ISBE Update

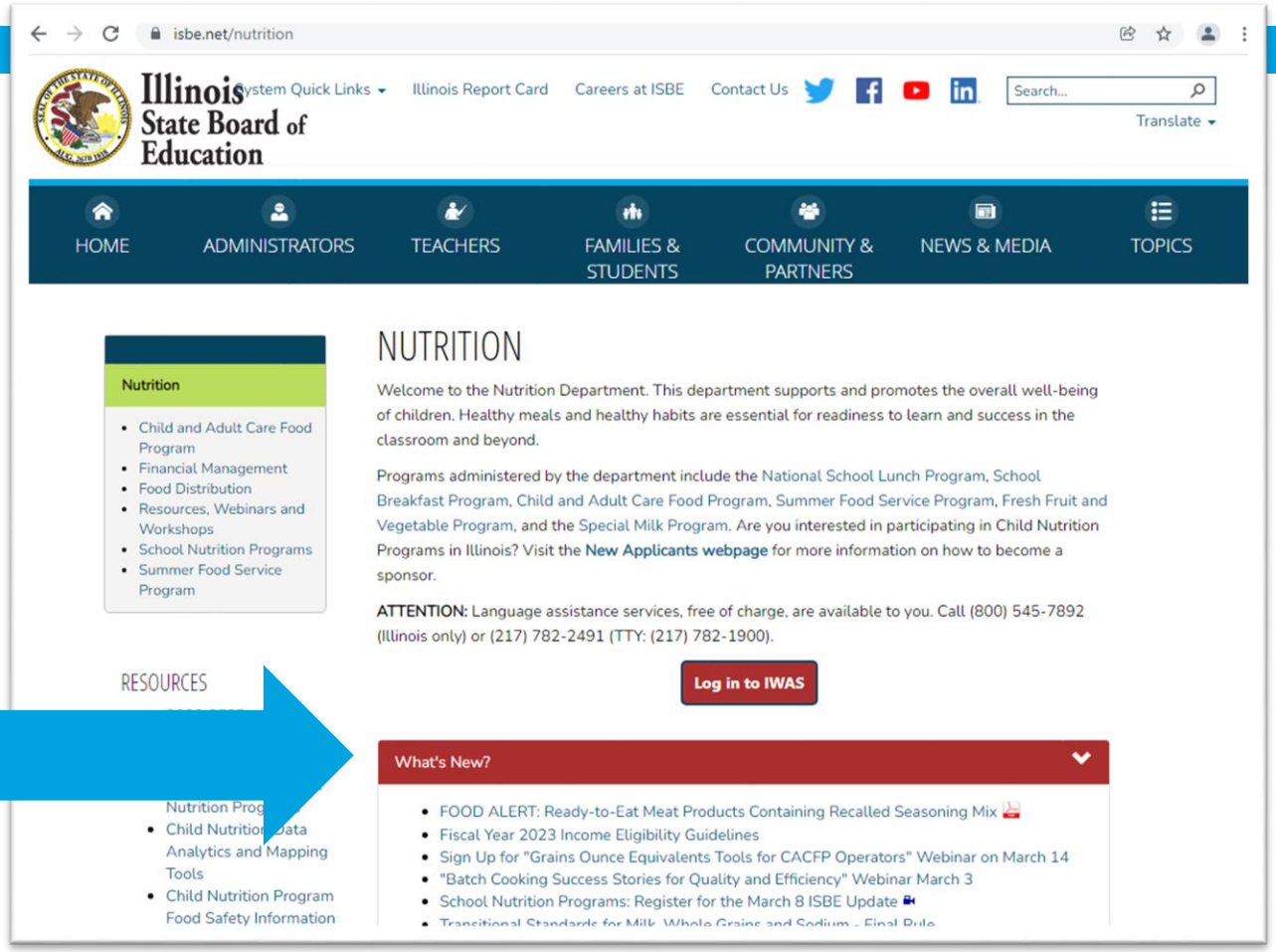
Nutrition Department

Oct. 26, 2022

Today's Agenda

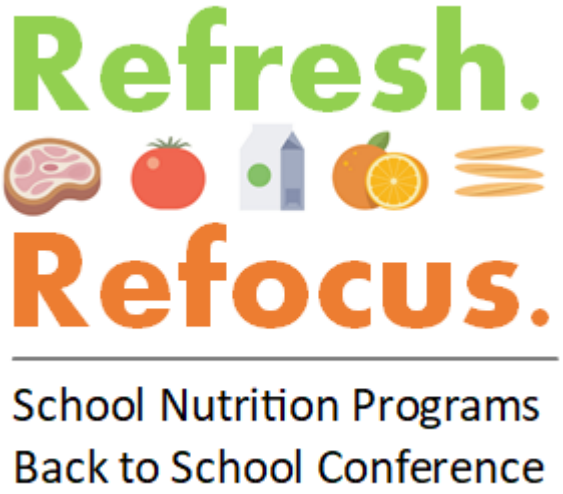
- What's New?
- Verification and the VSR
- WINS 101
- Local School Wellness Policies
- Questions and Answers

What's New?



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

What's New?

Illinois Extension
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN
https://schoolnutrition.extension.illinois.edu/

ABCs of school nutrition

"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

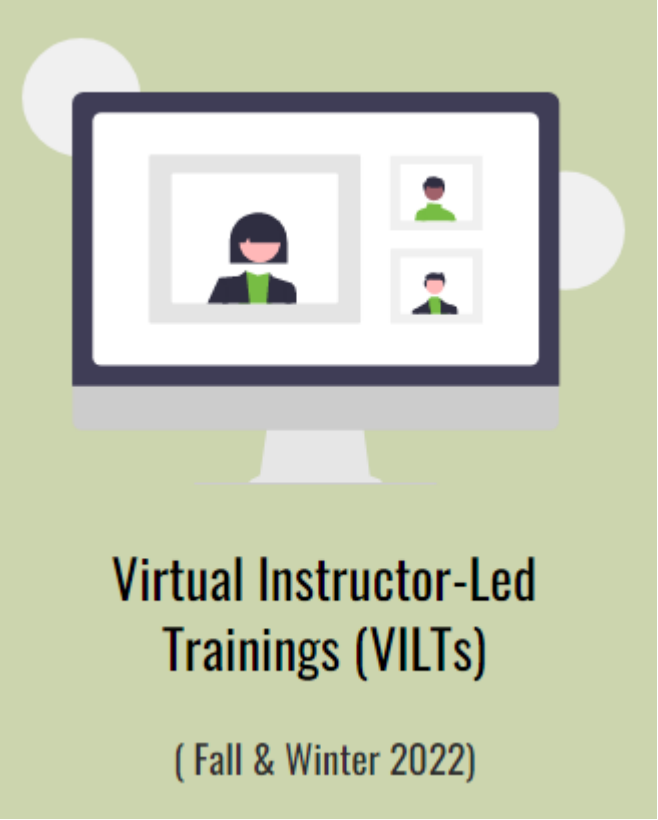
Illinois State Board of Education

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

What's New?

INSTITUTE OF child nutrition
RESOURCES • TRAINING • RESEARCH

https://theicn.org/



Topics include:

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

Illinois State Board of Education

https://theicn.org/vilt/

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

What's New?

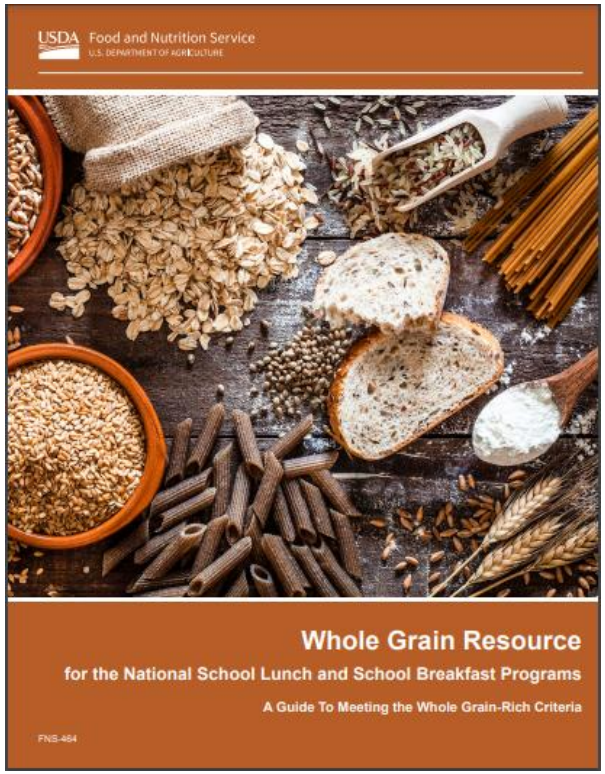
FY 23 Farm to School Grant

- 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?oppId=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

