

ISBE School Nutrition Programs Update

Wednesday, Nov. 4, 2024

On the Calendar

- **November:** National Roasting Month, Recipe Highlight: [Purple Pirate Potatoes \(Roasted Beets and Sweet Potatoes\)](#)
- **Nov. 5:** Election Day (ISBE offices closed)
- **Nov. 6:** National Nacho Day,
Recipe Highlight: [Sweet Potato & Turkey Nachos](#)
- **Nov. 10:** [Submit claims in WINS](#)
- **Nov. 11:** Veterans Day (ISBE offices closed)
- **Nov. 15:** [Verification process deadline](#)
- **Nov. 25:** National Parfait Day,
Recipe Highlight: [Seasonal Fruit and Yogurt Parfaits](#)
- **Nov. 28-29:** ISBE offices closed for Thanksgiving



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 Nacho Day and National Parfait Day
- Inspire cafeteria celebrations and nutrition education



Sweet Potato & Turkey Nachos



Healthy Recipes for Child Nutrition Professionals

- <https://theicn.org/cnrb/>
- Noble Street
Charter Schools
Johnson College
Prep in Chicago



<https://theicn.org/cnrb/recipes-for-schools/sweet-potato-turkey-nachos-stateillinois-child-nutrition-agency-developed-recipe/>



Ages 6-18

**Barbacoa Beef Street Tacos with
Cilantro Lime Cauliflower Rice -
State(Illinois) Child Nutrition Agency
Developed Recipe for Schools**



Ages 6-18

**Vegetarian Roasted Vegetable
Tostadas State(Illinois) Child Nutrition
Agency Developed Recipe for Schools**



Ages 6-18

**Turkey & Roasted Zucchini Tamale
Casserole State(Illinois) Child Nutrition
Agency Developed Recipe for Schools**



Ages 6-18

**Creamy Broccoli Potato Soup
State(Illinois) Child Nutrition Agency
Developed Recipe for Schools**

Verification Reminder

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.

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

What's New?

SP 04-2025, Fees for Electronic Payment Services in the School Meal Programs

- USDA FNS Memo issued Nov. 1, 2024
- Effective SY 2027-28
- **Memo states:** "Families with students eligible for free or reduced price meals must not be charged any fees along with the cost of a meal, including fees for using electronic payment services."

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

ISBE School Nutrition Programs Updates

- 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?



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?

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?

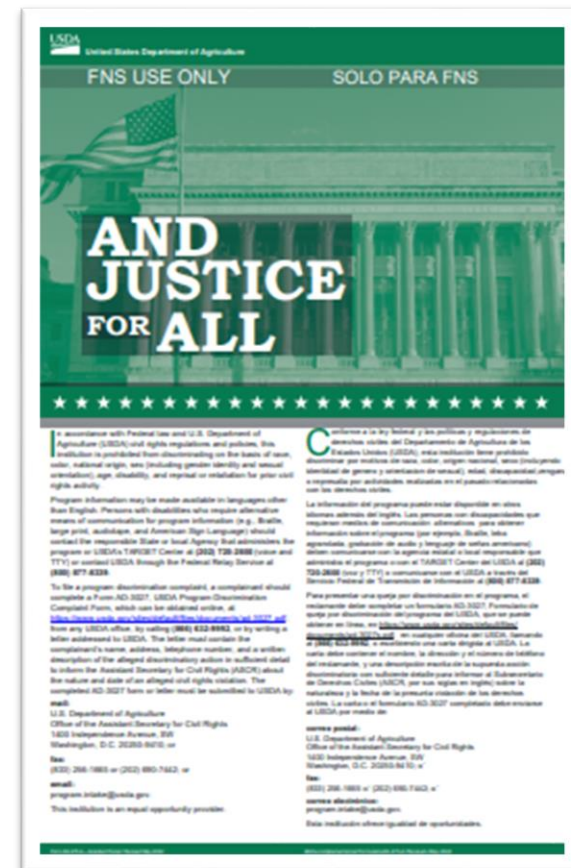


- "Creating Custom Recipes for Your School Nutrition Programs"
 - 2-3 p.m. Thursday, Nov. 7
 - [Register online](#)
- "Tips for Increasing Employee Retention"
 - 2-3 p.m. Thursday, Nov. 21
 - [Register online](#)

What's New?

