



ISBE Update

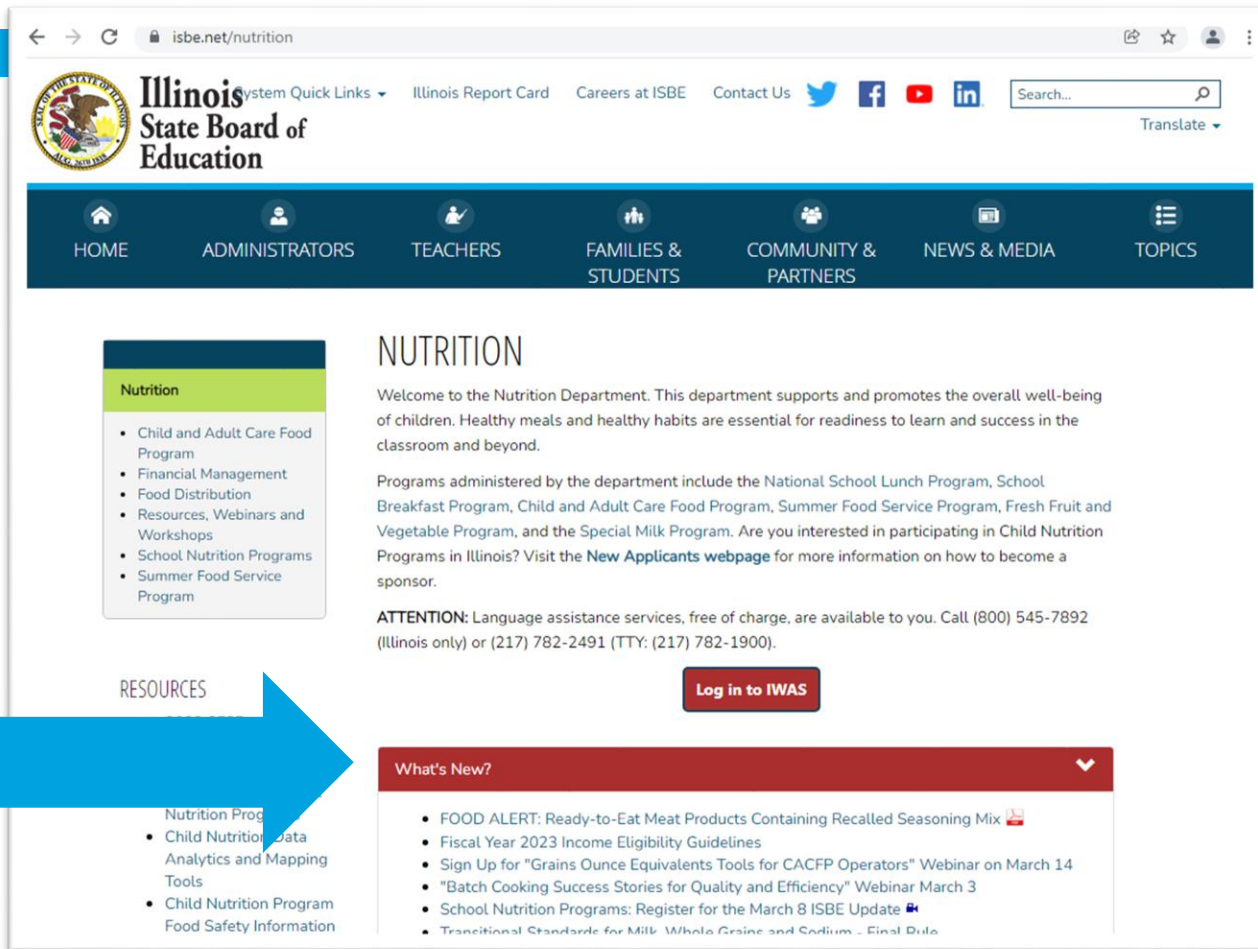
Nutrition Department

Oct. 26, 2022

Today's Agenda

- What's New?
- Verification and the VSR
- WINS 101
- Local School Wellness Policies
- Questions and Answers

What's New?



The screenshot shows the ISBE Nutrition website. The header includes the ISBE logo, navigation links (System Quick Links, Illinois Report Card, Careers at ISBE, Contact Us), social media icons, a search bar, and a Translate dropdown. The main navigation bar lists: HOME, ADMINISTRATORS, TEACHERS, FAMILIES & STUDENTS, COMMUNITY & PARTNERS, NEWS & MEDIA, and TOPICS.

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](#)

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

RESOURCES

- Nutrition Program
- Child Nutrition Data Analytics and Mapping Tools
- Child Nutrition Program Food Safety Information



Illinois
State Board of
Education

www.isbe.net/nutrition

What's New?

ISBE Update Schedule

- 1:30-2:30 p.m. Nov. 30

<https://register.gotowebinar.com/rt/8223377632015210511>

SNP Back to School Conference

- www.isbe.net/snpb2s

Refresh.



Refocus.

School Nutrition Programs
Back to School Conference

What's New?



Illinois Extension

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

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



**“Food Allergies in
School Nutrition”**
2-4 p.m. Jan. 19

**“Serve It Safely: Food
Handler Training”**
2-4:30 p.m. Jan. 11 (and
March 14)
*Approved by IDPH;
Participants receive
a certificate good
for three years*



Illinois
State Board of
Education

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

What's New?



Topics include:

- Basic Culinary Math
- Nutrition 101
- Utilizing the Cafeteria as a Classroom
- Food Safety Basics
- Forecasting the Procurement of Foods

What's New?



<https://www.fns.usda.gov/tn/how-school-lunch-made-and-how-you-can-help>

<https://www.fns.usda.gov/team-nutrition>



Illinois
State Board of
Education

www.isbe.net/nutrition

What's New?