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

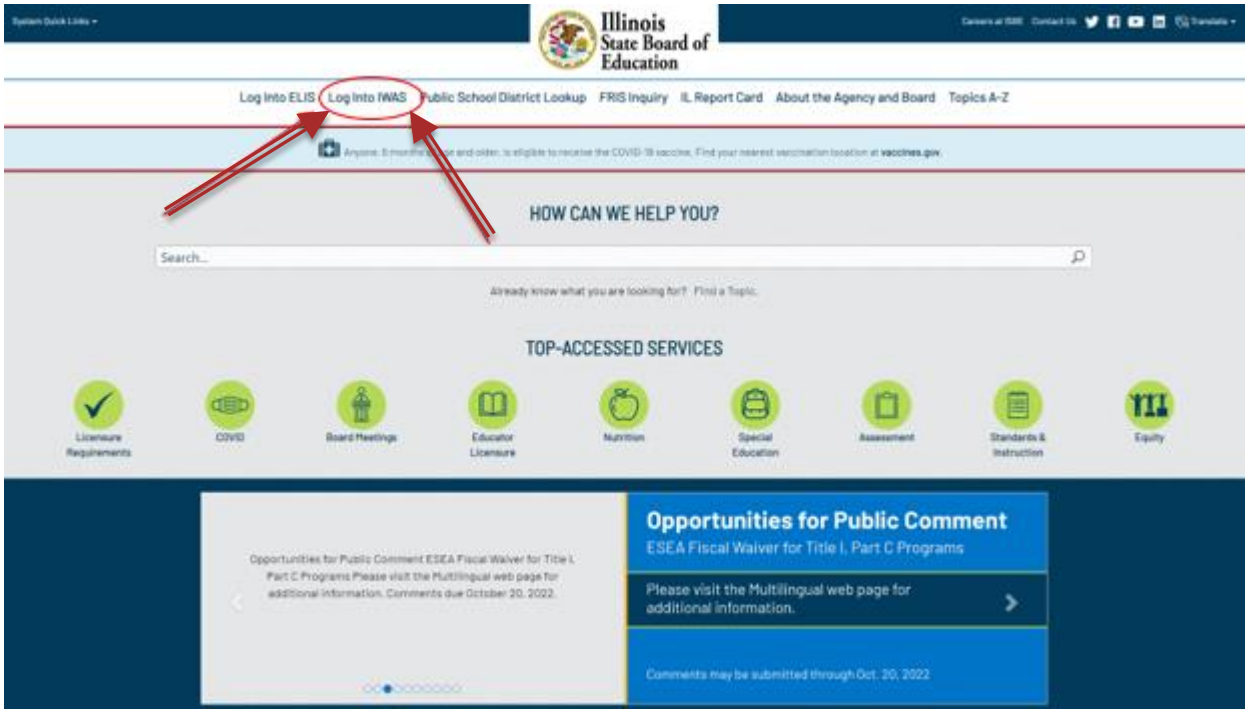
WINS 101

- 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

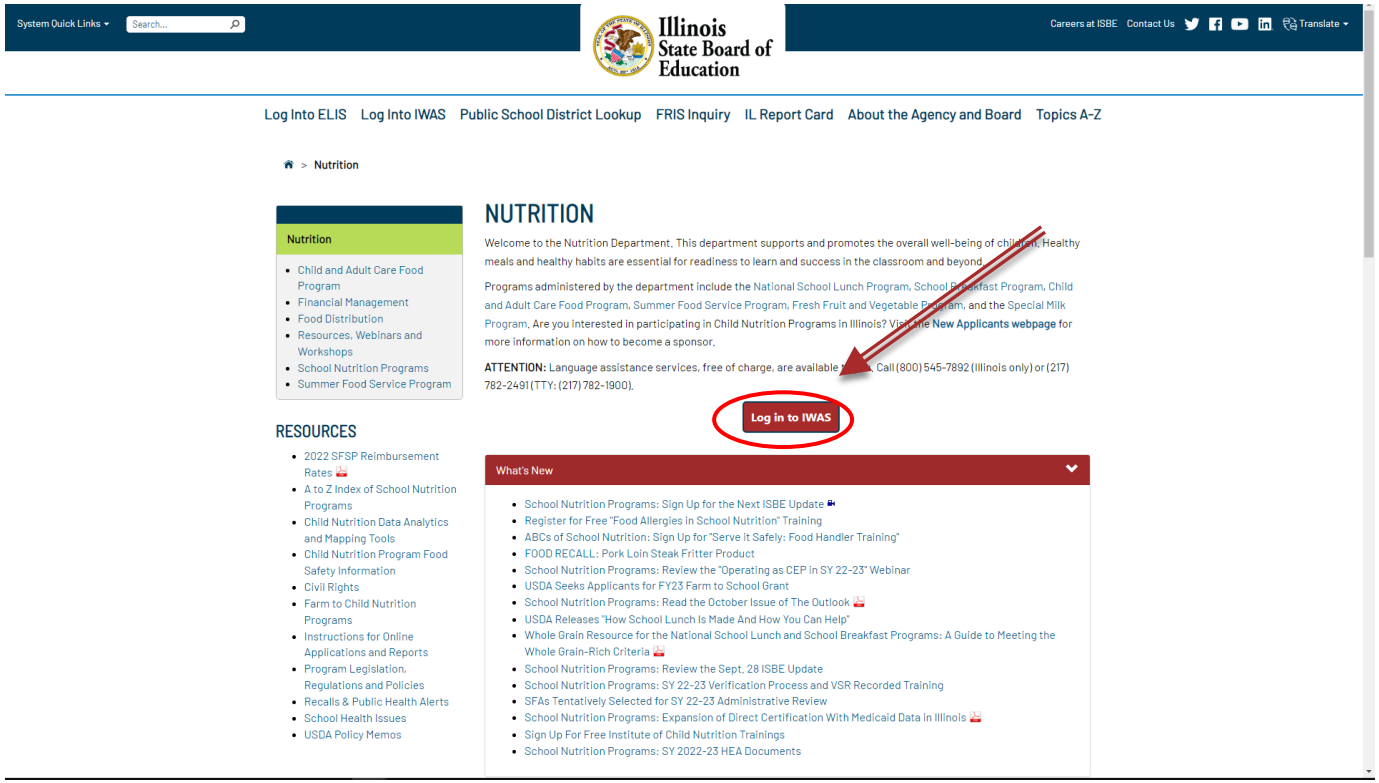
Accessing WINS Through IWAS

- 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.

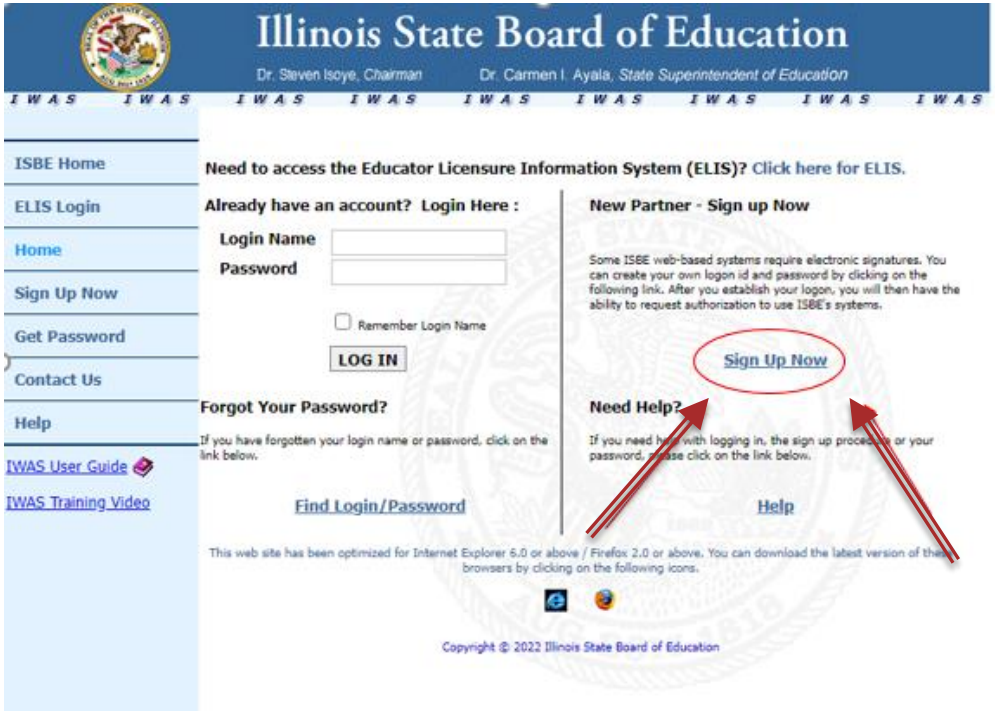


Accessing WINS Through IWAS

- Enter login name and password and then select ‘Login.’

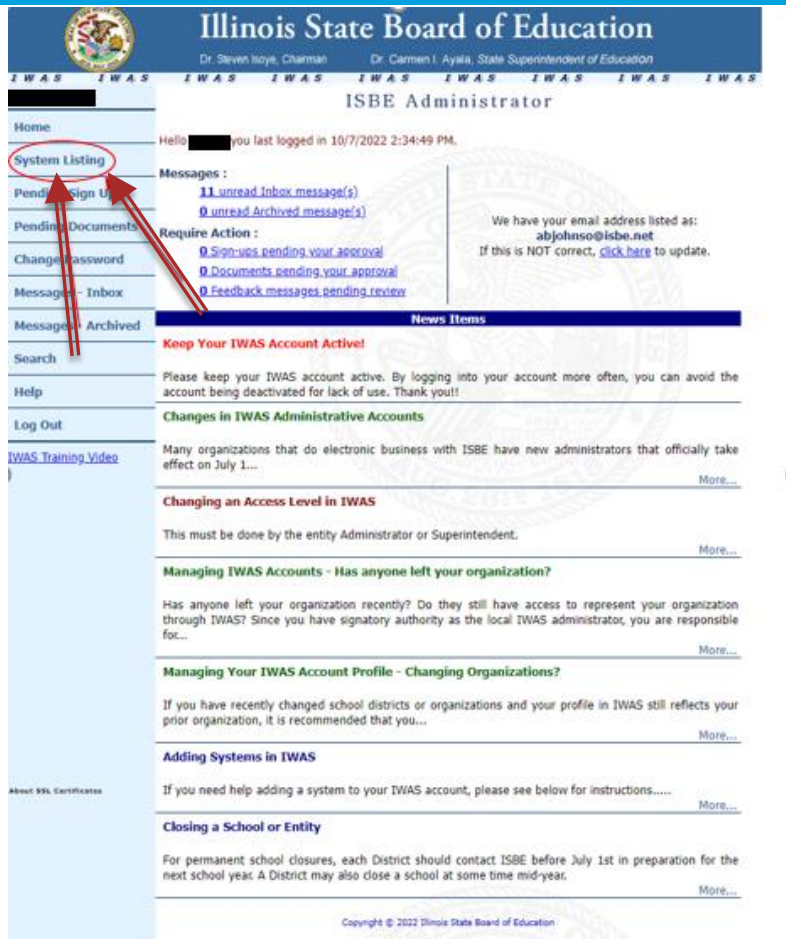
Accessing WINS through IWAS

- 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.