And Justice For All Posters

- New order form located on [ISBE's Civil Rights webpage](#)
- The poster includes both English and Spanish text
- Hang in a prominent place(s) for program participants



What's New?



ISBE School Wellness Conference

- **Save the Dates!** April 8-9
- **WHERE:** Bloomington-Normal Marriott Hotel & Conference Center
- **WHO:** School nutrition professionals, school nurses, counselors, administrators and more

<https://wellnessconference2025.sched.com/>

What's New?

Food Recalls and Food Alerts



- Watch for the latest announcements under What's New? at www.isbe.net/nutrition
- USDA's Recalls & Public Health Alerts webpage: <https://www.fsis.usda.gov/recalls>
- FDC's Major Product Recalls webpage: <https://www.fda.gov/safety/recalls-market-withdrawals-safety-alerts/major-product-recalls>

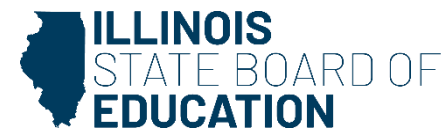
What's New? <https://schoolnutrition.extension.illinois.edu/>



Illinois Extension

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

- **Serve It Safely
Food Handler Training**
 - 2-4:30 p.m. Jan. 30
- **Food Allergies
in School Nutrition**
 - 2:30-4:30 p.m. Feb.11



What's New?

Breakfast After the Bell Program

- New state-funded grant program
- Open to public schools in Illinois
- Up to \$7,000 per each eligible school
- Deadline: 4 p.m. Nov. 14

<https://www.isbe.net/Pages/breakfast-after-the-bell.aspx>

- Breakfast After the Bell state mandate:
[SNP Administrative Handbook](#)

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





School Nutrition Program (SNP) Administrative Review

SNP Administrative Review Goals



Assess compliance with program requirements



Provide technical assistance



Recommend corrective action



Ensure integrity of program payments

How often are reviews?

Every five
years

Disclaimer: Unless USDA
mandates otherwise



Is this your year for a review?

NUTRITION
School Nutrition Programs
National School Lunch Program
Monitoring and Review Information

NUTRITION

MONITORING AND REVIEW INFORMATION

ADMINISTRATIVE REVIEW PROCESS

The Administrative Review is an assessment conducted by the Illinois States Board of Education (ISBE) of the School Food Authority's (SFA) administration of the NSLP and SBP, and other school nutrition programs. The objectives of the Administrative are to determine whether the SFA meets program requirements, provide technical assistance, secure any needed corrective action, and assess fiscal action, if applicable.

ISBE must conduct Administrative Reviews of all SFAs participating in the NSLP and/or SBP at least once during each three-year review cycle period, provided that each SFA is reviewed at least once every 4 years.

- "Preparing for an Administrative Review" Resource Guide 
- SNP Administrative Review Checklist 
- SNP Administrative Review Checklist for CEP Districtwide Sponsors 
- Dietary Specifications Assessment Tool 
- Meal Compliance Assessment Tool 
- Resource Management Guidance and Resources
- Review Resource List 
- School Meals Administrative Review Q & A 
- SFAs Tentatively Selected for SY 24-25 Administrative Review 
- School Nutrition Programs Back to School Conference
 - Build a Binder for Success - Acing your School Meals Administrative Review (Monitoring, Part 2) 
 - PowerPoint Presentation 
 - Build a Binder for Success 



SNP Administrative Review Notification



Sponsor Lookup

Name / RCDT / City / Address / Zip

Program

Program Year

Your application is complete.

Alerts [-]

No Sponsor alerts. Please use the Show Existing Site Alerts link below.

Show existing site alerts

Comments/Notes [-]

No Sponsor notes. Please use the Show Existing Site Notes link below.

