals for Other
School-Based
Wellness Activities

- Specific goals for 1) nutrition promotion, 2) nutrition education, 3) physical activity, and 4) other school-based activities that promote student wellness
- Sponsors are required to review and consider evidence-based strategies when determining these goals. Examples include:
 - CDC Healthy Schools:
<https://www.cdc.gov/healthyschools/nutrition/wellness.htm>
 - Whole School, Whole Community, Whole Child (WSCC):
<https://www.cdc.gov/healthyschools/wsc/index.htm>
 - USDA Team Nutrition: <https://www.fns.usda.gov/tn/school>

Local Wellness Policy Content—*Nutrition*

Nutrition Standards for School Meals

- Nutrition standards for school meals that are consistent with, or exceed, the USDA meal pattern requirements
- New requirements go into effect beginning in school year 2025-26:
[Updates to the School Nutrition Standards](#)



Local Wellness Policy Content—*Nutrition*

Nutrition Standards for Competitive Foods



- Nutrition standards for competitive food items that are sold to students on the school campus during the school day
 - School campus = locations on the premises that are accessible to students during the school day
 - School day = the midnight before to 30 minutes after the end of the official school day
- Examples include a la carte items, vending machines, school stores, etc.
- Competitive food items must meet USDA Smart Snacks Standards
 - <https://www.fns.usda.gov/cn/tools-schools-focusing-smart-snacks>

Local Wellness Policy Content—*Nutrition*

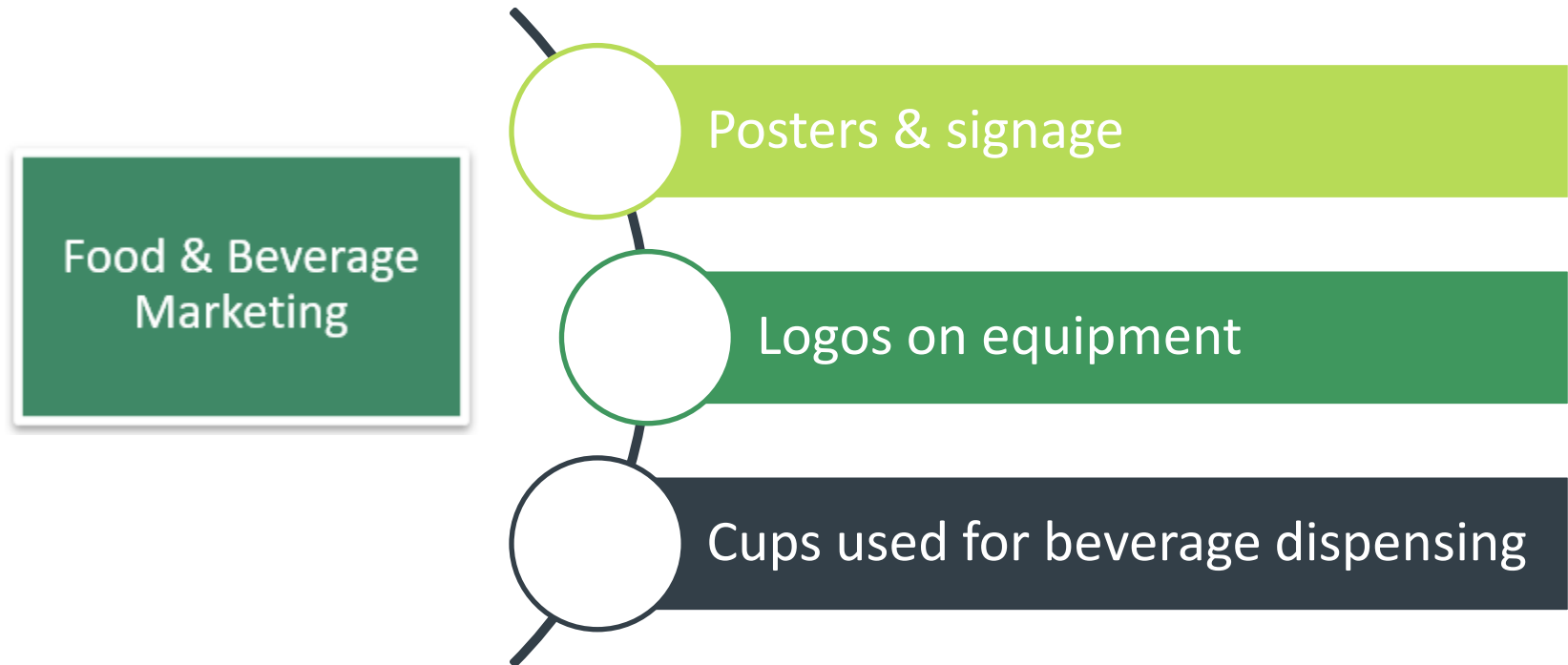
Standards for All
Foods/Beverages
Provided (Not Sold)