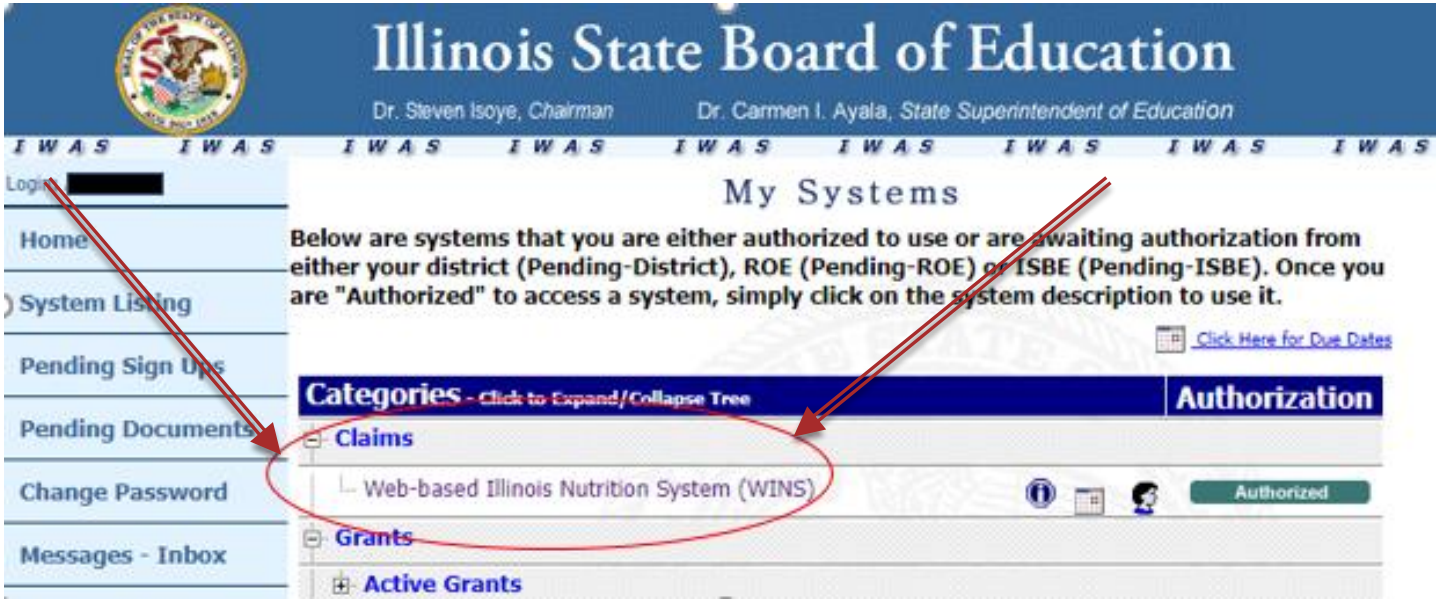
Accessing WINS Through IWAS

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

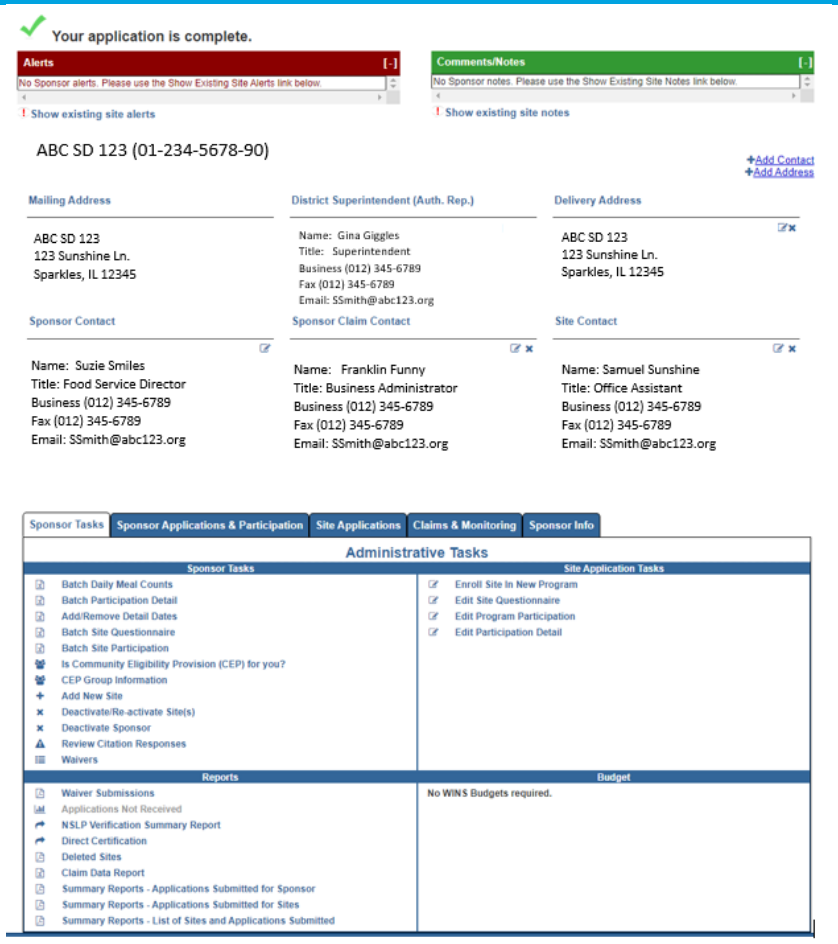


Accessing WINS Through IWAS

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



WINS Dashboard



Illinois State Board of Education

Helpful WINS Dashboard Icons

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

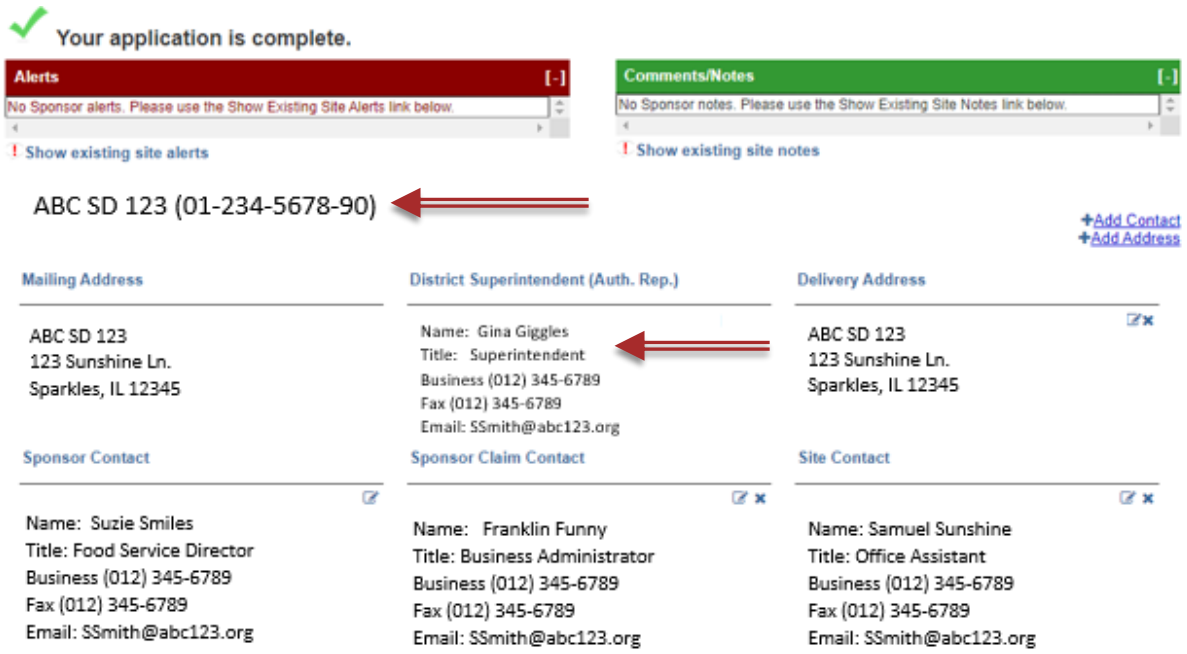
Attachments - This icon takes users to a page where all attached documents are stored. The approval letter will be attached and all supporting documentation for sponsors. Sponsors may also send documents to ISBE using this link.

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.