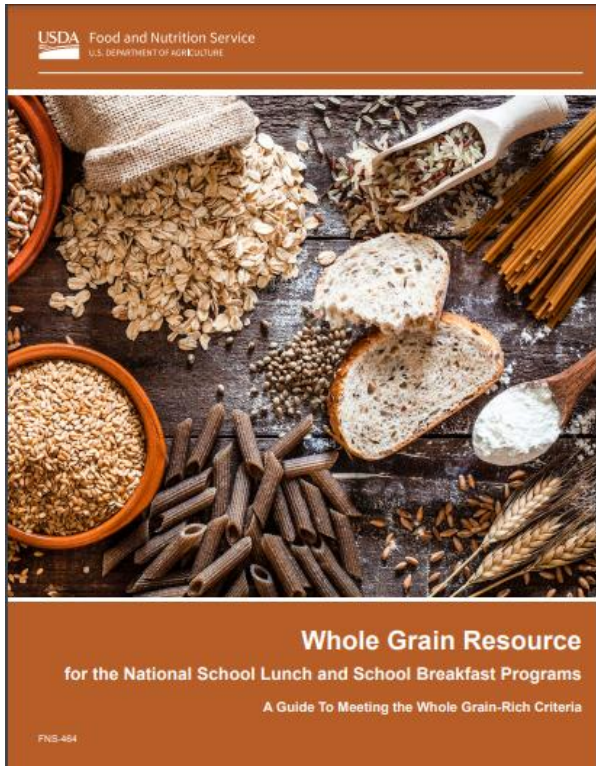
FY 23 Farm to School Grant

- Webinars
 - **Nov. 8:** [“Getting Familiar With the FY2023 Farm to School Grant”](#)
 - **Nov. 9:** [“Getting Your Grant Package Together”](#)
- Closing Date for Applications: Jan. 6, 2023

<https://www.grants.gov/web/grants/view-opportunity.html?oppld=343898>

<https://www.fns.usda.gov/f2s/resources-farm-school-grant-program-applicants>

What's New?



Whole Grain Resource for the National School Lunch and School Breakfast Programs: A Guide to Meeting the Whole Grain-Rich Criteria

<https://fns-prod.azureedge.us/sites/default/files/resource-files/WholeGrainReport.pdf>



Illinois
State Board of
Education

www.isbe.net/nutrition

Verification Process and VSR

Who is required to conduct Verification of Eligibility for School Year 2022-23?

All School Nutrition Program (SNP) sponsors who collected Household Eligibility Applications (HEA) July 1-Oct. 1, 2022

- **Oct. 1 Data Collection**

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

Verification and the VSR



Timeline

- **Oct. 1:** Calculate total sample size based on all applications received by Oct. 1 and not found in Direct Certification files
- **Nov. 1:** VSR Steps 2-5 open in WINS
- **Nov. 15:** Completion of Verification activities
- **Dec. 15:** Submission of Verification Summary Report in WINS



WINS 101

- What is WINS?
 - Web-based Illinois Nutrition System- WINS is a system within the Illinois Web Application Security (IWAS) System.
- What can I do in WINS?
 - Questionnaires
 - Applications
 - Claims
 - Reports

Accessing WINS Through IWAS

- Go to www.isbe.net and select the 'Log Into IWAS' link at the top of the screen.



Accessing WINS Through IWAS

- You can also find a link on the Nutrition Homepage.

The screenshot shows the Illinois State Board of Education website. At the top, there is a dark blue header with the logo and name of the Illinois State Board of Education, along with links for 'Careers at ISBE', 'Contact Us', and social media icons. Below the header is a navigation bar with links: 'Log Into ELIS', 'Log Into IWAS', 'Public School District Lookup', 'FRIS Inquiry', 'IL Report Card', 'About the Agency and Board', and 'Topics A-Z'. The main content area is titled 'NUTRITION' and includes a welcome message, a list of programs administered by the department, and a 'Log in to IWAS' button circled in red. A red arrow points from the 'Log in to IWAS' button to the 'Log in to IWAS' button. The 'Log in to IWAS' button is located in the bottom right corner of the page.

System Quick Links

Illinois State Board of Education

Careers at ISBE Contact Us

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

> 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.

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[Log in to IWAS](#)

What's New

- School Nutrition Programs: Sign Up for the Next ISBE Update
- Register for Free "Food Allergies in School Nutrition" Training
- ABCs of School Nutrition: Sign Up for "Serve It Safely: Food Handler Training"
- FOOD RECALL: Pork Loin Steak Fritter Product
- School Nutrition Programs: Review the "Operating as CEP in SY 22-23" Webinar
- USDA Seeks Applicants for FY23 Farm to School Grant
- School Nutrition Programs: Read the October Issue of The Outlook
- USDA Releases "How School Lunch Is Made And How You Can Help"
- Whole Grain Resource for the National School Lunch and School Breakfast Programs: A Guide to Meeting the Whole Grain-Rich Criteria
- School Nutrition Programs: Review the Sept. 28 ISBE Update
- School Nutrition Programs: SY 22-23 Verification Process and VSR Recorded Training
- SFAs Tentatively Selected for SY 22-23 Administrative Review
- School Nutrition Programs: Expansion of Direct Certification With Medicaid Data in Illinois
- Sign Up For Free Institute of Child Nutrition Trainings
- School Nutrition Programs: SY 2022-23 HEA Documents



Accessing WINS Through IWAS

- Enter login name and password and then select 'Login.'

Illinois State Board of Education
Dr. Steven Isaye, Chairman Dr. Carmen I. Ayala, State Superintendent of Education

Need to access the Educator Licensure Information System (ELIS)? Click here for ELIS.

Already have an account? Login Here :

Login Name

Password

☐ Remember Login Name

LOG IN

New Partner - Sign up Now

Some ISBE web-based systems require electronic signatures. You can create your own login id and password by clicking on the following link. After you establish your login, you will then have the ability to request authorization to use ISBE's systems.

