

Overview of Child Nutrition Programs

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Additional Resources

- USDA Child Nutrition Programs Website
<https://www.fns.usda.gov/school-meals/child-nutrition-programs>

Commonly Used Acronyms

AR	Administrative Review	LEA	Local Educational Agency
AFHK	Action for Healthy Kids	NSBW	National School Breakfast Week
AFR	Annual Financial Report	NSLW	National School Lunch Week
CACFP	Child and Adult Care Food Program	OVS	Offer versus Serve
CEP	Community Eligibility Provision	PAL	Planned Assistance Level
CNP	Child Nutrition Programs	PLE	Paid Lunch Equity
DoD	Department of Defense	PY	Program Year – October 1 through September 30
ECOS	Electronic Commodity Ordering System	RFP	Request for Proposal
FDP	Food Distribution Program	SFA	School Food Authority
FFVP	Fresh Fruit and Vegetables Program	SFSP	Summer Food Service Program
FNS	Food and Nutrition Service, USDA	SNA	School Nutrition Association
FSMC	Food Service Management Company	SNAP	Supplemental Nutrition Assistance Program
FY	Fiscal Year - October 1 through September 30	SNP	School Nutrition Programs
HACCP	Hazard Analysis and Critical Control Point	NSLP	National School Lunch Program
HUSSC	HealthierUS School Challenge	SBP	School Breakfast Program (Federal)
ICN	Institute of Child Nutrition (Formerly NFSMI)	SMP	Special Milk Program
ICS	Illinois Commodity System	SSO	Seamless Summer Option
IDHS	Illinois Department of Human Services	SY	School Year - July 1 through June 30
IEG	Income Eligibility Guidelines	TANF	Temporary Assistance for Needy Families
ISBE	Illinois State Board of Education	USDA	United States Department of Agriculture
ISBW	Illinois School Breakfast Week	VSR	Verification Summary Report
ILSNA	Illinois School Nutrition Association	WINS	Web-Based Illinois Nutrition System
IWAS	ISBE Web Application Security		

Contact Information

Applications, program requirements and rules:

NUTRITION DIVISION
Illinois State Board of Education
100 N. First St. W-270
Springfield, IL 62777-0001
Phone: (800) 545-7892 or (217) 782-2491
Fax: (217) 524-6124
Email: cnp@isbe.net
Website: <https://www.isbe.net/nutritionandwellness>

USDA Foods and Department of Defense Fresh Fruits and Vegetable Program:

FOOD DISTRIBUTION PROGRAM
Illinois State Board of Education
100 N. First St. W-270
Springfield, IL 62777-0001
Phone: (800) 545-7892 or (217) 782-2491
Fax: (217) 782-4550
Email: cnp@isbe.net
Website: <https://www.isbe.net/FDP>

Claims, claiming system, payments and disbursements:

FUNDING AND DISBURSEMENTS DIVISION
Illinois State Board of Education
100 N. First St. E-320
Springfield, IL 62777-0001
Phone: (217) 782-5256
Fax: (217) 782-3910
Website: <https://www.isbe.net/Pages/Funding-and-Disbursements.aspx>

Websites

Illinois State Board of Education (ISBE), Nutrition Division
<https://www.isbe.net/nutritionandwellness>

USDA/FNS Nutrition Education

- Programmatic
<http://www.fns.usda.gov/fns/nutrition.htm>
- Team Nutrition
<http://www.fns.usda.gov/team-nutrition>
- HealthierUS School Challenge
<http://www.fns.usda.gov/healthierus-school-challenge>



2015-2020 USDA Dietary Guidelines for Americans

<http://www.cnpp.usda.gov/2015-2020-dietary-guidelines-americans>

Institute of Child Nutrition

<http://www.instituteofchildnutrition.org/>

Action for Healthy Kids (AFHK)

<http://www.actionforhealthykids.org>

Illinois School Nutrition Association (ILSNA)

<http://www.ilsna.net>

School Nutrition Association (SNA)

<http://www.schoolnutrition.org>

The Outlook Newsletter

The Outlook newsletter is produced monthly and provides updates, training information, and other useful tips and resources to school nutrition programs staff. Archived copies of the newsletters are available at <https://www.isbe.net/Pages/Nutrition-and-Wellness-Newsletters.aspx>.