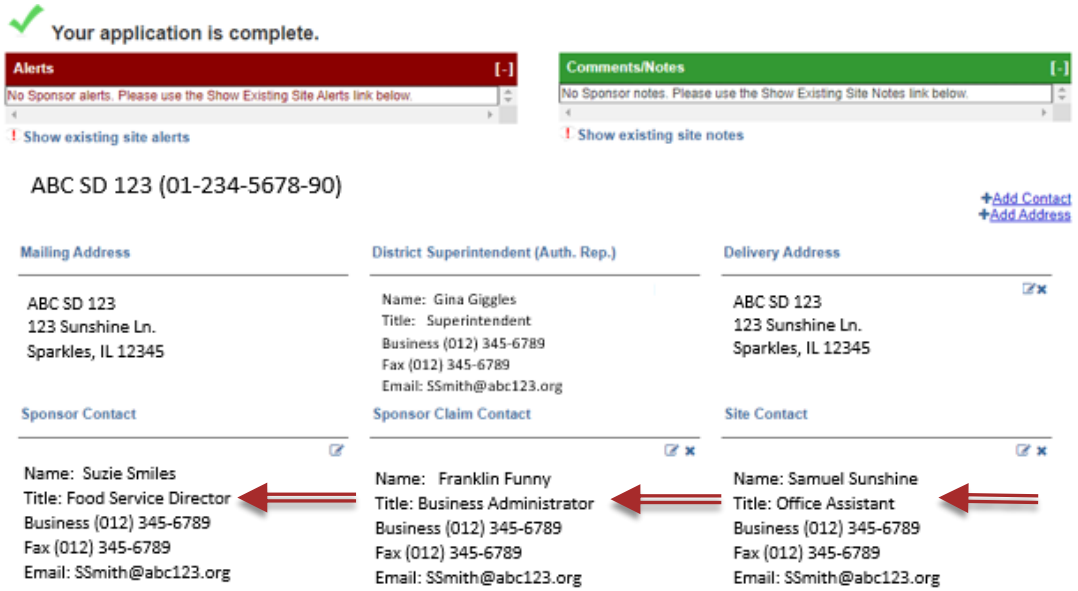
WINS Dashboard

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



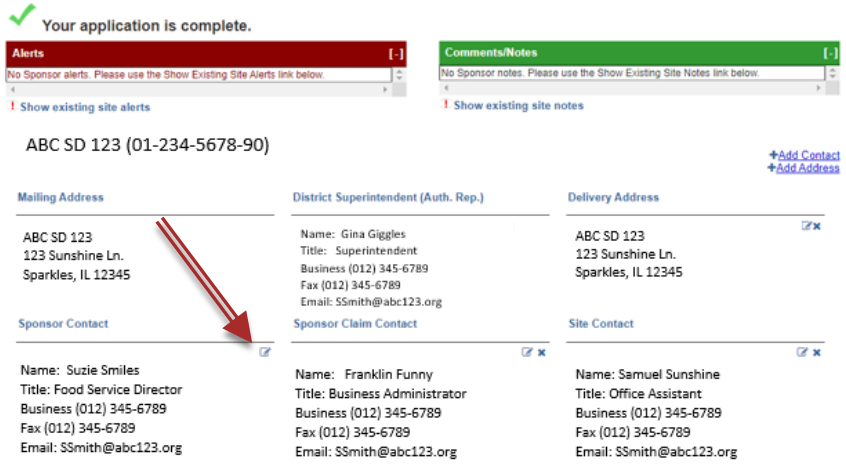
WINS Dashboard

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



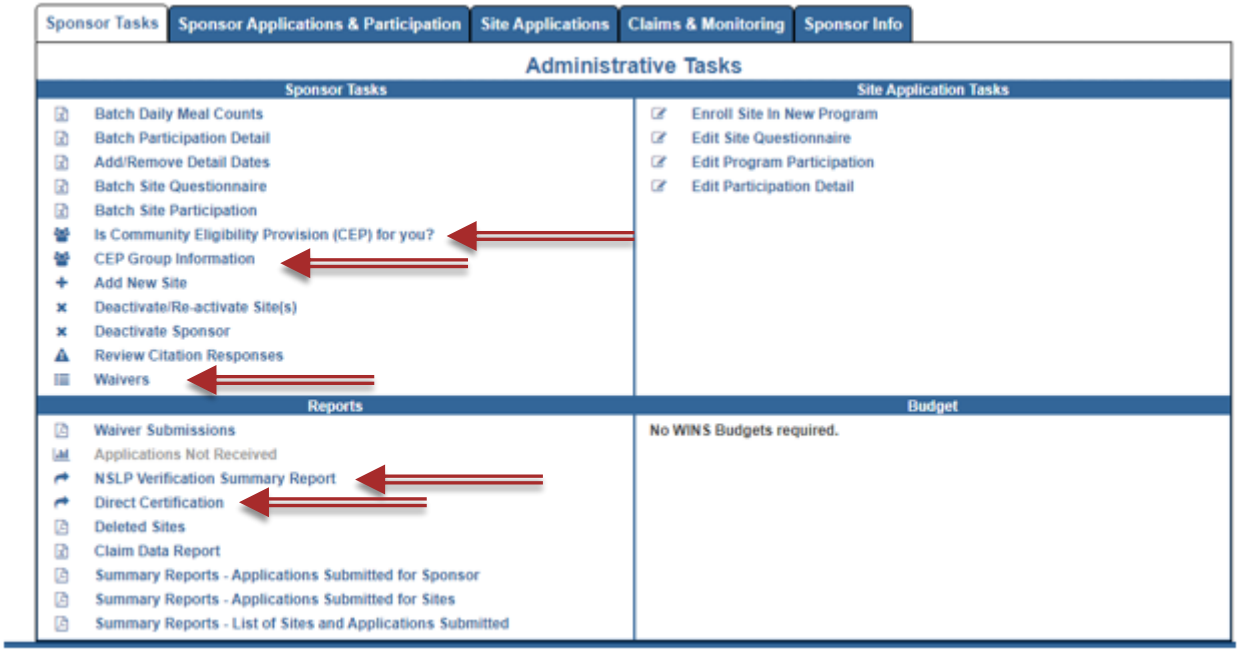
Updating Sponsor/Site Information, Authorized Representative, and Contact Persons

- 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



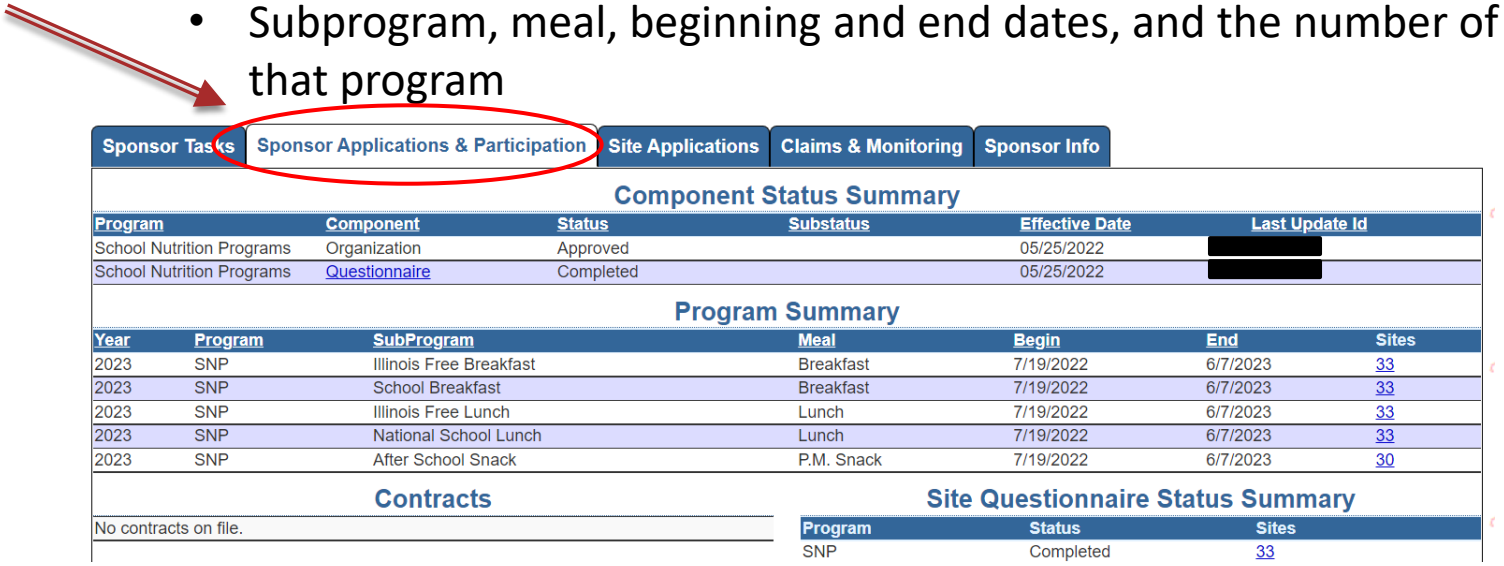
WINS Dashboard

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



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	[redacted]
School Nutrition Programs	Questionnaire	Completed		05/25/2022	[redacted]

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.

