

2025 ISBE Nutrition Training

Day 1 (Monday, June 16) — Afternoon Workshops

Mission Possible: Menu Recordkeeping and Planning

Time: 12:00 to 4:00 PM

Presenters: Kim Nesler & Kari Perkins (ISBE)

Unlock the secrets to crafting a menu that meets USDA requirements! This four- hour, face-to-face training teaches the basics in menu recordkeeping, including production records, menu documentation (e.g., CN labels, Product Formulation Statements, Nutrition Facts labels, etc.), the Food Buying Guide, recipes, and tools to evaluate your menus in meeting the daily and weekly requirements. This session is perfect for menu planners to help ensure your menus will meet the nutrition standards.

Food Safety & HACCP Workshop

Time: 1:00 to 4:00 PM

Presenters: Judy Foster, Jonathan Bahnsen, & Beth Tanner (ISBE)

All schools participating in the National School Lunch Program must have a food safety plan. Join us as we take a dive into important Hazard Analysis and Critical Control Point (HACCP) principals and the steps needed to create your food safety plan. We will also review Standard Operating Procedures (SOP) important for food safety and your operation. *Note: Attendees will want to bring a copy of one of their menus to participate in planned activities.*

2025 ISBE Nutrition Training

Day 2 (Tuesday, June 17) — Breakout Sessions

Accommodations

In this session we will discuss special dietary needs versus preferences as well as special dietary requests that may or may not meet meal pattern requirements. We will also cover what documentation needs to be collected and maintained to receive reimbursement.

Breakfast After the Bell

This training session will explore strategies for successfully implementing Breakfast After the Bell programs to ensure all students have access to a nutritious morning meal. Participants will learn about different delivery models, best practices, and how to overcome common challenges in schools. Additionally, we will be reviewing and exploring outreach methods to inform and involve as many students as possible in the School Breakfast Program.

Benefit Issuance and Meal Counting

This session will provide guidance on the requirements related to benefit issuance in both CEP and non-CEP schools, as well as USDA regulations related to meal counting at the point of service. These are critical pieces to overall program compliance and good practices ensure proper documentation to support your claim for reimbursement.

Breakfast Meal Pattern

Participants in the School Breakfast Program must offer meals that comply with the USDA meal pattern for grades K-12. This training will review the SBP meal patterns, offer vs. serve requirements, and identifying reimbursable breakfast meals.

Claims & WINS

This session will cover claim due dates, how to access claims, instructions for making revisions or edits to claims, and common mistakes to avoid. WINS basics will also be provided, such as how to setup an account in WINS and access reports/tools within WINS.

Direct Certification and Certification of Household Eligibility Applications

This session will provide information about the overall process used for the determination of students' meal benefits. It will include both the direct certification process as well as an overview of the process used to distribute, collect, and process household eligibility applications annually.

Farm to School

Join ISBE staff for an overview, hear about farm to school activities in Illinois, learn about funding opportunities, and discuss resources to help you source, procure and serve local foods in your school meals.

Food Distribution Program

The Food Distribution Program adds value to your meals! Join us to learn about the three spending options, ordering, deliveries, timelines, and more.

General Procurement

What is procurement? This session will provide a high-level overview of procurement requirements and show you where to find the resources needed to be successful.

Local Wellness Policies

NSLP and SBP operators must have a local wellness policy in place. Learn about what must be included in the policy and how to complete the required triennial assessment.

Menu Recordkeeping

Menu recordkeeping is imperative to a successful child nutrition operation, which includes menus, production records, standardized recipes, and menu documentation. This session will provide a basic overview of the records you need to keep and their importance.

Miscellaneous Regulations

This session will provide an overview of important regulations and rules. Items that will be discussed include the pupil placement requirements, Illinois specific meal service mandates, record retention, cooperation with research and evaluation for USDA required items, civil rights, public announcement, and many other important items, but items that cannot be their own session.

NSLP Meal Pattern

Learn about the nutrition requirements for the National School Lunch Program, including the five meal components, specifications for calories and sodium, and upcoming limits on sugar.

Offer Versus Serve

What is Offer versus Serve (OVS)? This session will provide an overview of breakfast and lunch meal pattern requirements and what is needed for a reimbursable meal when using OVS in your schools. We will conclude this session with a game of Meal or No Meal!

Professional Standards

School nutrition employees must meet USDA Professional Standards requirements each year. Learn about annual training hours and resources to help you get them completed.

Resource Management

This session will take a high-level look at the financial health of School Nutrition Programs. The session is great for new food service directors and will provide good updates for seasoned directors.

Smart Snacks

All schools participating in school meal programs must comply with Smart Snack standards. Join ISBE and an Illinois food service director as they explore the dos and don'ts of food fundraisers, vending machines, snack stores, and more.

USDA Risk Assessment Tool

The USDA Risk Assessment Tool is used during the Administrative Review to determine the risk for violations related to meal pattern requirements. Attendees will learn how purchasing behavior, food preparation techniques, and serving practices can affect compliance with nutrition standards.