[Sign Up Now](#)

Forgot Your Password?

If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

Need Help?

If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

This web site has been optimized for Internet Explorer 6.0 or above / Firefox 2.0 or above. You can download the latest version of these browsers by clicking on the following icons.

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Accessing WINS through IWAS

- Users that do not have an IWAS account, select 'Sign-Up Now' on the right side of the IWAS homepage and follow the instructions.
- Users without an administrative IWAS account that have requested access to WINS will need to have the administrator of their organization approve their access to WINS.

Illinois State Board of Education

Dr. Steven Iscoye, Chairman Dr. Carmen I. Ayala, State Superintendent of Education

ISBE Home Need to access the Educator Licensure Information System (ELIS)? Click here for ELIS.

ELIS Login Already have an account? Login Here :

Home Login Name

Sign Up Now Password

Get Password ☐ Remember Login Name

Contact Us **LOG IN**

Help **Forgot Your Password?**

[IWAS User Guide](#) If you have forgotten your login name or password, click on the link below.

[IWAS Training Video](#) [Find Login/Password](#)

New Partner - Sign up Now

Some ISBE web-based systems require electronic signatures. You can create your own login id and password by clicking on the following link. After you establish your login, you will then have the ability to request authorization to use ISBE's systems.

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Accessing WINS Through IWAS

- Once logged in, select 'System Listing' found on the left side of the screen.



Accessing WINS Through IWAS

- Click on 'Web-Based Illinois Nutrition System (WINS)' to access your WINS Dashboard.

Illinois State Board of Education

Dr. Steven Isoye, Chairman Dr. Carmen I. Ayala, State Superintendent of Education

IWAS IWAS IWAS IWAS IWAS IWAS IWAS IWAS IWAS

Login: [Redacted]

Home

System Listing

Pending Sign Ups

Pending Documents

Change Password

Messages - Inbox

My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
<ul style="list-style-type: none">Claims<ul style="list-style-type: none">Web-based Illinois Nutrition System (WINS)Grants<ul style="list-style-type: none">Active Grants	<div>Authorized</div>

WINS Dashboard

✓ Your application is complete.

Alerts [-]	Comments/Notes [-]
No Sponsor alerts. Please use the Show Existing Site Alerts link below.	No Sponsor notes. Please use the Show Existing Site Notes link below.
Show existing site alerts	Show existing site notes

ABC SD 123 (01-234-5678-90) [+Add Contact](#) [+Add Address](#)






Mailing Address	District Superintendent (Auth. Rep.)	Delivery Address
ABC SD 123 123 Sunshine Ln. Sparkles, IL 12345	Name: Gina Giggles Title: Superintendent Business (012) 345-6789 Fax (012) 345-6789 Email: SSmith@abc123.org	ABC SD 123 123 Sunshine Ln. Sparkles, IL 12345
Sponsor Contact	Sponsor Claim Contact	Site Contact
Name: Suzie Smiles Title: Food Service Director Business (012) 345-6789 Fax (012) 345-6789 Email: SSmith@abc123.org	Name: Franklin Funny Title: Business Administrator Business (012) 345-6789 Fax (012) 345-6789 Email: SSmith@abc123.org	Name: Samuel Sunshine Title: Office Assistant Business (012) 345-6789 Fax (012) 345-6789 Email: SSmith@abc123.org

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?CEP Group InformationAdd 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">Waiver SubmissionsApplications Not ReceivedNSLP Verification Summary ReportDirect CertificationDeleted SitesClaim Data ReportSummary Reports - Applications Submitted for SponsorSummary Reports - Applications Submitted for SitesSummary Reports - List of Sites and Applications Submitted		No WINS Budgets required.		





Helpful WINS Dashboard Icons


Web-based Illinois Nutrition System


    


WINS Dashboard Program Year: Program:

 **Home** - This icon will return users to their main WINS Dashboard

 **Site lookup** - This icon will take user to a page to search for individual sites

 **Attachments** - This icon takes users to a page where all attached documents are stored. The approval letter will be attached and all supporting documentation for sponsors. Sponsors may also send documents to ISBE using this link.

 **Notes** - Clicking on this icon will open a page that will allow users to view any notes placed by ISBE staff or allows sponsor to post notes for ISBE

 **Help** - This icon provides a listing of all help documents and instructions developed to assist users through the completion of different tasks throughout the WINS system.



WINS Dashboard

- Sponsor Name & RCDT Number
- Authorized Representative
 - Public School
District =
Superintendent
 - Non-Public District
= Person fiscally
responsible for the
district

✓ Your application is complete.

Alerts	Comments/Notes
No Sponsor alerts. Please use the Show Existing Site Alerts link below.	No Sponsor notes. Please use the Show Existing Site Notes link below.
Show existing site alerts	Show existing site notes

ABC SD 123 (01-234-5678-90) [+Add Contact](#) [+Add Address](#)

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WINS Dashboard

- Sponsor Contact, Sponsor Claim Contact, & Site Contact
 - School Business Official
 - Food Service Director
 - Food Service Director Administrative Assistant
 - Superintendent Administrative Assistant
 - District Administrative Assistant

✓ Your application is complete.

Alerts	Comments/Notes
No Sponsor alerts. Please use the Show Existing Site Alerts link below.	No Sponsor notes. Please use the Show Existing Site Notes link below.
! Show existing site alerts	! Show existing site notes

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[+Add Contact](#)
[+Add Address](#)



Updating Sponsor/Site Information, Authorized Representative, and Contact Persons


- Districts and sponsors can make most changes in the IWAS system through ISBE's Entity Profile System (EPS). The WINS system ties to the EPS system for official school district names, school site names, addresses, contact information and the Authorized Representative (District Administrator). We must tie to the official school information for WINS.
 - Within the WINS system, a small paper and pen icon indicates information which can be updated directly in WINS

✓ Your application is complete.