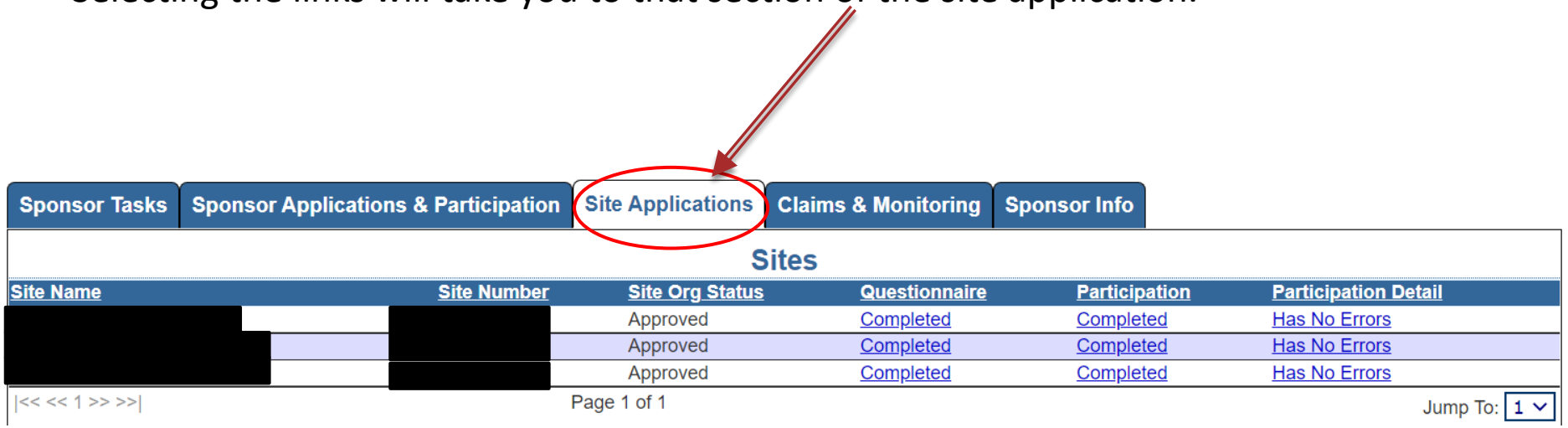
Site Questionnaire Status Summary

Program	Status	Sites
SNP	Completed	33

Questionnaires & Applications

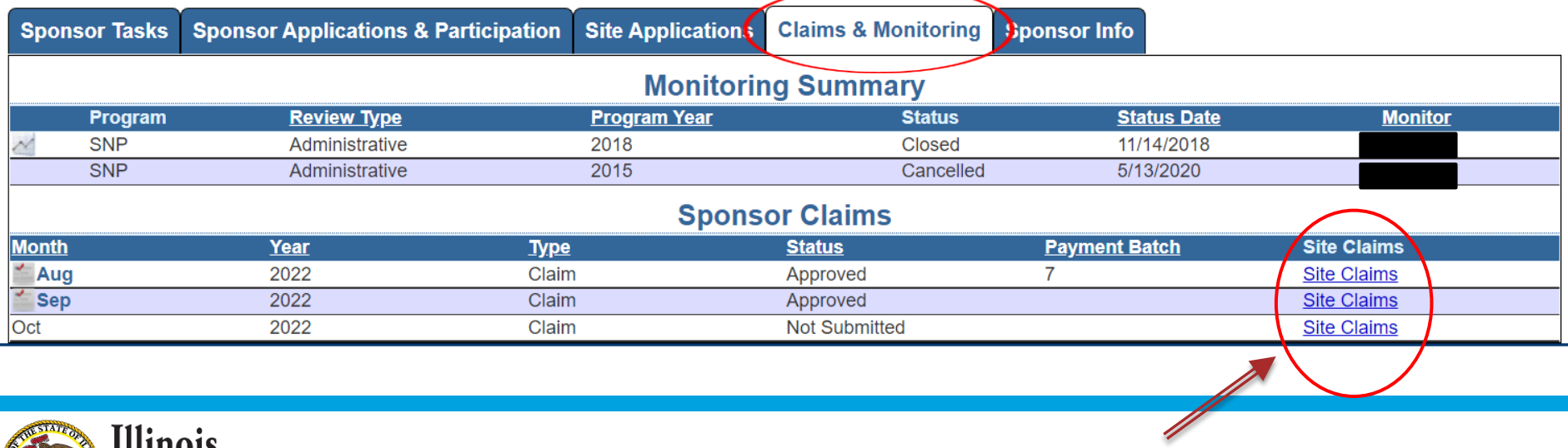
- Under the 'Site Applications' tab located at the bottom of your dashboard you will find:
  - Site names, site numbers, organization status, questionnaire status, participation section status, and participation detail section status

- Selecting the links will take you to that section of the site application.



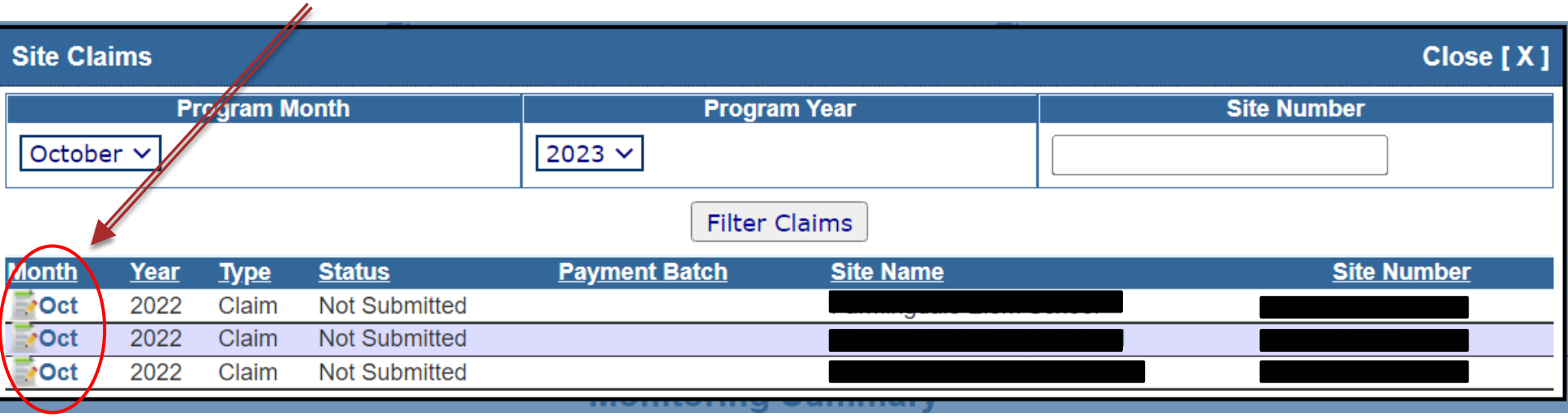
Claims

- **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.



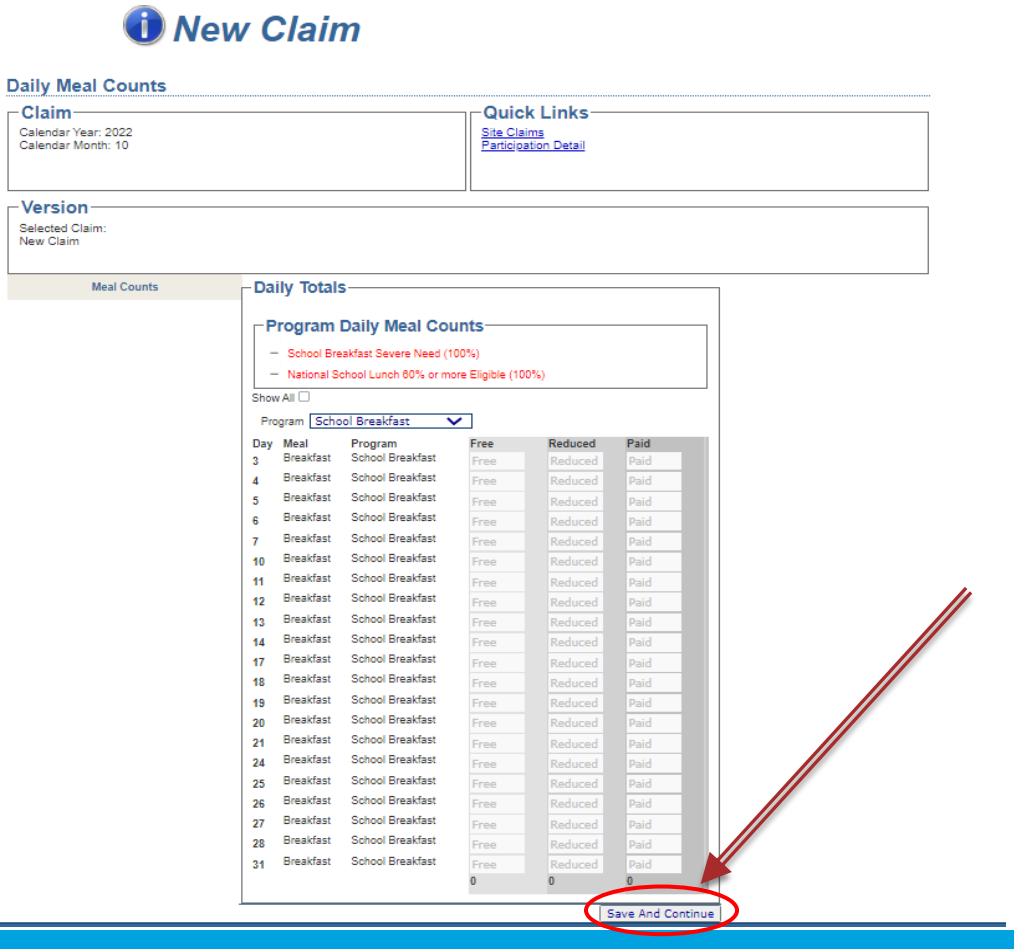
Claims

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



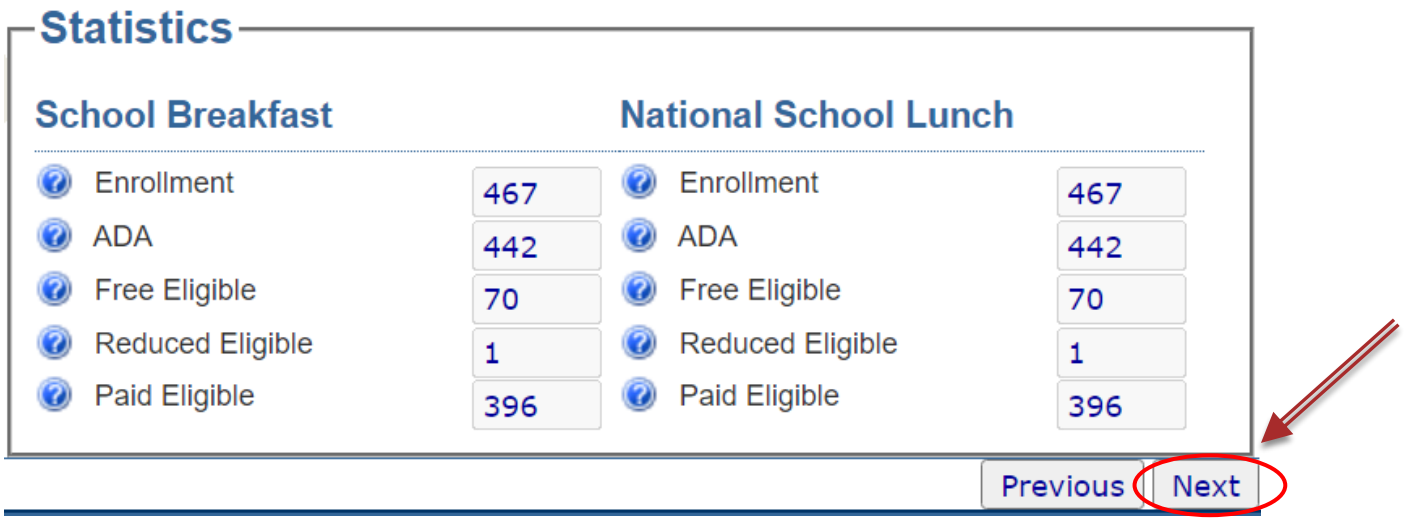
Claims (Free, Reduced, & Paid)

- 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.'