- Standards for all foods and beverages provided, but not sold to students on the school campus during the school day
- Examples include classroom parties, rewards, etc.
- These nutrition standards are set at the local level

Local Wellness Policy Content—*Food & Beverage Marketing*

Only food and beverage items that meet Smart Snack standards may be marketed on the school campus during the official school day



Local Wellness Policy Content—*Unused Food Sharing Plan*



Unused Food Sharing Plan

- Public Act 102-0359 requires Illinois school districts to incorporate a food sharing plan for unused food focused on students in need into their local wellness policy
- Full text: <https://ilga.gov/legislation/publicacts/fulltext.asp?Name=102-0359>
- Examples might include share tables, donations to local food pantries, etc.
- Ensure federal and local regulations and sanitation codes are being met (contact your local health department)

Local Wellness Policy Content—*Leadership & Public Involvement*

Wellness Leadership

The sponsor must permit participation by the general public and school community in wellness policy processes and include language on how they are made aware in the policy.

Public Involvement

The sponsor determines who is responsible for overseeing the wellness policy at the local level. The title of the designated official(s) must be included in the policy.



Local Wellness Policy Content—*Reporting & Triennial Assessments*

Reporting

Language outlining measures taken by the LEA to ensure public notification and access to the local wellness policy and any assessments, reviews, and updates is included in the local wellness policy.

Triennial Assessments


Language regarding assessments of the local wellness policy must be included in the policy (i.e. triennial assessments).

Resource: *Local Wellness Policy Content Checklist*

Local Wellness Policy Content Checklist

This tool is intended to help schools meet the USDA regulations for Local Wellness Policies when developing the content of those policies. This checklist is not intended to take the place of the required triennial assessments of the Local Wellness Policy.

- ☐ **Nutrition Education** – Specific goals for Nutrition Education are included in the Local Wellness Policy. These goals were developed using evidence-based strategies.
- ☐ **Nutrition Promotion** – Specific goals for Nutrition Promotion are included in the Local Wellness Policy. These goals were developed using evidence-based strategies. Please note, USDA expects LEAs to review “Smarter Lunchroom” tools and strategies, at a minimum.
- ☐ **Physical Activity** – Specific goals for Physical Activity are included in the Local Wellness Policy. These goals were developed using evidence-based strategies.
- ☐ **Other School-Based Activities that Promote Student Wellness** – Specific goals for Other School-Based Activities that Promote Student Wellness are included in the Local Wellness Policy. These goals were developed using evidence-based strategies.
- ☐ **Nutrition Standards for School Meals** – Nutrition standards for school meals that are consistent with the Federal regulations are included in the Local Wellness Policy.
- ☐ **Nutrition Standards for Competitive Foods** – Nutrition standards that are consistent with the Federal regulations for competitive food and beverage items (i.e. Smart Snacks in Schools nutrition standards) sold to students on the school campus during the school day are included in the Local Wellness Policy.
- ☐ **Standards for All Foods and Beverages Provided, but Not Sold** – Standards for all foods and beverages provided, but not sold to students (e.g. classroom parties, rewards, etc.) are included in the Local Wellness Policy. These standards are developed at the local level.
- ☐ **Food and Beverage Marketing** – Policies that allow the marketing of only food and beverage items that meet Smart Snacks in School nutrition standards are included in the Local Wellness Policy.
- ☐ **Wellness Leadership** – The position title of the LEA or school official(s) responsible for Local Wellness Policy oversight is identified in the Local Wellness Policy.
- ☐ **Public Involvement** – Language permitting the school community, including parents and students, and the general public to be involved in Local Wellness Policy processes, including development, implementation, and periodic reviews and updates, is included in the Local Wellness Policy.
- ☐ **Triennial Assessments** – Language regarding the completion of triennial assessments is included in the Local Wellness Policy. Please note, LEAs may conduct assessments more often than every three years. Local Wellness Policies must be updated or modified as appropriate.
- ☐ **Reporting** – Language outlining measures taken by the LEA to ensure public notification and access to the Local Wellness Policy and any assessments, reviews, and updates is included in the Local Wellness Policy.
- ☐ **Unused Food Sharing Plan** – In reference to Public Act 102-0359, language regarding the LEA’s unused food sharing plan is included in the Local Wellness Policy.