Alerts	Comments/Notes
No Sponsor alerts. Please use the Show Existing Site Alerts link below.	No Sponsor notes. Please use the Show Existing Site Notes link below.
Show existing site alerts	Show existing site notes

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WINS Dashboard

- CEP
- Waivers
- Direct Certification Report
- Verification Summary Report

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?CEP Group InformationAdd 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">Waiver SubmissionsApplications Not ReceivedNSLP Verification Summary ReportDirect CertificationDeleted SitesClaim Data ReportSummary Reports - Applications Submitted for SponsorSummary Reports - Applications Submitted for SitesSummary Reports - List of Sites and Applications Submitted		No WINS Budgets required.		



Questionnaires & Applications

- Under the 'Sponsor Application and Participation' tab located at the bottom of your dashboard you will find:
 - Component Status Summary
 - A link to the questionnaire, status, effective date, and the last person who made an update
 - Program Summary
 - Subprogram, meal, beginning and end dates, and the number of sites in that program

Sponsor Tasks

Sponsor Applications & Participation

Site Applications

Claims & Monitoring

Sponsor Info

Component Status Summary

Program	Component	Status	Substatus	Effective Date	Last Update Id
School Nutrition Programs	Organization	Approved		05/25/2022	
School Nutrition Programs	Questionnaire	Completed		05/25/2022	

Program Summary

Year	Program	SubProgram	Meal	Begin	End	Sites
2023	SNP	Illinois Free Breakfast	Breakfast	7/19/2022	6/7/2023	33
2023	SNP	School Breakfast	Breakfast	7/19/2022	6/7/2023	33
2023	SNP	Illinois Free Lunch	Lunch	7/19/2022	6/7/2023	33
2023	SNP	National School Lunch	Lunch	7/19/2022	6/7/2023	33
2023	SNP	After School Snack	P.M. Snack	7/19/2022	6/7/2023	30

Contracts

No contracts on file.

Site Questionnaire Status Summary

Program	Status	Sites
SNP	Completed	33



Questionnaires & Applications

- Under the 'Site Applications' tab located at the bottom of your dashboard you will find:
 - Site names, site numbers, organization status, questionnaire status, participation section status, and participation detail section status
- Selecting the links will take you to that section of the site application.

Sponsor Tasks

Sponsor Applications & Participation

Site Applications

Claims & Monitoring

Sponsor Info

Sites

Site Name	Site Number	Site Org Status	Questionnaire	Participation	Participation Detail
		Approved	Completed	Completed	Has No Errors
		Approved	Completed	Completed	Has No Errors
		Approved	Completed	Completed	Has No Errors






<< < 1 > >>

Page 1 of 1

Jump To: 1

Claims

- **The Funding and Disbursements Department here at ISBE handle all claims questions and issues and they wanted us to provide you with the rest of the information on the WINS 101 portion of the presentation.**
- Your claims can be reviewed and submitted by starting at the 'Claims and Monitoring' tab.
- Select the month you would like to submit a claim for by clicking the 'Site Claims' link.

Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info	
Monitoring Summary					
Program	Review Type	Program Year	Status	Status Date	Monitor
 SNP	Administrative	2018	Closed	11/14/2018	
SNP	Administrative	2015	Cancelled	5/13/2020	
Sponsor Claims					
Month	Year	Type	Status	Payment Batch	Site Claims
 Aug	2022	Claim	Approved	7	Site Claims
 Sep	2022	Claim	Approved		Site Claims
Oct	2022	Claim	Not Submitted		Site Claims

Claims

- Choose the site you would like to submit a claim for by clicking on the month to the left.

Site Claims

Close [X]

Program Month	Program Year	Site Number
October ▾	2023 ▾	

Filter Claims

Month	Year	Type	Status	Payment Batch	Site Name	Site Number
Oct	2022	Claim	Not Submitted			
Oct	2022	Claim	Not Submitted			
Oct	2022	Claim	Not Submitted			

Claims (Free, Reduced, & Paid)

- Once you select the site and month that you wish to submit a claim for, a claim entry screen (similar to the one on the right) will be displayed.
- This screen is where you will enter the Daily Meal Counts by Category (Free, Reduced, and Paid) and by program meal service that the site is approved for.
- Once you enter and save any information on the site claim the status of the site claim will change to 'Draft' and there will be a 'Draft' watermark in the background.
- Once you enter all the daily meal counts for the month, you can click the 'Save and Continue' button and it will take you to the next meal service Daily Meal Count entry screen.
- After all meal counts are entered for all meal services click 'Save and Continue.'

New Claim

Daily Meal Counts

Claim
Calendar Year: 2022
Calendar Month: 10

Quick Links
[Site Claims](#)
[Participation Detail](#)

Version
Selected Claim:
New Claim

Meal Counts

Daily Totals

Program Daily Meal Counts

- School Breakfast Severe Need (100%)
- National School Lunch 80% or more Eligible (100%)

Show All ☐


Program: **School Breakfast**

Day	Meal	Program	Free	Reduced	Paid
3	Breakfast	School Breakfast	Free	Reduced	Paid
4	Breakfast	School Breakfast	Free	Reduced	Paid
5	Breakfast	School Breakfast	Free	Reduced	Paid
6	Breakfast	School Breakfast	Free	Reduced	Paid
7	Breakfast	School Breakfast	Free	Reduced	Paid
10	Breakfast	School Breakfast	Free	Reduced	Paid
11	Breakfast	School Breakfast	Free	Reduced	Paid
12	Breakfast	School Breakfast	Free	Reduced	Paid
13	Breakfast	School Breakfast	Free	Reduced	Paid
14	Breakfast	School Breakfast	Free	Reduced	Paid
17	Breakfast	School Breakfast	Free	Reduced	Paid
18	Breakfast	School Breakfast	Free	Reduced	Paid
19	Breakfast	School Breakfast	Free	Reduced	Paid
20	Breakfast	School Breakfast	Free	Reduced	Paid
21	Breakfast	School Breakfast	Free	Reduced	Paid
24	Breakfast	School Breakfast	Free	Reduced	Paid
25	Breakfast	School Breakfast	Free	Reduced	Paid
26	Breakfast	School Breakfast	Free	Reduced	Paid
27	Breakfast	School Breakfast	Free	Reduced	Paid
28	Breakfast	School Breakfast	Free	Reduced	Paid
31	Breakfast	School Breakfast	Free	Reduced	Paid
			0	0	0