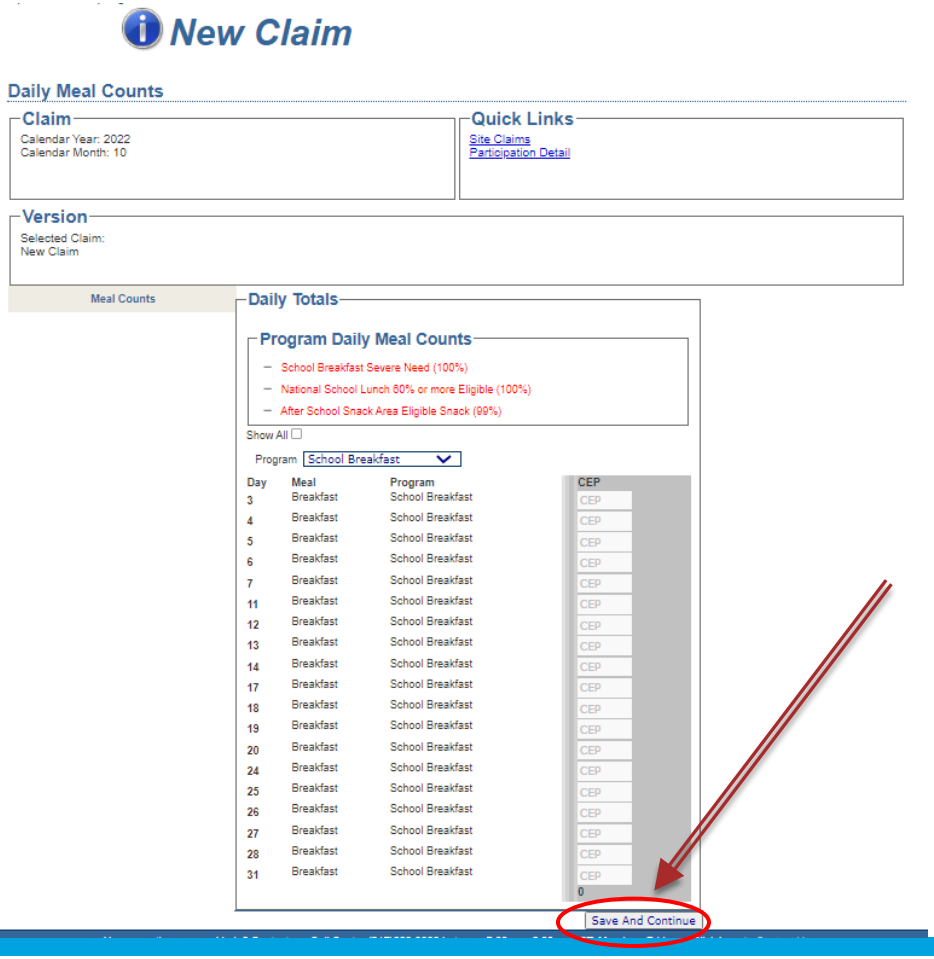
Claims (Free, Reduced, & Paid)

- 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 curser over the ? to display the definition.



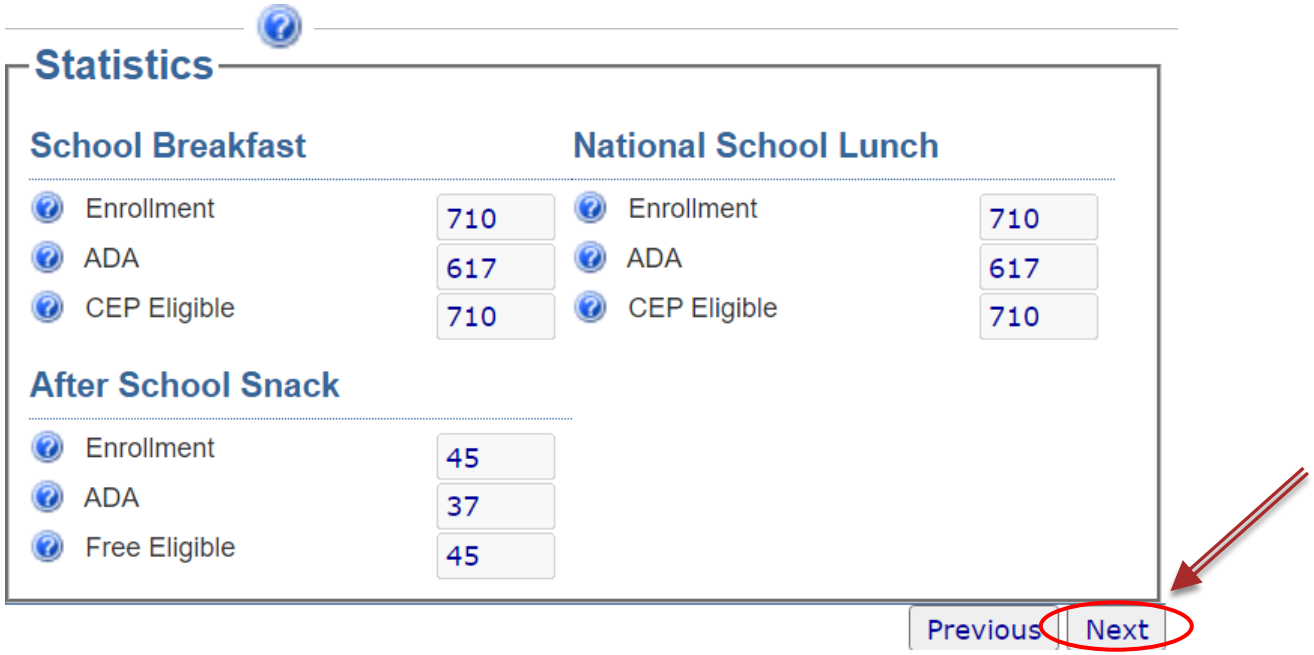
Claims (CEP)

- 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.)



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 Definitions

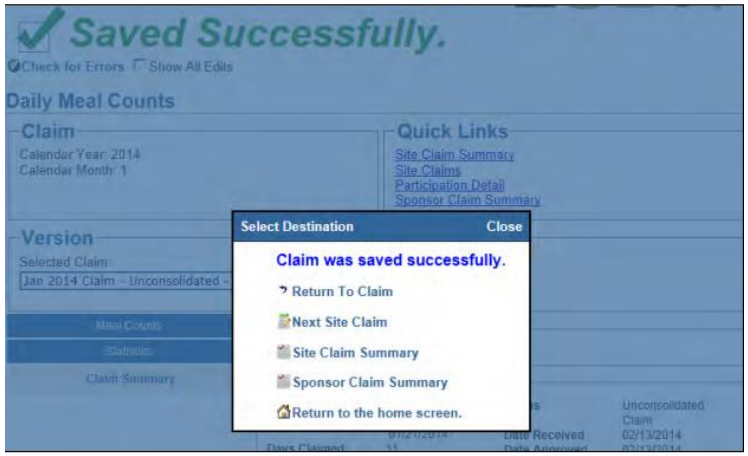
- **Enrollment:** Report the highest number of students enrolled in the site for the month who had access to the program. Even if a student was enrolled for one day they should be included in this figure.
- **ADA (Average Daily Attendance):** Total the attendance for all days of the month for students 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.

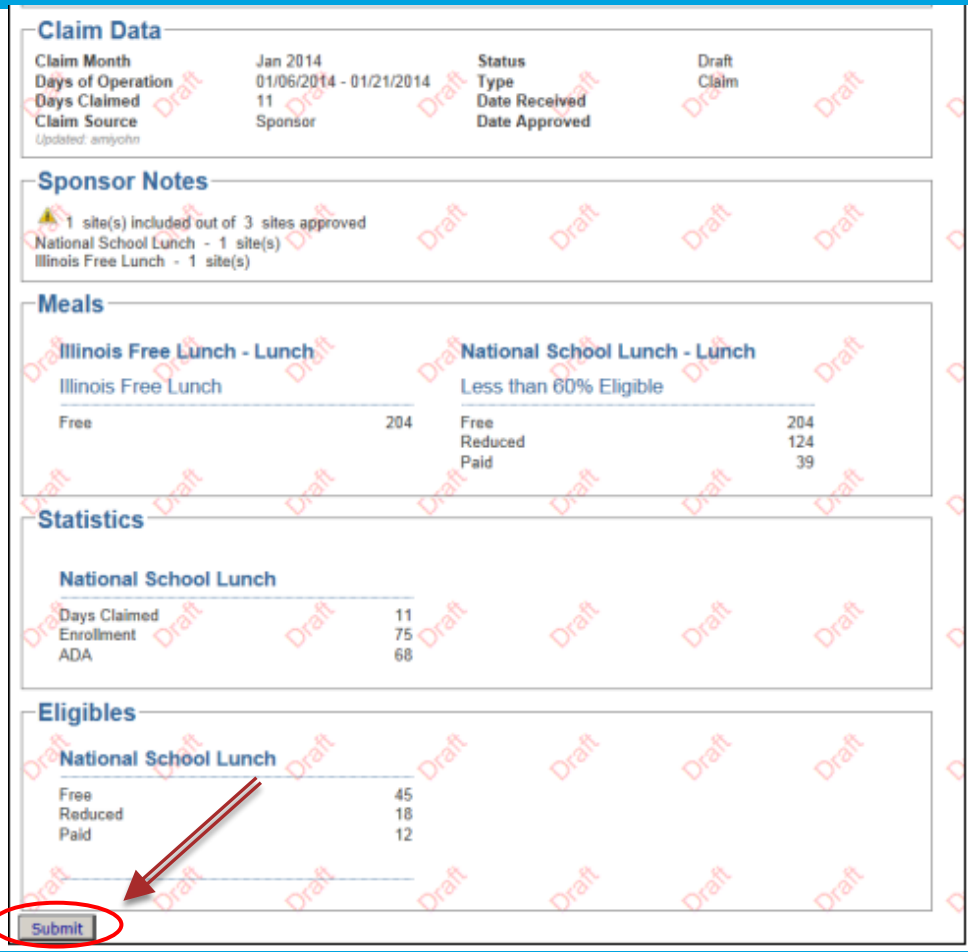
Claims

- 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.'