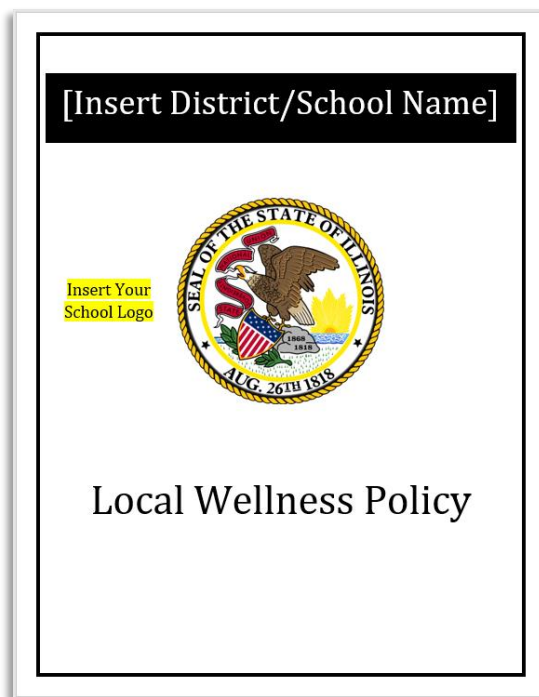
Illinois State Board of Education, Nutrition Department

November 2021

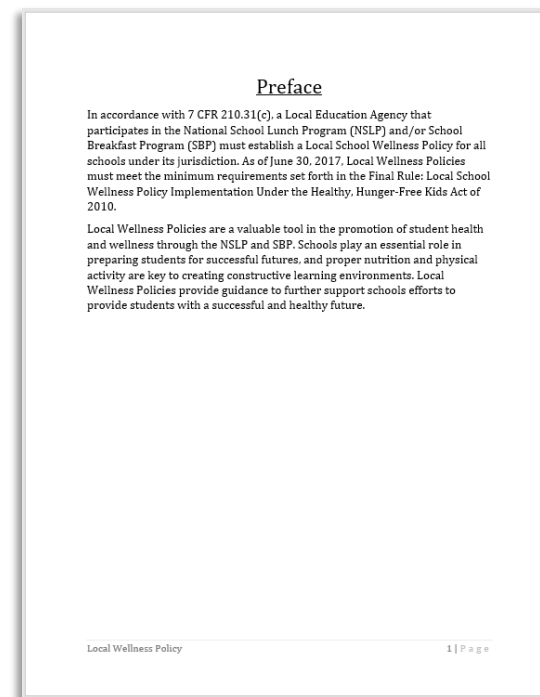
This checklist can be used to make sure the content of your Local Wellness Policy meets the minimum requirements

For a copy of this checklist:
<https://www.isbe.net/Documents/Local-Wellness-Policy-Content-Checklist.pdf>

Resource: *Local Wellness Policy Template*



<u>Table of Contents</u>	
Preface.....	1
Wellness Policy Committee.....	2
Wellness Policy Leadership.....	2
Wellness Policy Committee Members.....	2
Wellness Policy Committee Responsibilities.....	3
Public Involvement.....	3
Assessments.....	3
Updates.....	4
Records.....	4
Nutrition.....	5
Nutrition Standards.....	5
Nutrition Education.....	7
Nutrition Promotion.....	8
Marketing.....	9
Physical Activity.....	10
Physical Education.....	10
Other Opportunities for Physical Activity.....	10
Physical Activity Promotion.....	10
Other School-Based Activities.....	12