Save And Continue



Claims (Free, Reduced, & Paid)

- Next you should be taken to the Statistics Page. This is monthly information for each program type (i.e. National School Lunch, Special Milk, National School Breakfast, Snack, and Seamless Summer). Enter the highest Enrollment and highest Free, Reduced and Paid Eligibles (Do NOT enter Meal totals) for the month for each program type. Place your mouse cursor over the  to display the definition.

Statistics

School Breakfast		National School Lunch	
 Enrollment	<input type="text" value="467"/>	 Enrollment	<input type="text" value="467"/>
 ADA	<input type="text" value="442"/>	 ADA	<input type="text" value="442"/>
 Free Eligible	<input type="text" value="70"/>	 Free Eligible	<input type="text" value="70"/>
 Reduced Eligible	<input type="text" value="1"/>	 Reduced Eligible	<input type="text" value="1"/>
 Paid Eligible	<input type="text" value="396"/>	 Paid Eligible	<input type="text" value="396"/>

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

Claims (CEP)

- If you are submitting a claim for a CEP site, then your claim entry screen will look a bit different from the Free, Reduced, & Paid claim entry screen.
- You will notice on the CEP claim entry screen, there is only one spot to enter meal counts for each day. This is because all students qualify for free meals so there is no need to separate by free, reduced, and paid meals.
- All that needs to be entered here is the total reimbursable meals served that day (be sure that you are still keeping breakfast and lunch counts separate.)

New Claim

Daily Meal Counts

Claim
Calendar Year: 2022
Calendar Month: 10

Quick Links
[Site Claims](#)
[Participation Detail](#)

Version
Selected Claim:
New Claim

Meal Counts

Daily Totals

Program Daily Meal Counts

- School Breakfast Severe Need (100%)
- National School Lunch 80% or more Eligible (100%)
- After School Snack Area Eligible Snack (90%)

Show All ☐

Program: **School Breakfast**

Day	Meal	Program
3	Breakfast	School Breakfast
4	Breakfast	School Breakfast
5	Breakfast	School Breakfast
6	Breakfast	School Breakfast
7	Breakfast	School Breakfast
11	Breakfast	School Breakfast
12	Breakfast	School Breakfast
13	Breakfast	School Breakfast
14	Breakfast	School Breakfast
17	Breakfast	School Breakfast
18	Breakfast	School Breakfast
19	Breakfast	School Breakfast
20	Breakfast	School Breakfast
24	Breakfast	School Breakfast
25	Breakfast	School Breakfast
26	Breakfast	School Breakfast
27	Breakfast	School Breakfast
28	Breakfast	School Breakfast
31	Breakfast	School Breakfast

CEP


0







Save And Continue






Claims (CEP)

- CEP statistics look a little different than Free, Reduced, and Paid. The process to find enrollment and ADA are the same as it is for Free, Reduced, and Paid claims, but you will see there is section called CEP Eligible. CEP Eligible would be the same as enrollment because it is the number of students who are enrolled in the site and have access to the program.

 **Statistics**

School Breakfast		National School Lunch	
 Enrollment	710	 Enrollment	710
 ADA	617	 ADA	617
 CEP Eligible	710	 CEP Eligible	710

After School Snack	
 Enrollment	45
 ADA	37
 Free Eligible	45

Previous **Next**

Statistics Definitions

- **Enrollment:** Report the highest number of students enrolled in the site for the month who had access to the program. Even if a student was enrolled for one day they should be included in this figure.
- **ADA (Average Daily Attendance):** Total the attendance for all days of the month for students who had access to the program. Divide by the number of serving days for the program and round to the next higher full number. Do not include fractions, percentages or decimals. EX: attendance for all days of the month = 1500 / 21 days = 71.43 which would be rounded up to 72 for the ADA.
- **Eligibles:** Report the number of students in the eligibility category at the end of the month plus any students who transferred out of the site or to another category at any time during the claim month. A student may be counted in more than one category during the month if they change categories during that month.
- **ADA%:** ADA divided by Enrollment (this is calculated by the system and used in edit checks.)
- **Attendance Adjusted Eligibles:** ADA% multiplied by the number of Eligibles in each category. (this is calculated by the system and used in edit checks.)

Claims

- Once you have entered all statistical information click on 'Save and Continue' to continue to the Site Claim Summary screen.
- This screen summarizes the information you submitted on the Claim Entry and Statistics pages. You should review the information for accuracy and ensure it matches your records. If any changes need to be made, navigate back to the Meal Count Entry screen or Statistics screen by using the blue tabs on the left side of the screen or the 'Previous' button at the bottom of the page. If all information is correct, click on the 'Submit Claim' button.