To join *The Outlook* newsletter List Serve, email outlook10-join@list.isbe.net and type the email address to be added to the list serve in the body of the email, leaving the *Subject Line* blank. Authorized Representatives and Contact Persons listed on the NSLP WINS sponsor and site questionnaires are automatically added to *The Outlook* list serve.

Timeline for School Nutrition Programs

Monthly	1	<input type="checkbox"/> Read The Outlook newsletter
	1-10	<input type="checkbox"/> Submit Claim for Reimbursement for all months in which a site participates in a meal or milk program
	13-20	<input type="checkbox"/> Make adjustments (if needed) July-March for the following month's USDA Foods deliveries through the Illinois Commodity System <input type="checkbox"/> Check our website for upcoming training opportunities
July		<input type="checkbox"/> Distribute Household Eligibility Applications to families (no earlier than July 1 of each year) <input type="checkbox"/> ISBE releases a public announcement on behalf of all Child Nutrition Program schools. SFAs that wish to release a separate public announcement can use the sample release .
August		<input type="checkbox"/> Process/certify Household Eligibility Applications within ten days of receipt
September		<input type="checkbox"/> Request at least two school food safety inspections this school year from your local county health department <input type="checkbox"/> Continue processing/certifying Household Eligibility Applications within ten days of receipt
October	1	<input type="checkbox"/> Begin the verification process . <ul style="list-style-type: none"> • October 1 Application Count • Last Operating Day of October Student Count <input type="checkbox"/> Begin On-Site Reviews of feeding sites (required for multi-site sponsors); to be completed by February 1 <input type="checkbox"/> Celebrate National School Lunch Week <input type="checkbox"/> Carryover pounds at processors must be used by 10/31
	1	
	31	
November	2 nd week	<input type="checkbox"/> Celebrate American Education Week <input type="checkbox"/> Continue On-Site Reviews of all feeding sites (due Feb. 1) <input type="checkbox"/> If meal services contract is scheduled to expire, check ISBE website for contracting workshops and register <input type="checkbox"/> Complete the verification process (Verification Summary Report due December 15) <input type="checkbox"/> Attend USDA Foods Show to check out processor options

December	15	<ul style="list-style-type: none"> <input type="checkbox"/> Continue On-Site Reviews of all feeding sites (due Feb. 1) <input type="checkbox"/> <u>Deadline</u> for submitting Verification Summary Report
January	31	<ul style="list-style-type: none"> <input type="checkbox"/> Continue On-Site Reviews of all feeding sites (due Feb. 1) <input type="checkbox"/> If meal services contract is scheduled to expire, begin preparing your bid solicitation/contract documents for submission to ISBE for review <input type="checkbox"/> Access the Illinois Commodity System to complete the upcoming school year's USDA Foods order; must be completed by January 31
February	1	<ul style="list-style-type: none"> <input type="checkbox"/> Deadline for completing On-Site Review by sponsor of each site—see <i>Reviews</i> section of the Administrative Handbook <input type="checkbox"/> Deadline for submitting USDA Foods Annual Order for upcoming school year (exact deadline may vary & will be provided via email notification annually) <input type="checkbox"/> Renew meal services contract or school-to-school agreement and send to the Illinois State Board of Education for review
March	4 - 8	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure at least two school food safety inspections are completed by end of school year <input type="checkbox"/> Ensure all USDA Foods allocated for the previous school year are scheduled for delivery or contact the Food Distribution Program staff. RULE: USDA Foods from the previous school year MAY NOT be stored at Lanter Warehouse over the summer months. <input type="checkbox"/> Celebrate National Nutrition Month^o <input type="checkbox"/> Celebrate National School Breakfast Week <input type="checkbox"/> Renew meal services contract or school-to-school agreement and send to the Illinois State Board of Education for review
April		<ul style="list-style-type: none"> <input type="checkbox"/> Submit annual sponsor and site application in the WINS system
May	31	<ul style="list-style-type: none"> <input type="checkbox"/> Celebrate Child Nutrition Employee Appreciation Week <input type="checkbox"/> DOD Fresh money must be used by the end of your school year <input type="checkbox"/> Annual Sponsor and Site Applications in WINS DUE!
June		<ul style="list-style-type: none"> <input type="checkbox"/>