<https://www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx>

Triennial Assessments

USDA requires all sponsors participating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) to have a local wellness policy and assess that policy **at least once every three years**. This is referred to as the triennial assessment and must assess, for each participating site:

- 1 • Compliance with USDA requirements
- 2 • Progress made in attaining the goals outlined in the wellness policy
- 3 • How the wellness policy compares to model policies

Triennial Assessments

Sponsors may use any of the following tools when completing their triennial assessments:



[ISBE's Triennial Assessment Template](#)



[CDC's Wellness Policy in Action Tool \(WPAT\)](#)



Sponsors may develop their own form (must meet USDA's three requirements)

Triennial Assessments

Under original USDA guidance, the first triennial assessment was due June 30, 2020. Some sponsors may have been approved for a later due date as a result of several USDA waivers. Sponsors with extended due dates for their first triennial assessment are listed below.

Triennial Assessment Extension #1



[June 30, 2021](#)

Triennial Assessment Extension #2



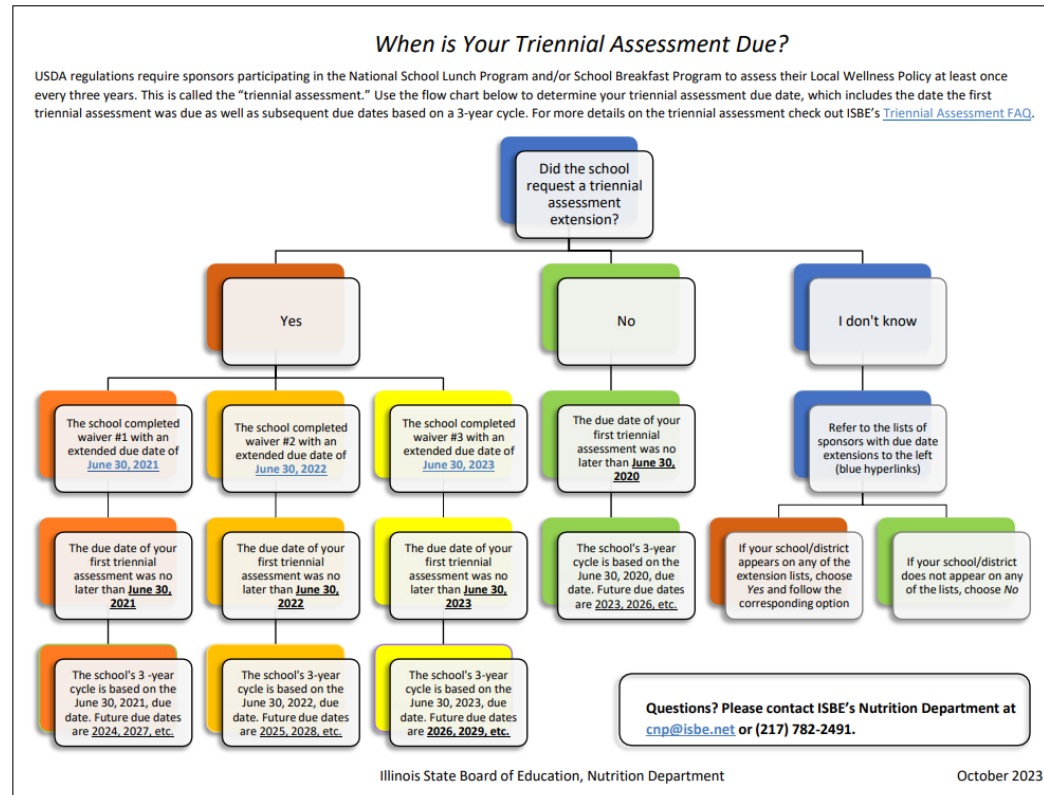
[June 30, 2022](#)

Triennial Assessment Extension #3



[June 30, 2023](#)