Show existing site notes

-26)

Attachments

Filename	Desc.	Doc Type	Expires Last Update Date
ReviewAnnouncement_20241031_013440.pdf	School Nutrition Programs - administrative review - Announcement letter	Announcement Letter	10/31/2024 1:34:41 AM

SNP Administrative Review Monitors

- Cook and Collar Counties
 - John Burton
 - Yvonne Jablonski
 - Bushra Khalaf
 - Latricia London
 - Mary Newman
 - Jessica (Tess) Smith
 - Matthew Whitaker
- Northwest
 - Paul Hansen
- Northwest Central
 - Harley Hepner
- Northeast Central
 - Kari Perkins
- West Central
 - Carol Montague
- East Central
 - Andrea Gregory
- Central
 - Judy Foster
- Metro East
 - Abby Beckmann
- South
 - Kim Nesler

Overview of the SNP Administrative Review Process



How to prepare for your SNP Administrative Review

NUTRITION
School Nutrition Programs
National School Lunch Program

Monitoring and Review Information













NUTRITION

MONITORING AND REVIEW INFORMATION

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 - PowerPoint Presentation 
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REVIEWS CONDUCTED BY THE SCHOOL FOOD AUTHORITY

- After School Snack Program Review (67-80) 
- NSLP and SBP On Site Review - Assessment of School's Meal Counting and Claiming Procedures (67-35) 



Preparing for an Administrative Review

The [list of School Food Authorities Tentatively Selected for School Year 2024-25 Administrative Reviews](#) is now available on the ISBE [Monitoring and Review Information webpage](#).

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We've assembled some resources to assist sponsors.

Helpful AR Checklists

- [SNP Administrative Review Checklist](#)
- [SNP Administrative Review Checklist for CEP Districtwide Sponsors](#)

Webpage Highlights

- [Household Eligibility Resources](#)
- [Local School Wellness Policy Information](#)
- [Meal Pattern and Nutrition Standards](#) (Check out the various training videos available!)
- [Verification and the VSR](#)

Webinars to Review

- [Monitoring, Part 1](#)
 - ◊ [PDF of slides](#)
- [Monitoring, Part 2](#)
 - ◊ [PDF of slides](#)
 - ◊ [Build a Binder for Success](#)
- [Direct Certification](#)
- [Certification of Household Eligibility Applications](#)
- [Verification Process for School Year 2024-25](#)
 - ◊ [PDF of slides](#)
- [Local Wellness Policy Content Requirements](#)
 - ◊ [PDF of slides](#)



Navigate the ISBE Website

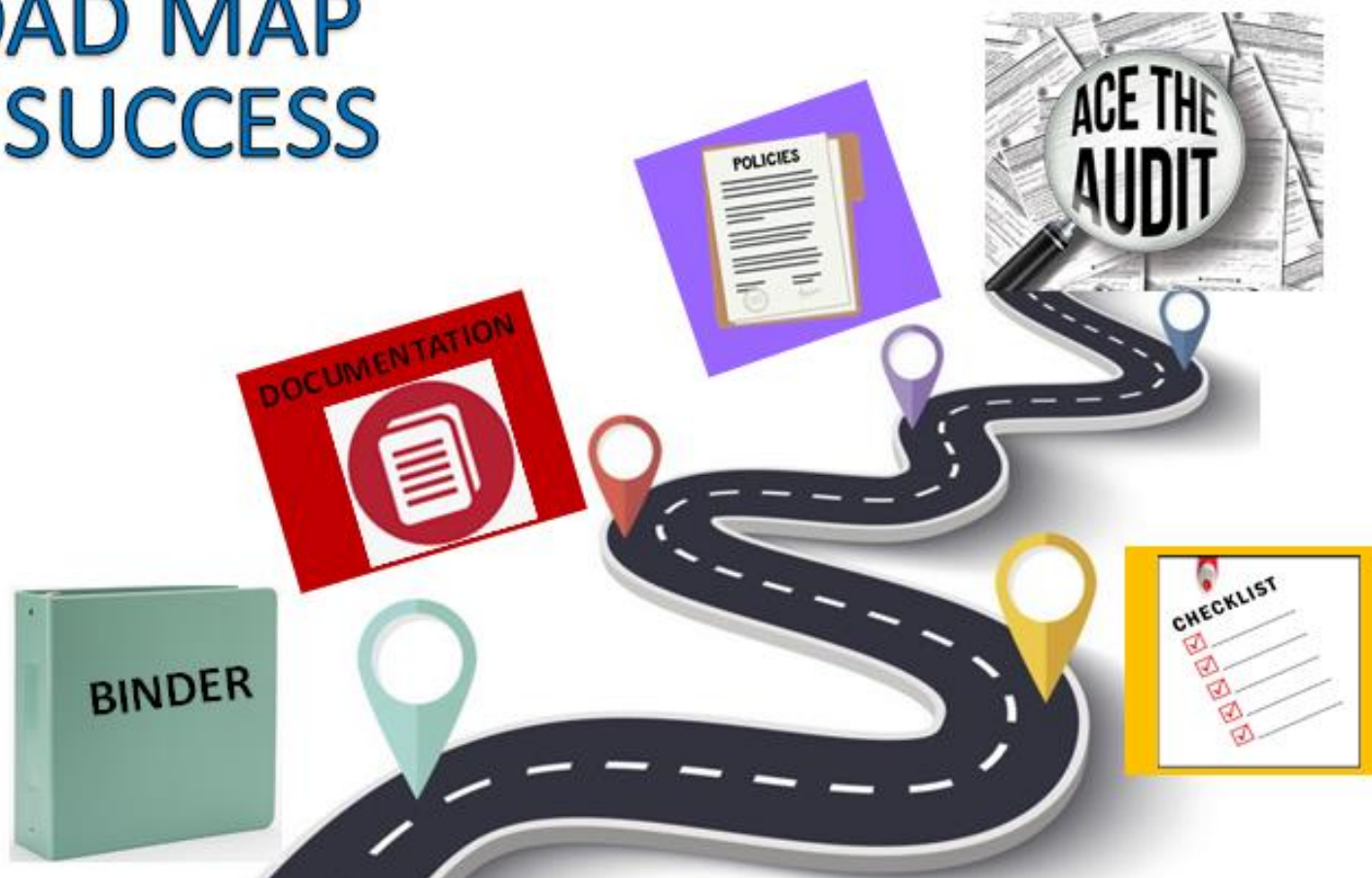
- [A to Z Index of School Nutrition Programs](#): Search the website by topic.
- [School Nutrition Programs Administrative Handbook](#): All sponsors are expected to be familiar with the handbook. You can search by section or open the [PDF of the complete handbook](#) and search by clicking Ctrl f.
- [What's New?](#) Watch for the latest announcements from the ISBE Nutrition Department.