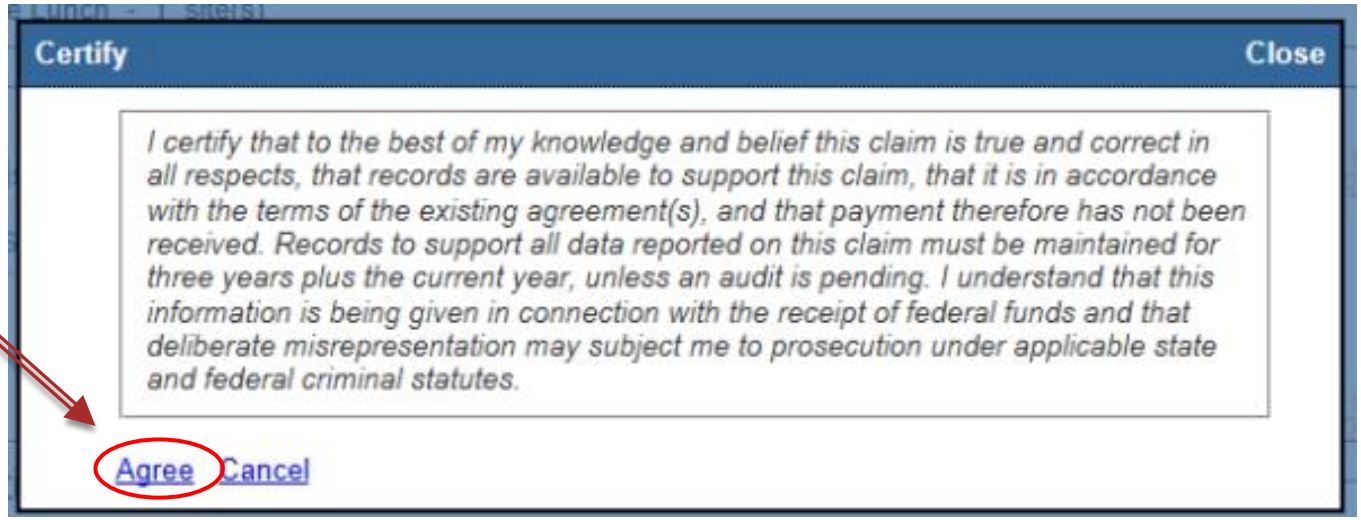
Claims

- 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.



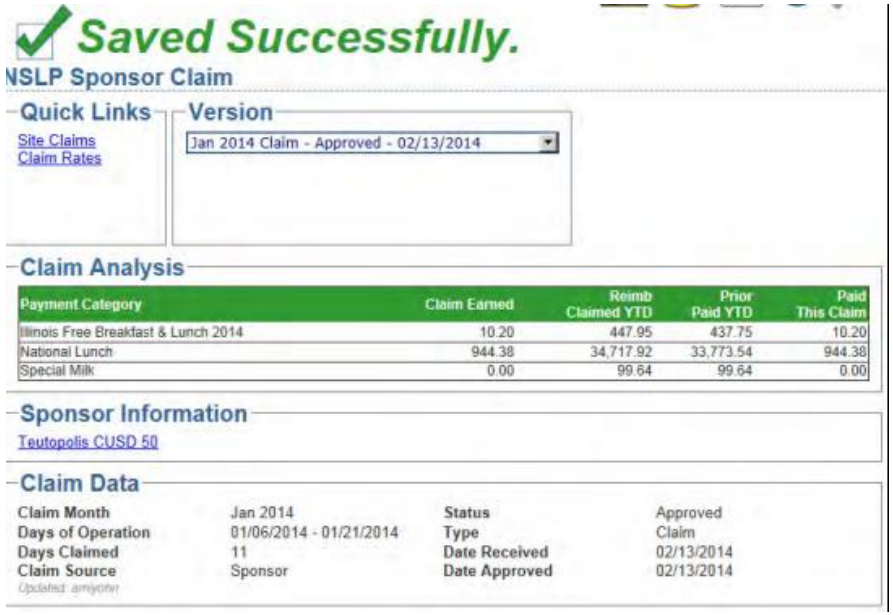
Claims

- 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

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

Illinois State Board of Education

Local Wellness 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

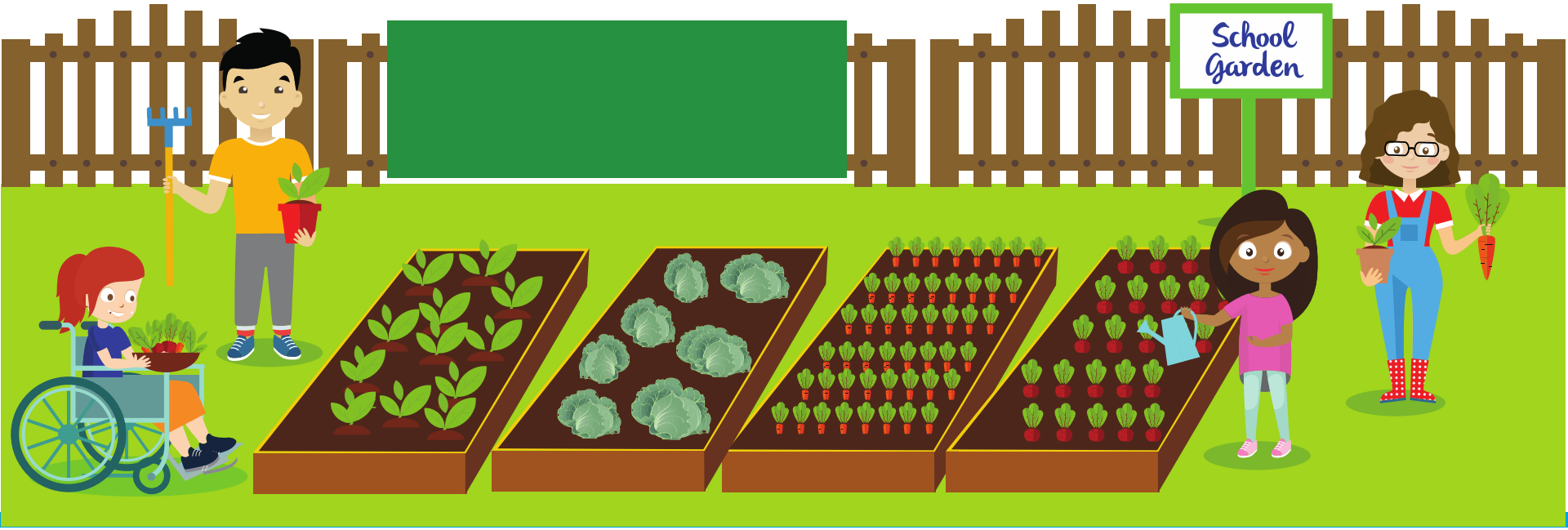
What Should be Included in Your Local Wellness Policy?

- 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 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.

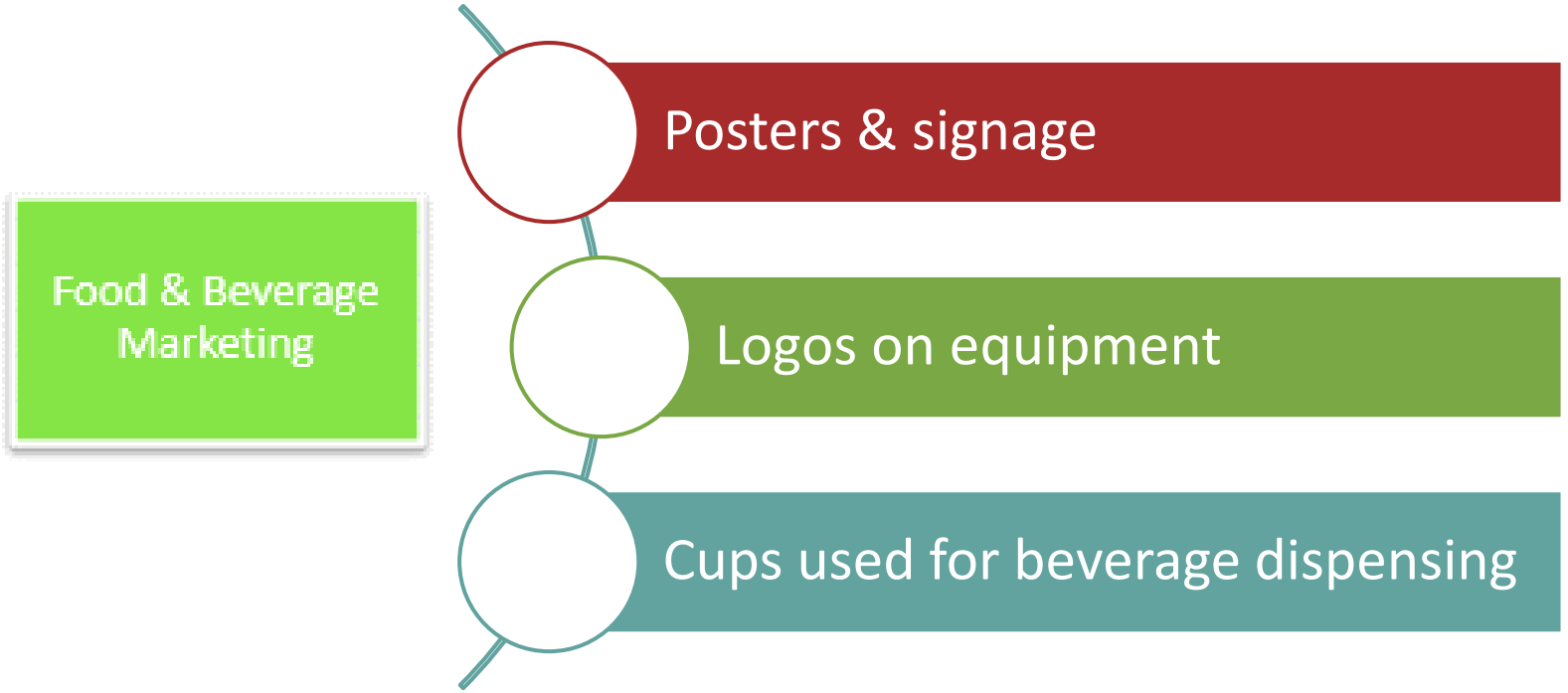


Local Wellness Policy Content
Nutrition

Nutrition Standards for School Meals	Nutrition Standards for Competitive Foods	Standards for All Foods/Beverages Provided (Not Sold)
Nutrition standards for school meals that are consistent with, or exceed, the USDA meal pattern requirements	Nutrition standards for competitive food items (a la carte, vending machines, etc.) that are consistent with USDA Smart Snacks standards	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