Resource: *When is Your Triennial Assessment Due?*



<https://www.isbe.net/Documents/When-is-Your-Triennial-Assessment-Due.pdf>

Resource: *Triennial Assessment Template*

Local Wellness Policy Triennial Assessment

Sponsors participating in the National School Lunch Program and/or School Breakfast Program are required to have a local wellness policy for all participating sites under its jurisdiction. At a minimum, the local wellness policy must be assessed every three years (this is referred to as the triennial assessment). Triennial assessments must determine, for each participating site under its jurisdiction, 1) compliance with the wellness policy, 2) progress made in attaining the goals of the wellness policy, and 3) how the wellness policy compares to model wellness policies. This documentation should be kept on file with your organization's written local wellness policy for review by an **ISBE monitor during your next scheduled nutrition administrative review.**

Sponsor Name: _____ Site Name: _____

Date Completed: _____ Completed by: _____

Part I: Item Checklist

Below is a list of items that must be addressed in Local Wellness Policies, based on U.S. Department of Agriculture (USDA) and state guidance. Check the box for each item included in your Local Wellness Policy. For any box that is not checked, consider taking steps to add the item(s) to the policy in the future. For more information, see [ISBE's Local Wellness Policy Content Checklist](#).

<input type="checkbox"/> Goals for Nutrition Education	<input type="checkbox"/> Nutrition Standards for School Meals	<input type="checkbox"/> Wellness Leadership
<input type="checkbox"/> Goals for Nutrition Promotion	<input type="checkbox"/> Nutrition Standards for Competitive Foods	<input type="checkbox"/> Public Involvement
<input type="checkbox"/> Goals for Physical Activity	<input type="checkbox"/> Standards for All Foods/Beverages Provided, but Not Sold	<input type="checkbox"/> Triennial Assessments
<input type="checkbox"/> Goals for Other School-Based Wellness Activities	<input type="checkbox"/> Food & Beverage Marketing	<input type="checkbox"/> Reporting
<input type="checkbox"/> Unshared Food Sharing Plan		

Illness State Board of Education, Nutrition Department

October 2023

[illegible]

Part III: Model Policy Comparison

As part of the triennial assessment, USDA requires sponsors to assess how their wellness policy compares to model wellness policies. Choose one of the model wellness policies below to compare against your local wellness policy. Indicate which model policy was chosen and provide a narrative for each prompt below based on the findings.

☐ **Behavior for a Healthier Generation's Model Wellness Policy** – Local wellness policy created in collaboration with USDA, which exceeds minimum requirements

☐ **Build Center's WellSAT 3.0** – Wellness assessment tool that asks a series of questions about your local wellness policy and generates a personalized scorecard based on the results. Users will need to create an account to access this tool.

☐ Other: _____

1. What strengths does your current local wellness policy possess?

2. What improvements could be made to your local wellness policy?

3. List any next steps that can be taken to make the changes discussed above.

Illinois State Board of Education, Nutrition Department

October 2022

<https://www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx>

Resource: *Triennial Assessment Tracking Form*

Triennial Assessment Tracking Form

USDA regulations require sponsors participating in the National School Lunch Program and/or School Breakfast Program to assess their Local Wellness Policy at least once every three years. This is called the "triennial assessment." Use the table below to track completion dates of the triennial assessment and additional details for future reference. Please note, this form is only for tracking purposes and is not considered the triennial assessment. For more information on the triennial assessment, including a triennial assessment template, check out ISBE's [Local Wellness Policy webpage](#).