Program Participation

The Child Nutrition Programs are federally funded and administered by the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS). At the state level, the Illinois State Board of Education (ISBE), Nutrition Division is the administering agency working with schools, community organizations, child care centers, day care homes, and other sponsoring organizations to provide nutritious meals, snacks, and/or milk for children. Reimbursement is paid to sponsoring organizations based on the number of reimbursable meals or milk served to eligible children.

Each Child Nutrition Program is operated under a separate set of regulations, monitoring standards, and record keeping requirements. This section of the handbook will provide general information about all of the available programs.

Participating sponsors must agree to operate programs according to the following regulations:

- Serve meals that meet federal requirements
- Operate a nonprofit food service program
- Offer FREE, REDUCED-PRICE and PAID meals to eligible children
- Do not identify nor discriminate against any eligible child
- Operate food service for all students without regard to race, color, national origin, sex, age, or disability

A variety of Child Nutrition Programs are available to public and private, non-profit (federally tax-exempt) schools; residential child care institutions (RCCIs); day care homes; child care centers; and camps that serve children in grades 12 and below.

School Nutrition Programs

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Special Milk Program (SMP)
- Seamless Summer Option (SSO)
- After-School Snack Program
- Fresh Fruit and Vegetable Program (FFVP)
- Illinois Free Lunch and Breakfast Program
- Food Distribution Program (FDP)
- Department of Defense (DoD) Fresh Fruit and Vegetable Program

Child and Adult Care Food Program

- Day care homes
- Child care centers

Summer Food Service Program

National School Lunch Program

The **National School Lunch Program (NSLP)** is a federally assisted meal program established under the National School Lunch Act that provides nutritionally balanced, low-cost or free lunches to students each school day. It is administered at the federal level by the USDA and at the state level by ISBE.

Who Can Participate in the NSLP?

- Public Schools
- Non-Public School that are non-profit and registered with the ISBE
- RCCI's

Program Requirements

Nutritional Requirements

School lunches must meet meal requirements specific to the age/grade grouping being served. Please visit the ISBE website for detailed [Meal Pattern Information and Nutritional Requirements](#).

Service Requirements

The reimbursable meal must be priced as a unit and available to all children regardless of their ability to pay. Meal service for lunch must be available every school day (attendance day of 5 hours or more) between the hours of 10 a.m. and 2 p.m. with sufficient time for the meal to be served and eaten.

Additional Requirements

Local education agencies (LEAs) participating in the NSLP are required to develop a [Wellness Policy](#) with the objectives of improving the school nutrition environment, promoting student health, and reducing childhood obesity.

The [School Food Service Rules](#) (23 Illinois Administrative Code 305), established requirements for Illinois Free Lunch and Breakfast Program, covers the sale of competitive food in schools, student workers, and government-donated commodities.

Eligible Children

All children enrolled at a participating site may receive a meal through the NSLP. Children from families with incomes at or below 130 percent of the poverty level are eligible for free meals. Those with incomes between 130 and 185 percent of the poverty level are eligible for reduced-price meals, for which students can be charged no more than 40 cents for lunch. Meals are also available at the paid price for all children who do not qualify for free or reduced-price meals.