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

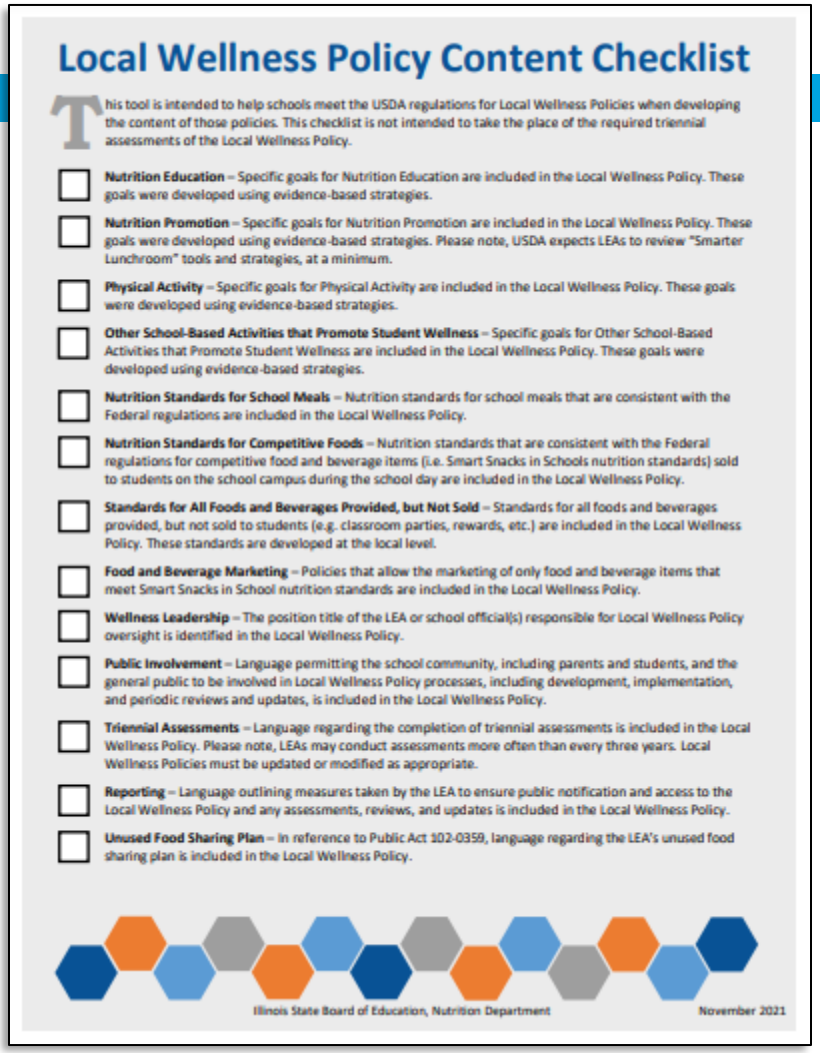
Reporting

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.

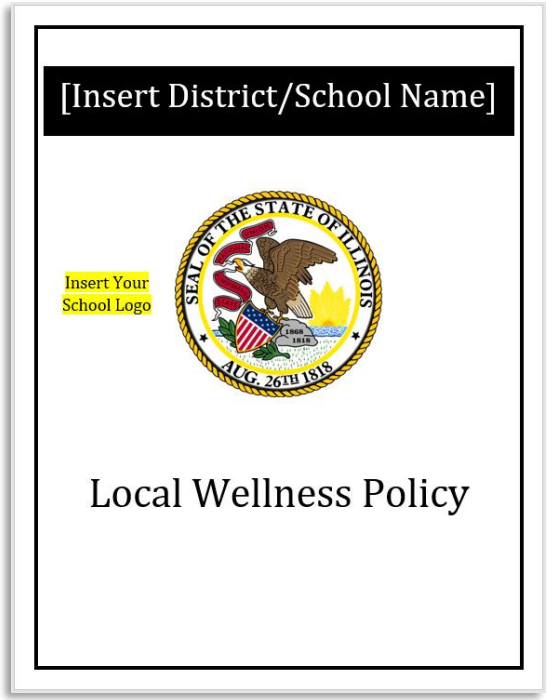
- ☐ **Nutrition Education** – Specific goals for Nutrition Education are included in the Local Wellness Policy. These goals were developed using evidence-based strategies.
- ☐ **Nutrition Promotion** – Specific goals for Nutrition Promotion are included in the Local Wellness Policy. These goals were 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

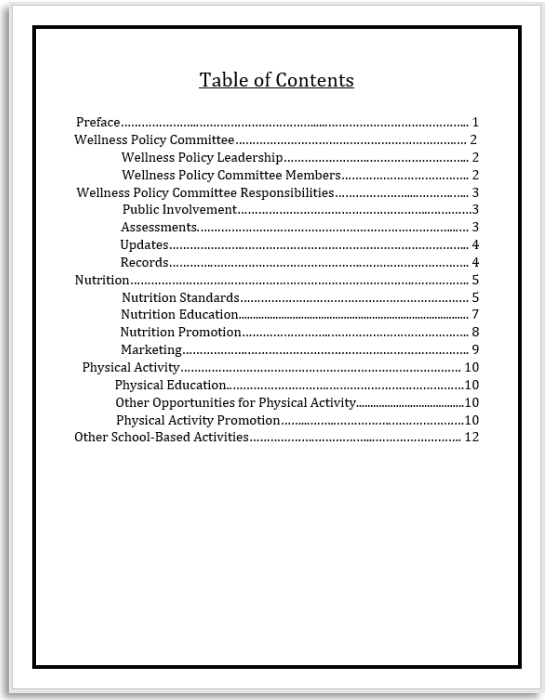
Local Wellness Policy Templates



[Insert District/School Name]

Insert Your School Logo

Local Wellness Policy



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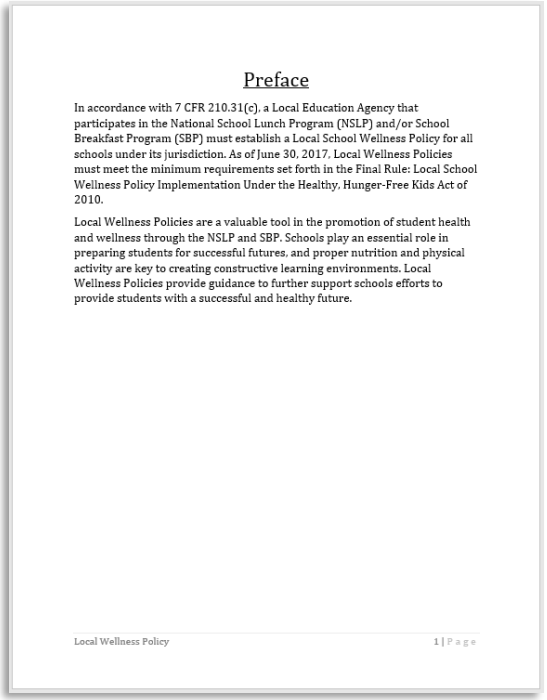


Preface

In accordance with 7 CFR 210.31(c), a Local Education Agency that participates in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must establish a Local School Wellness Policy for all schools under its jurisdiction. As of June 30, 2017, Local Wellness Policies must meet the minimum requirements set forth in the Final Rule: Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010.

Local Wellness Policies are a valuable tool in the promotion of student health and wellness through the NSLP and SBP. Schools play an essential role in preparing students for successful futures, and proper nutrition and physical activity are key to creating constructive learning environments. Local Wellness Policies provide guidance to further support schools efforts to provide students with a successful and healthy future.

Local Wellness Policy 1 | Page

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

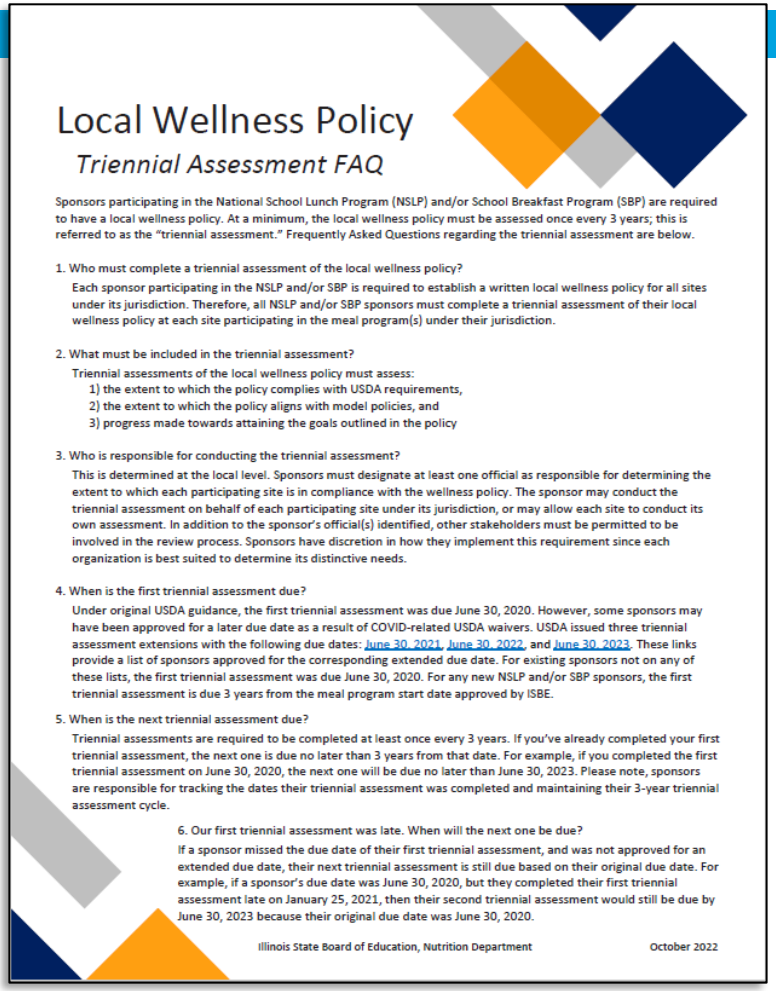
Triennial Assessment Extension #2

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

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