Date Completed	Assessment Tool Used	Name of Staff Person(s) Completed By	Title of Staff Person(s)	Signature
<input type="checkbox"/> Check box if completed within 3 years of your last triennial assessment	<input type="checkbox"/> ISBE Triennial Assessment Template <input type="checkbox"/> CDC's Wellness Policy in Action Tool <input type="checkbox"/> Other: _____			
<input type="checkbox"/> Check box if completed within 3 years of your last triennial assessment	<input type="checkbox"/> ISBE Triennial Assessment Template <input type="checkbox"/> CDC's Wellness Policy in Action Tool <input type="checkbox"/> Other: _____			
<input type="checkbox"/> Check box if completed within 3 years of your last triennial assessment	<input type="checkbox"/> ISBE Triennial Assessment Template <input type="checkbox"/> CDC's Wellness Policy in Action Tool <input type="checkbox"/> Other: _____			
<input type="checkbox"/> Check box if completed within 3 years of your last triennial assessment	<input type="checkbox"/> ISBE Triennial Assessment Template <input type="checkbox"/> CDC's Wellness Policy in Action Tool <input type="checkbox"/> Other: _____			
<input type="checkbox"/> Check box if completed within 3 years of your last triennial assessment	<input type="checkbox"/> ISBE Triennial Assessment Template <input type="checkbox"/> CDC's Wellness Policy in Action Tool <input type="checkbox"/> Other: _____			

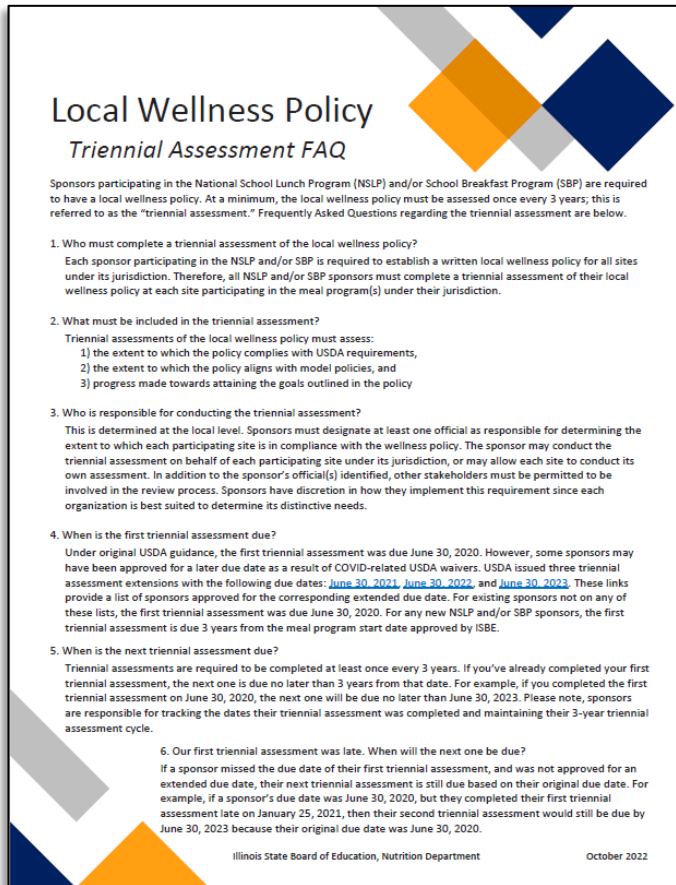
Clear Form

Illinois State Board of Education, Nutrition Department

October 2023

<https://www.isbe.net/Documents/Triennial-Assessment-Tracking-Form.pdf>

Resource: *Triennial Assessment FAQ*



The image shows a document titled "Local Wellness Policy Triennial Assessment FAQ". The document is framed by a black border and features a decorative graphic of overlapping blue and orange diamonds in the top right corner. The text is organized into sections with numbered questions and answers. The footer includes the Illinois State Board of Education, Nutrition Department and the date October 2022.

Local Wellness Policy *Triennial Assessment FAQ*

Sponsors participating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) are required to have a local wellness policy. At a minimum, the local wellness policy must be assessed once every 3 years; this is referred to as the "triennial assessment." Frequently Asked Questions regarding the triennial assessment are below.