Local school food authorities (SFAs) set their prices for full-priced meals based on [Paid Lunch Equity \(PLE\)](#) requirements. Food service programs should operate as a non-profit program.

Menu Planning

The USDA requires specific food components be served in required amounts based on the age/grade group being served. The required components include: fluid milk, grains, meat/meat alternates, fruits, and vegetables.

Visit the ISBE website for detailed [Menu Planning](#) information.

Rates of Reimbursement

Sponsors that choose to participate in the NSLP receive cash subsidies and donated USDA Foods for each meal served. Lunches served must meet federal requirements, and FREE and REDUCED-PRICE lunches must be offered to all eligible children. The site is reimbursed for each reimbursable meal served to an eligible child. Reimbursement will not be provided when children take only a portion of the meal, such as just the milk. Reimbursement rates are applied based on the child's eligibility: PAID, REDUCED-PRICE, or FREE. The site is responsible for accurately counting meals served to children daily by eligibility category.

The National School Lunch Act provides two different payment levels for lunches served under the NSLP. This is automatically calculated by the state agency for each SFA. The SFA's approval letter indicates which rate of reimbursement the SFA will receive:

- **Less than 60 percent payment level:** This reimbursement level is used if less than 60 percent of the lunches served by an SFA in the school lunch program during the second preceding school year were served FREE or at a REDUCED-PRICE.
- **Sixty percent or more payment level:** This reimbursement level applies to lunches if 60 percent or more of the lunches served by an SFA during the second preceding school year were served FREE or at a REDUCED-PRICE.

Visit the ISBE website for current [Reimbursement Rates](#).

Record Keeping

At a minimum, SFAs must maintain the following records for three prior years plus the current year, or longer if a review remains open:

- Documentation showing student eligibility for FREE or REDUCED-PRICE meals: Household applications; direct certification list; categorical eligibility listing.
- Meal counting and claiming documentation.
- Documentation of individual child's attendance on a daily basis.
- Menu, recipes, and production records related to the service of a reimbursable meal.

School Breakfast Program

The **School Breakfast Program (SBP)** is a federally assisted meal program that provides nutritionally balanced, low-cost or free breakfasts to children each school day. It is administered at the federal level by the USDA and at the state level by ISBE.

Program Requirements

The SBP operates in the same manner as the NSLP. Sponsors that choose to take part in the SBP receive cash subsidies from the USDA for each meal served. In return, breakfasts served to students must meet federal requirements.

The [Illinois Childhood Hunger Relief Act](#) (Public Act 96-0158) stipulates that all public schools in which at least 40 percent of the students were eligible for FREE or REDUCED-PRICE lunches in the preceding year must operate a breakfast program. Provisions are included in the law to allow a school district to opt out of the breakfast program under certain financial circumstances.

Nutritional Requirements

School breakfasts must meet meal requirements specific to the age/grade grouping being served. Please visit the ISBE website for detailed [Meal Pattern Information and Nutritional Requirements](#).

Service Requirements

Participating schools must serve breakfasts that meet the federal nutrition standards and must provide FREE and REDUCED-PRICE breakfasts to eligible children. Participating schools receive cash assistance from the USDA for each meal served that meets program requirements.

The reimbursable meal must be priced as a unit and available to all children regardless of their ability to pay. Meal service for breakfast must be available every school day near the beginning of the school day with adequate time for the meal to be served and eaten.

Eligible Children

Children at a participating school may receive a meal through the SBP. Children from families with incomes at or below 130 percent of the poverty level are eligible for FREE meals. Those with incomes between 130 and 185 percent of the poverty level are eligible for REDUCED-PRICE meals, for which students can be charged no more than 30 cents for breakfast. Meals are also available at the PAID price for all children who do not qualify for FREE or REDUCED-PRICE meals. All enrolled children are encouraged to participate in the SBP, as the meal is nutritionally balanced and the sponsor will receive reimbursement for all meals served.