Build a Binder for Success



Build a Binder for Success

ROAD MAP TO SUCCESS



Binder - Table of Contents

- Eligibility Documentation
- Verification
- Claim for Reimbursement
- On-Site Reviews
- Menus
- Food & Beverage Requirements (Smart Snacks)
- Sanitation/Food Safety
- Program Outreach
- Professional Standards
- Local Wellness Policy
- Other Programs
- Day of Review

Critical Areas of the SNP Administrative Review

- Certification and Benefit Issuance
 - ✓ Household eligibility applications
 - ✓ Direct certification
- Meal Counting and Claiming
- Meal Components

Fiscal adjustments (\$) are always a possibility when you have errors in a critical area.

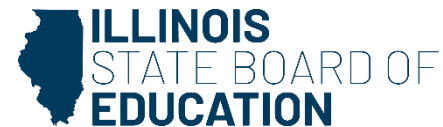


Certification and Benefit Issuance



Errors that lead to fiscal assessment:

- Applications incorrectly approved
 - Example: Approved free but should be reduced
- Direct certification incorrectly certified
 - Example: Date of report is outdated and/or does not cover the student for the month of review
- Claiming a student incorrectly
 - Example: Student is approved reduced but claimed free
- Changes were not made at the end of the 30-day carryover
 - Example: Student was free last SY but this school year no documentation on file



Meal Counting and Claiming



Errors that lead to fiscal assessment:

- Meal count is based on the number of meals delivered or prepared
- Math and/or copy errors on the Claim
- Meal counts based on attendance/morning count
- Meal counts based on tray count
- Meal counts for classroom feeding must be at the point of service (breakfast in classroom, PreK)

Meal Components



Errors that lead to fiscal assessment:

- Missing a component
 - Example – missing the G/B component
- Meal did not contain a component
 - Examples:
 - OVS: missing a fruit or vegetable
 - Serve: missing the milk
- Lack of production records

General Areas

- Verification
- Portion Sizes
- Dietary Specifications
- Offer versus Serve
- Civil Rights
- Food Safety
- Local Wellness Policy
- Professional Standards
- Reporting & Recordkeeping
- SBP & SFSP Outreach
- SFA Monitoring
- Smart Snacks
- Potable Water

Fiscal Action

\$600 disregard	\$600 disregard	\$600 disregard
<ul style="list-style-type: none">• NSLP• After-School Snack• SSO Lunch• SSO Snack• FFVP	<ul style="list-style-type: none">• SBP• SSO Breakfast	<ul style="list-style-type: none">• Special Milk

\$600 or less waived. Over \$600 is assessed.