Site Information
[Redacted]

Claim Data

Claim Month	Jan 2014	Status	Draft
Days of Operation	01/06/2014 - 01/21/2014	Type	Claim
Days Claimed	11	Date Received	
Claim Source	Sponsor	Date Approved	
<small>Updated: amjohn</small>			

Meals

Illinois Free Lunch - Lunch	National School Lunch - Lunch
Illinois Free Lunch	Less than 60% Eligible
Free 204	Free 204
	Reduced 127
	Paid 39

Statistics

National School Lunch	
Days Claimed	11
Enrollment	75
ADA	68

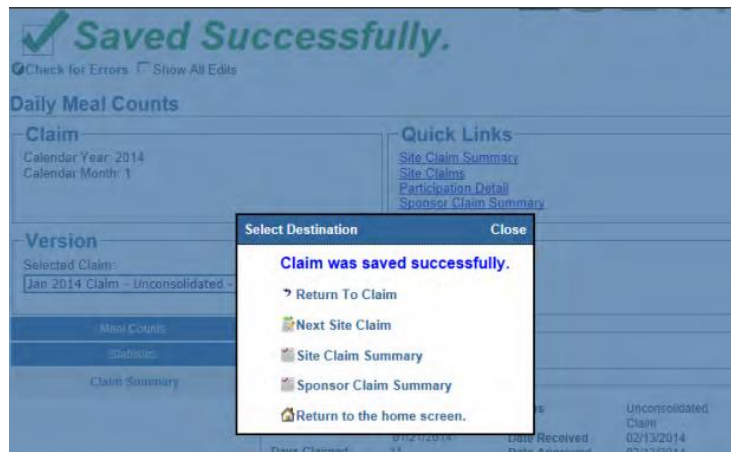
Eligibles

National School Lunch	
Free	45
Reduced	18
Paid	12

[Previous](#) [Submit Claim](#)

Claims

- The system will run edit checks to validate the accuracy of the claim. If the claim passes all the edit checks, the following screen will display. If the claim does not pass all edits you will receive Critical Errors.
- From here you can select where you would like to go next:
 - Return to the Claim, Next Site Claim, Site Claim Summary, Sponsor Claim Summary, Return to the Home Screen (Dashboard)
 - If this is your last site, click on 'Sponsor Claim Summary.'



Claims

- When you click on the link to open the Sponsor Claim you will see a screen similar to the one on the right.
- The Sponsor Claim is a consolidation of all the Site Claims that were successfully submitted for the month. In the Sponsor Notes area, it identifies how many Site Claims are included in this Sponsor Claim. You must ensure that ALL appropriate Sites are included. Please ensure that ALL meal counts and statistical totals match your records before submitting the sponsor claim.

Claim Data

Claim Month	Jan 2014	Status	Draft
Days of Operation	01/06/2014 - 01/21/2014	Type	Claim
Days Claimed	11	Date Received	
Claim Source	Sponsor	Date Approved	
Updated: amiyohn			

Sponsor Notes

1 site(s) included out of 3 sites approved
National School Lunch - 1 site(s)
Illinois Free Lunch - 1 site(s)

Meals

Illinois Free Lunch - Lunch		National School Lunch - Lunch	
Illinois Free Lunch		Less than 60% Eligible	
Free	204	Free	204
		Reduced	124
		Paid	39

Statistics

National School Lunch	
Days Claimed	11
Enrollment	75
ADA	68

Eligibles

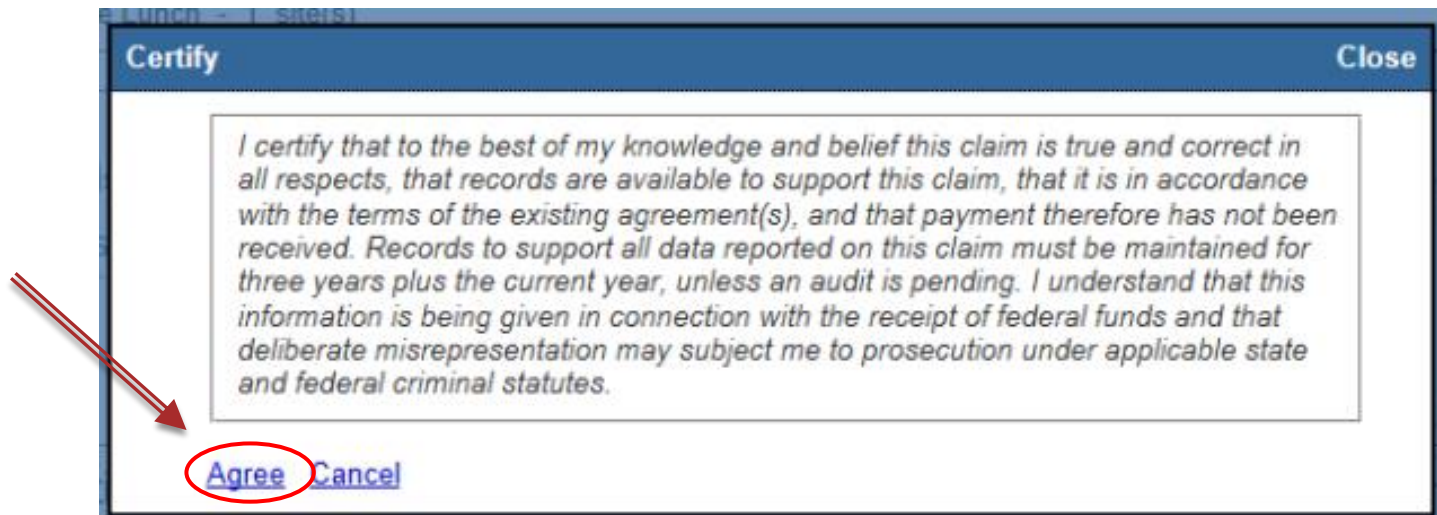
National School Lunch	
Free	45
Reduced	18
Paid	12

Submit



Claims

- Once you are sure that all totals are correct, and you have clicked the 'Submit' button to submit the Sponsor Claim you will receive a screen asking you to confirm that the data you are submitting is true and accurate to the best of your knowledge. You must click on 'Agree' to complete the claim submission process.



Claims

- Once the Sponsor Claim is successfully submitted the screen will look like the one below.
- The Funding & Disbursements Department vouchers claims for payment each week on Tuesday mornings. If the claim was submitted prior to the start of the voucher process, it will be included in the weekly voucher batch.