Local school food authorities (SFAs) set their own prices for full-priced meals, but must operate their meal services as a non-profit program.

Menu Planning

The USDA requires specific food components be served in required amounts based on the age/grade group being served. The required components include: fluid milk, grains, and fruits.

Visit the ISBE website for detailed [Menu Planning](#) information.

Reimbursement

Sponsors that choose to participate in the SBP receive cash subsidies for each meal served. In return, breakfasts served must meet federal requirements, and FREE and REDUCED-PRICE breakfasts must be offered to all eligible children. The site is reimbursed for each complete meal served to an eligible child. Reimbursement will not be provided when children take only a portion of the meal, such as just the milk. Reimbursement rates are applied based on the child's eligibility: PAID, REDUCED-PRICE, or FREE. The site is responsible for accurately counting meals served to children daily by eligibility category.

Schools set their own prices for breakfast served to students who pay full price (though they must operate their meal services as non-profit programs). No government-donated food entitlement will be offered for breakfasts served; however, government-donated foods received for lunch may be used for breakfast.

Severe Need Reimbursement

An SFA may be eligible for a higher rate of reimbursement for breakfasts served to eligible children in the current school year based on USDA criteria for *severe need*. Severe need reimbursement is for sites serving breakfast to a large percentage of low-income students. To be eligible for Severe Need Breakfast reimbursement, a site must meet the following criteria:

- Forty percent or more of the lunches claimed at the site in the second preceding school year were served FREE or at a REDUCED-PRICE
- The site is participating in or initiating a School Breakfast Program

Sponsors automatically receive the higher rate of reimbursement for each eligible site. Eligibility is shown on the Site Application that is completed annually. Additionally the SFA must maintain documentation of all costs associated with the School Breakfast Program. Funds reimbursed for severe need may only be expended in those sites approved for additional funding.

Visit the ISBE website for current [Reimbursement Rates](#).

Record Keeping

At a minimum, SFAs must maintain the following records for three prior years plus the current year, or longer if a review remains open:

- Documentation showing student eligibility for free or reduced price meals: Household applications; direct certification list; categorical eligibility listing.
- Meal counting and claiming documentation.
- Documentation of individual child's attendance on a daily basis.
- Menu, recipes, and production records related to the service of a reimbursable meal.

Special Milk Program

The **Special Milk Program** (SMP) encourages the consumption of fluid milk by students, at sites or in grades that do not participate in any other Federal meal programs.

Eligible Participants

The Special Milk Program provides reimbursement to participants that offer fluid milk to children that do not have the option to participate in any other federally supported Child Nutrition Programs such as the NSLP and the SBP.

Enrolled children may participate in the Special Milk Program if they attend a:

- School
- Child care institution and are under 19 years of age
- Split-session kindergarten classes or vocational program and are not present during federally supported breakfast or lunch service with access to milk
- Camp

Sponsor Responsibilities

Sponsors must ensure:

- The same types of fluid milk are made available to everyone
- Only 1% and skim unflavored, OR skim flavored milk can be offered
- Claims are made in terms of the number of half-pints served
- The program is operated as a non-profit milk service
- Revenue is used only for the operation or improvement of milk services

Program Options

1. Pricing Option – PAID Milk Only - Household Eligibility Applications are not required.
Students can be charged up to the difference between the program cost (milk + administration) and current reimbursement rate. For instance, if milk costs 25 cents and administration is 5 cents then each of the students would pay 12 cents (30 cents – 18.25 cents or the current reimbursement rate). The program must run as a non-profit program.
2. Non-Pricing Option – PAID Milk Only - Household Eligibility Applications are not required.
It is like the Paid Milk Option in that students can be charged up to the difference between the program cost and current reimbursement rate, but the milk is not “priced” per sale. The students pay a lump sum, such as on a weekly, monthly or annual basis, perhaps included as part of tuition.