- 1. Who must complete a triennial assessment of the local wellness policy?**
Each sponsor participating in the NSLP and/or SBP is required to establish a written local wellness policy for all sites under its jurisdiction. Therefore, all NSLP and/or SBP sponsors must complete a triennial assessment of their local wellness policy at each site participating in the meal program(s) under their jurisdiction.
- 2. What must be included in the triennial assessment?**
Triennial assessments of the local wellness policy must assess:
 - 1) the extent to which the policy complies with USDA requirements,
 - 2) the extent to which the policy aligns with model policies, and
 - 3) progress made towards attaining the goals outlined in the policy
- 3. Who is responsible for conducting the triennial assessment?**
This is determined at the local level. Sponsors must designate at least one official as responsible for determining the extent to which each participating site is in compliance with the wellness policy. The sponsor may conduct the triennial assessment on behalf of each participating site under its jurisdiction, or may allow each site to conduct its own assessment. In addition to the sponsor's official(s) identified, other stakeholders must be permitted to be involved in the review process. Sponsors have discretion in how they implement this requirement since each organization is best suited to determine its distinctive needs.
- 4. When is the first triennial assessment due?**
Under original USDA guidance, the first triennial assessment was due June 30, 2020. However, some sponsors may have been approved for a later due date as a result of COVID-related USDA waivers. USDA issued three triennial assessment extensions with the following due dates: [June 30, 2021](#), [June 30, 2022](#), and [June 30, 2023](#). These links provide a list of sponsors approved for the corresponding extended due date. For existing sponsors not on any of these lists, the first triennial assessment was due June 30, 2020. For any new NSLP and/or SBP sponsors, the first triennial assessment is due 3 years from the meal program start date approved by ISBE.
- 5. When is the next triennial assessment due?**
Triennial assessments are required to be completed at least once every 3 years. If you've already completed your first triennial assessment, the next one is due no later than 3 years from that date. For example, if you completed the first triennial assessment on June 30, 2020, the next one will be due no later than June 30, 2023. Please note, sponsors are responsible for tracking the dates their triennial assessment was completed and maintaining their 3-year triennial assessment cycle.
- 6. Our first triennial assessment was late. When will the next one be due?**
If a sponsor missed the due date of their first triennial assessment, and was not approved for an extended due date, their next triennial assessment is still due based on their original due date. For example, if a sponsor's due date was June 30, 2020, but they completed their first triennial assessment late on January 25, 2021, then their second triennial assessment would still be due by June 30, 2023 because their original due date was June 30, 2020.

Illinois State Board of Education, Nutrition Department
October 2022

<https://www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx>

For More Resources:



ISBE Local Wellness Policy Information Webpage

<https://www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx>

DID YOU KNOW?



PRICING OF REDUCED-PRICE MEALS: The maximum price a sponsor can charge for a student reduced-price NSLP reimbursable meal is 40 cents. The maximum price a sponsor can charge for a student reduced-price School Breakfast Program reimbursable meal is 30 cents. And the maximum price a sponsor can charge for a student reduced-price After-School Care Program snack is 15 cents.

- [School-Based Child Nutrition Programs Rates of Reimbursement Effective July 1, 2024, to June 30, 2025](#)
- [School Nutrition Programs: Administrative Handbook \(Section M: Financial Management: Resource Management\)](#)

DID YOU KNOW?



RECORDS 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.

- [School Nutrition Programs: Administrative Handbook, \(Section J: Miscellaneous Regulations\)](#)

DID YOU KNOW?



ANNUAL SANITATION REVIEWS: Each school year SFAs must obtain two food sanitation inspections for each site where food is prepared or served. If an SFA has not received the food sanitation inspections by March 31, a letter must be written to the local health department requesting the required two food sanitation inspections for each site where food is prepared or served.

- [School Nutrition Programs: Administrative Handbook, \(Section L: Reviews\)](#)
- [IDPH List of Local Health Departments](#)

DID YOU KNOW?

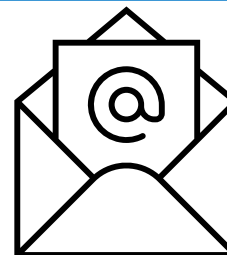


CIVIL RIGHTS TRAINING: The SFA must provide civil rights training to frontline staff on an annual basis. Frontline staff is defined as those who interact with program applicants or participants and those persons who supervise frontline staff.

- [School Nutrition Programs: Administrative Handbook, \(Section B: Civil Rights Statement and Requirements\)](#)
- [ISBE Civil Rights webpage](#)
- [ISBE Civil Rights Training Video](#)

Questions?

Email cnp@isbe.net



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