✓ Saved Successfully.

NSLP Sponsor Claim

Quick Links
[Site Claims](#)
[Claim Rates](#)

Version
Jan 2014 Claim - Approved - 02/13/2014

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
Illinois Free Breakfast & Lunch 2014	10.20	447.95	437.75	10.20
National Lunch	944.38	34,717.92	33,773.54	944.38
Special Milk	0.00	99.64	99.64	0.00

Sponsor Information
[Teutopolis CUSD 50](#)

Claim Data

Claim Month	Jan 2014	Status	Approved
Days of Operation	01/06/2014 - 01/21/2014	Type	Claim
Days Claimed	11	Date Received	02/13/2014
Claim Source	Sponsor	Date Approved	02/13/2014

Updated: amjgner



Claims

- If you need any assistance with your claims, the ISBE Funding and Disbursements Department processes all state and federal child nutrition reimbursement claims.
- Funding and Disbursements Contact Info
 - <https://www.isbe.net/Pages/Child-Nutrition-Programs.aspx>
 - (217) 782-5256
 - Sharon Bodine - SBODINE@isbe.net
 - Kurt Piskin - KPISKIN@isbe.net

Local Wellness Policies



Local Wellness Policy



Content
Requirements



Triennial
Assessments



Resources



Illinois
State Board of
Education

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 Should be Included in Your Local Wellness Policy?



Local Wellness Policy Content Goals

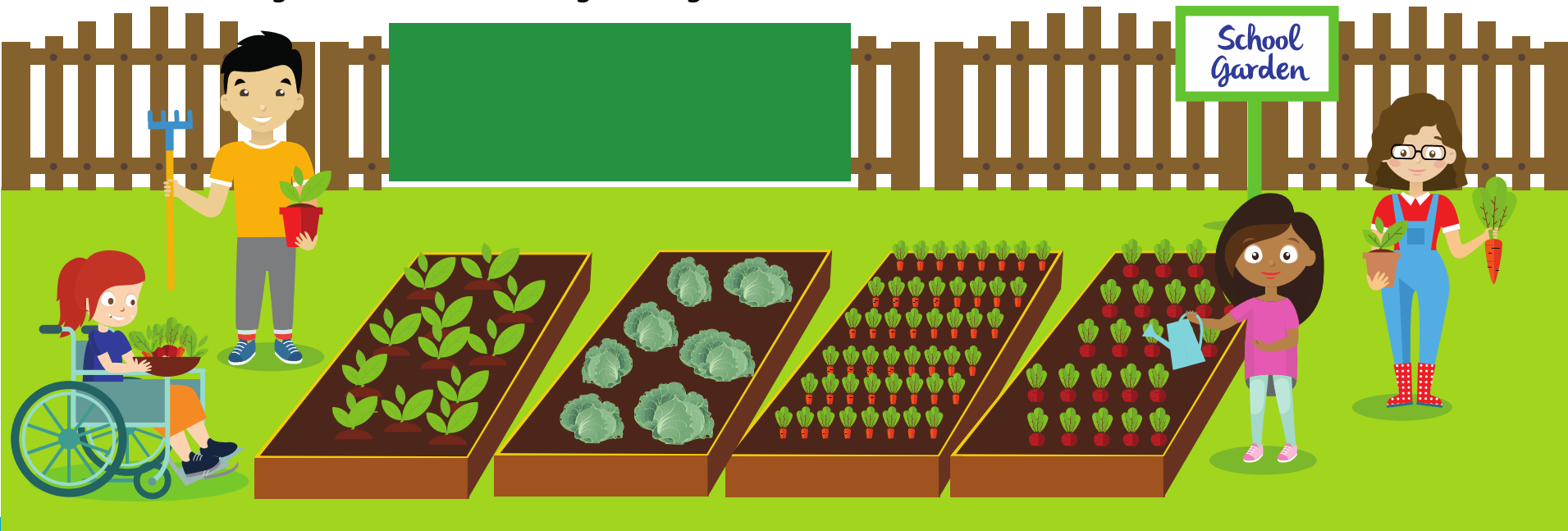
Goals for Nutrition Education

Goals for Nutrition Promotion

Goals for Physical Activity

Goals for Other School-Based Wellness Activities

Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. Sponsors are required to review and consider evidence-based strategies when determining these goals.



Illinois
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Education

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

Nutrition Standards for Competitive Foods

Nutrition standards for competitive food items (a la carte, vending machines, etc.) that are consistent with USDA [Smart Snacks](#) standards

Standards for All Foods/Beverages Provided (Not Sold)