3. Pricing Option – with FREE Milk

Household Eligibility Applications are required for students desiring free milk. Milks are “priced” for students who do not meet the eligibility requirements for free milk. Served milks are counted and claimed in the correct categories. The site must ensure that overt identification is not occurring; for example, only collecting money from paid students in the classroom. SFAs set their own prices for paid milk, but must operate as a non-profit program. Paid milks are reimbursed at the current reimbursement rate. For free milks, reimbursement is the average cost per half-pint milk.

Sponsors are required to submit monthly Claims for Reimbursement for milk actually served to children. For the sites participating in a paid option where Household Eligibility Applications are not required, the sites are responsible for taking a point-of-service count of how many milks they provided to students each day. For sites that participate in the free option, they must take a point-of-service count each day that includes how many paid or free milks were provided. Milk served to adults cannot be claimed for reimbursement.

Claims must be made in terms of the number of half-pints (8 ounces) served even if the serving size is more or less than a half-pint. For example, if each student received only 4 ounces of milk, a half-pint of milk would serve two students. Based on this, the school will claim a half-pint of milk per every two students (1 half-pint claimed = 2 students.) There is no rule or regulation setting a minimum or maximum serving size of milk per child. However, the SFA can only be reimbursed for each half-pint of milk served and purchased.

Record Keeping

At a minimum, SFAs must maintain the following records for three prior years plus the current year, or longer if a review remains open:

- Documentation showing student eligibility for free or reduced price meals: Household applications; direct certification list; categorical eligibility listing.
- Meal counting and claiming documentation.
- Documentation of individual child’s attendance on a daily basis.
- Menu, recipes, and production records related to the service of a reimbursable meal.

Visit the ISBE website for current [Reimbursement Rates](#).

Seamless Summer Option

Every school district that has schools where at least 50 percent of the students are eligible for free and reduced-price school meals AND has a summer school program operating during the summer months must provide a summer breakfast and/or lunch program for the students in that community. Two federal programs, the National School Lunch Program’s Seamless Summer Option or the Summer Food Service Program are available to assist in implementing and supplementing the cost of a summer food program.

The **Seamless Summer Option** combines features of the NSLP, SBP, and the Summer Food Service Program (SFSP). This option reduces the paperwork and administrative burden making it easier for schools to feed children from low-income areas during the traditional summer vacation periods, for year-round schools’ breaks, and long school vacation periods (generally exceeding two to three weeks).

Benefits of Program

- Allows children to eat nutritional meals and snacks even when school is not in session.
- It is easy—SFAs continue the same meal service rules and claiming procedures used during the regular school year.
- There is reduced paperwork and monitoring rules to allow a streamlined approach to feeding hungry children in your community.

Participating Sites

The various sites allowed to participate in the Summer Seamless Option include:

- Open sites—All children eat free in communities where at least fifty percent of the children are eligible for free/reduced-price school meals.
- Restricted-open sites—Sites that meet the open-site criteria but are later restricted for safety, control, or security reasons.
- Closed-enrolled sites—May be in any community for an enrolled group of low-income children and meets the fifty percent criteria explained above. This excludes academic summer schools.
- Migrant sites—Serving children of migrant families.
- Camps—Residential or non-residential camps.

School districts participating in the NSLP or SBP are eligible to apply for the Seamless Summer Option. Once approved by ISBE, school districts serve meals free of charge to children 18 years of age and under from low-income areas. Districts may **not** operate this option at schools open only for students attending an academic summer school unless the doors are open to the surrounding community.

The same NSLP and SBP rules apply for the meal service for this option. Meals served are reimbursed at the NSLP and/or SBP “free” rates. Allowable meals may include breakfast, a.m. snack, lunch, p.m. snack, and supper. Up to two types of meals, except lunch and supper, per day can be reimbursed (three for migrant sites and camps).