Exit Conference



Corrective Actions

- Corrective actions are typed in WINS and due within 30 days of notification.
 - Reminders sent via alerts in email and WINS.
 - Multiple reminders can lead to withholding reimbursement.
 - Consider the following points as you prepare your corrective actions.
 - What procedures were implemented to address the citation?
 - Who is responsible for implementation?
 - How was staff informed?

Closure Letter

- When citations for SNP Administrative Review have been addressed, WINS will generate a review closure letter.
- Fiscal assessments, if any, will be communicated.
 - If fiscal action is over \$600, you will be provided appeal procedures.
 - If the assessment holds, Funding & Disbursements will either adjust a future claim in the amount of the assessment or will contact you for repayment by check.

Local Food for Schools (LFS)

Signed up but have not used funding

- Start using your funds ASAP!
- Questions? please reach out to ISBE at localfoods@isbe.net

Signed up & have spent all of your funding

- We do have extra funds available if you could use them.
- Reach out to localfoods@isbe.net to request additional funds.

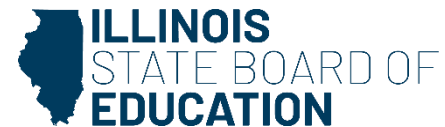
Have NOT signed up yet

- We have funds available!
- View our most recent training & then contact our office to see if you can still sign up.

Website & Email

<https://www.isbe.net/Pages/School-Nutrition-Farm-to-School.aspx>

Email: localfoods@isbe.net



Clarification: Use of Funds - Supplanting

- LFS funds must be used to **increase or expand** but not duplicate existing **LOCAL** food procurement.





USDA Announcement – Future Local Food Funding

What we know at this time:

We do know that the total amount of this funding includes:

- \$500 million for school meal programs to make local purchases and
- For the 1st time, the USDA will provide \$200 million for child care facilities to make local purchases

What we do NOT know yet:

We do NOT know:

- When this new funding amount will be available.
- The exact amount that IL and/or schools will be eligible for.
- If there will be any changes from how the LFS program currently works.

ISBE is very excited that this funding will continue & will provide more information as it is available to us!



Healthy Meals Incentives School Food System Transformation Challenge Sub-Grants (Boise State's Project SCALES) Application is Open NOW!



Objectives of Project SCALES

Applicants should propose innovative and collaborative approaches that reimagine the school food system and that could be sustained and scaled elsewhere. We encourage applicants to think creatively about transformational partnerships and projects, particularly those that bring new industry into the school food supply chain.

We invite applicants to submit a proposal for grant funding to support projects that show clear potential for achieving one or more of these goals:

- **improving the K-12 school food supply chain** by incentivizing innovation and building partnerships between various entities of the food system, including manufacturers or producers;
- **reducing barriers for schools** related to sourcing, ordering, processing, and/or storing locally-sourced foods and beverages;
- **supporting school nutrition teams** in using fresh local ingredients, being responsive to student preferences and cultural relevance, and increasing scratch cooking;
- **leveraging social responsibility of food industry** to address innovative solutions for the school food system; and
- **identifying sustainable solutions and best practices** for the K-12 food system that are scalable and replicable.

OF

★ EDUCATION



SCALES

Supporting Community Agriculture
& Local Education Systems

A project funded by the United States Department of Agriculture

- Sub-grants are open nationwide to all School Food Authorities participating in the National School Lunch Program and food industry partners.
- Sub-grants up to \$1 million are available to support partnerships to improve school meals. Eligible applications must include at least three partners.
- Applications are due on December 13, 2024.
- Visit their website for more information:
<https://projectscales.com/apply/>

National School Lunch Week

Geneseo CUSD 228



National School Lunch Week

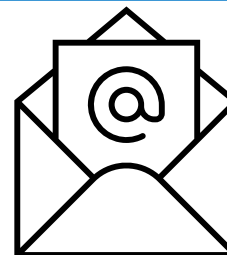
Roxana CUSD 1



BOARD OF
EDUCATION

Questions?

Email cnp@isbe.net



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