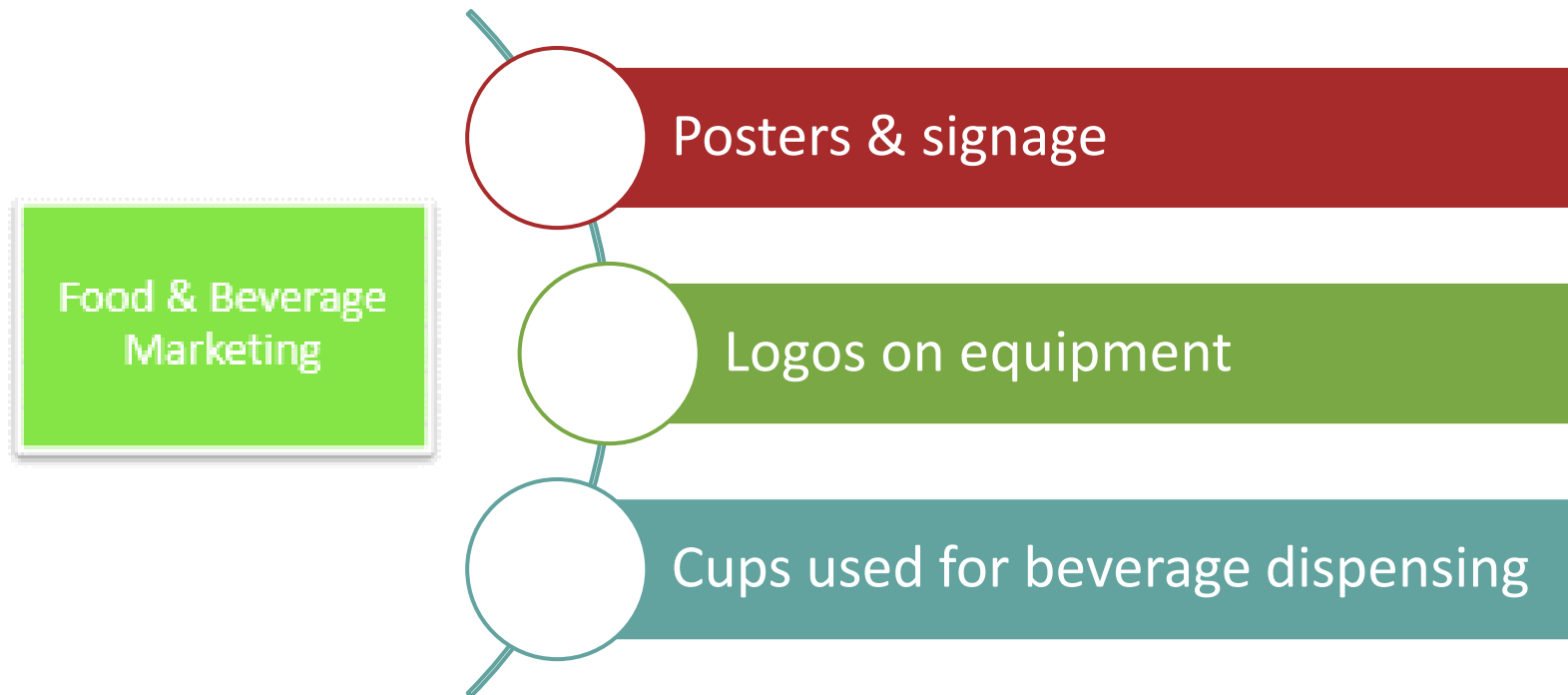
Standards for all foods and beverages provided, but not sold to students (classroom parties, rewards, etc.). These standards are set at the local level.



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

Effective Aug. 13, 2021: [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.

Local Wellness Policy Content

Leadership & Public Involvement

Public Involvement

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.

Wellness Leadership

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).



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

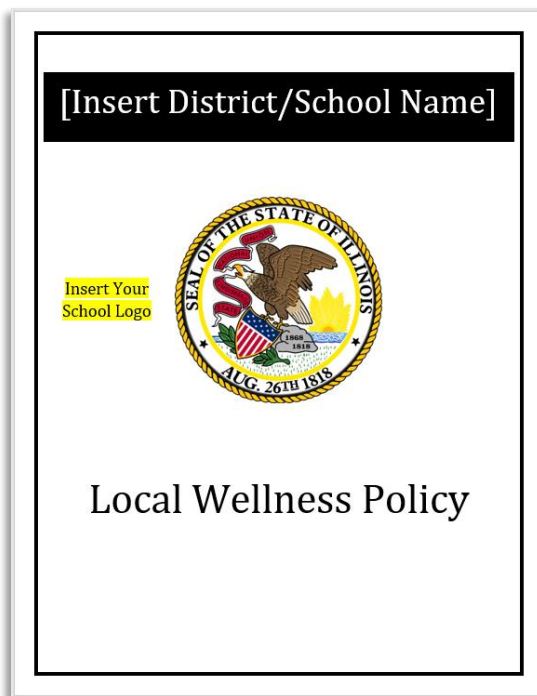
This checklist can be used to make sure the content of your Local Wellness Policy meets the minimum requirements

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

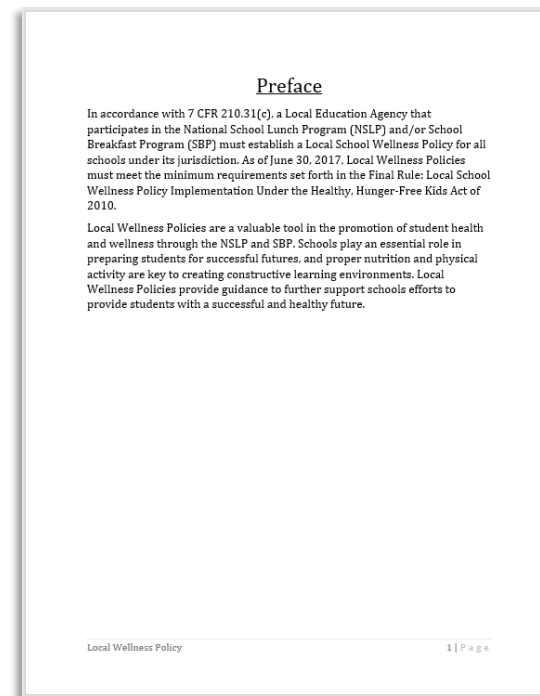


Illinois
State Board of
Education

Local Wellness Policy Templates



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<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](#)



Triennial Assessment FAQ

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



Illinois
State Board of
Education

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

For more information and resources on local wellness policies and triennial assessments, visit:

- *ISBE's local wellness policy webpage:*
<https://www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx>
- *USDA's local wellness policy webpage:*
<https://www.fns.usda.gov/tn/local-school-wellness-policy>
- *CDC's local wellness policy webpage:*
<https://www.cdc.gov/healthyschools/nutrition/wellness.htm>



Any Questions?

Nutrition Department
Illinois State Board of Education

Telephone: 800/545-7892 in Illinois only
217/782-2491

Fax: 217/524-6124

Email: cnp@isbe.net

Website: www.isbe.net/nutrition



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