Afterschool Care Snack Program

Reimbursement is available for children through the age of 18 for snacks served in the **Afterschool Care Snack Program**. The intent of this option is to assist schools in operating organized programs of care that include educational or enrichment activities to help reduce or prevent children's involvement in juvenile crime or other high-risk behavior.

Program Requirements

To be eligible for reimbursement for snacks under the Afterschool Care Snack Program, the program must meet the following requirements:

- Be operated by an SFA that participates in the NSLP. The SFA must retain financial, administrative, and managerial responsibility of the Afterschool Care Snack Program.
- Provide organized, supervised, and structured activities designed with the purpose of caring for children in afterschool settings.
- Include educational or enrichment activities for children.
- Serve all children.
- Operate only after the school day has ended or through 'expanded learning time' as defined by USDA as a school operating longer than the traditional school day for at least one hour longer than the minimum number of school day hours required for the comparable grade levels by the LEA in which the school is located. Snacks cannot be reimbursed in programs operated before or during the child's school day.
- Operate only when school is in session. Snacks are not reimbursable on weekends, holidays, or during school vacations.

The SFA must review each Afterschool Care Snack Program two times per year. The SFA must make the first review during the first four weeks the program is in operation each school year.

Eligible Children

Students are eligible to participate through the age of 18. If a student's 19th birthday occurs during the school year, reimbursement may be claimed for snacks served to that student for the remainder of the school year. Snacks served to individuals, regardless of age, who are mentally or physically disabled and enrolled in the Afterschool Care Program qualify for reimbursement. SFAs that sponsor the Afterschool Care Program can have community programs where participating children do not have to be enrolled as students with the SFA.

Menu Planning Options

Visit the ISBE website for current [Menu Planning](#) options.

Reimbursement

Under this provision, schools may claim reimbursement for one snack per child per day.

There are two methods of reimbursement:

Area-Eligible Sites

At sites served by a school in which at least 50 percent of the enrolled children are eligible for FREE and REDUCED-PRICE meal benefits, all snacks are claimed at the free rate. All children are served free at this site regardless of the individual child's eligibility.

Non-Area Eligible Sites

Sites not served by a school in which at least 50 percent of the enrolled children eligible for FREE and REDUCED-PRICE meal benefits must claim snacks based on the income category (free, reduced-price, or paid) of the enrolled children.

Children cannot be charged for snacks claimed at the free rate of reimbursement. The maximum charge for a reduced-price snack is 15 cents. Sites set their own prices for snacks served to children that pay full price (though they must operate as non-profit program).

Visit the ISBE website for current [Reimbursement Rates](#).

Record Keeping

At a minimum, SFAs must maintain the following records for three prior years plus the current year, or longer if a review remains open:

- If all snacks are claimed free, documentation that the site is located in an area served by a school in which at least 50 percent of the enrolled students are certified eligible for free or reduced-price meals.
- For all other sites, documentation (household applications, Direct Certification, or categorical eligibility) of free and reduced-price eligibility for all children served free or reduced-price snacks that are claimed.
- Meal counts for area eligible sites; AND/OR by category for non-area eligible sites.
- Documentation of individual child's attendance on a daily basis.
- Production records.

Expanded Learning Time

A school operating longer than the traditional school day may be eligible for afterschool snack reimbursement during their school day through the School Nutrition Programs (SNP) or CACFP. Eligibility to participate in an expanded learning time snack would be available to schools that:

- Operate a school day that is at least one hour longer than the minimum number of school day hours required for the comparable grade levels by the local educational agency in which the school is located
- Schools that participate in the NSLP
- Schools that offer an afternoon snack, served after lunch, towards the end of the "expanded learning time" school day.

Illinois Free Lunch and Breakfast Programs

Every public school, including special education facilities, must have a free lunch program that provides free lunches (and breakfasts if a school offers breakfast) to students eligible to receive free meals, per 105 ILCS 125/1 and 125/4 and 23 Illinois Administrative Code 305.10. Reimbursement is available to school enrolled in Illinois Free Programs that serve a reimbursable meal to eligible students. Sites participating in the federally-funded NSLP and/or SBP are automatically enrolled in the corresponding Illinois Free Program.

Program Requirements

Nutritional Requirements

School lunches must meet the same meal requirements as the National School Lunch Program.

Additional Requirements

The [School Food Service Rules](#) (23 Illinois Administrative Code 305), established requirements for Illinois Free Lunch and Breakfast Program, covers the sale of competitive food in schools, student workers, and government-donated commodities.

Reimbursement

Schools must serve meals that meet federal requirements (if seeking reimbursement), they must offer free lunches to eligible children, and they must accurately count meals served to free children daily. The school is reimbursed for each complete meal served to an eligible child.

Visit the ISBE website for current [Reimbursement Rates](#).

Eligible Children

- Students must receive free meals if they are eligible to receive Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF), or if their household income falls within guidelines published annually by the USDA.
- Students eligible for free meals that attend public schools may be listed on the Direct Certification Annual File. The Annual File is available in July of each year, through IWAS. If the household is not listed on the Annual File, eligibility should then be determined by having households complete the Household Eligibility Application.

Food Distribution Programs

The USDA's Food Distribution Program not only supports American agricultural producers by providing cash reimbursements for meals served in schools, but also by providing nutritious, USDA-purchased food to the following nutrition programs:

- National School Lunch Program
- Summer Food Service Program

Donated USDA Foods must be of domestic origin, and nearly 60 percent of the foods purchased for the schools/Child Nutrition Programs must be determined by the USDA to be in surplus at the time of purchase.

National School Lunch Program (NSLP)

Each school year, schools participating in the NSLP are eligible to receive USDA Foods, called "entitlement" foods, at a value set by the USDA for each lunch served. Schools can also get "bonus" commodities as they are available through USDA's price support and surplus removal programs. The USDA does not provide USDA Foods through the School Breakfast Program.

The Food Distribution Division of USDA's Food and Nutrition Service (FNS) coordinates the distribution of commodities to many of the more than 94,000 public and private nonprofit schools that provide meals to students nationwide.

Summer Food Service Program (SFSP)

The Food Distribution Program also distributes USDA Foods to SFSP sites serving needy children during summer vacations from school. These sites include schools, colleges, and universities participating in the National Youth Sports Program; nonprofit summer camps for migrant children; and centers for homeless children.

Types of Foods Available Through the Food Distribution Program

States select a wide variety of USDA Foods, foods available include the following:

- Fruits and Vegetables
- Meats and Poultry
- Flour and Other Grain Products
- Eggs
- Cheese
- Pasta products

Bonus USDA Foods

Bonus foods are considered those over and above entitlement foods and are offered periodically, but only when there are agricultural surpluses. They are then offered to States on a fair-share basis, and do not count against a State's regular entitlement dollars.

Department of Defense (DoD) Fresh Fruit and Vegetable Program

The USDA annually allocates money for Illinois to spend with the Department of Defense Fresh Fruit and Vegetable Program (DoD). The DoD allows participation in the program to all schools that request to participate subject to a \$500 allocation floor.

Fresh Fruit and Vegetable Program (FFVP) and DoD

The Illinois State Board of Education (ISBE) administers the USDA Fresh Fruit and Vegetable Program. More information is available on the [FFVP webpage](#). This USDA program is different from the [Department of Defense \(DoD\) Fresh Fruit and Vegetable Program](#) which is administered through our Food Distribution Program.

FFVP	DoD Fruit and Vegetable Program
Schools must apply each year. Elementary grades only (K-8) and priority is given to schools based on their free and reduced eligibility percentage.	Allows participation in the program to all schools that participate in the National School Lunch Program that request to participate, subject to a \$500 allocation floor.
Fresh fruits and vegetables to be served at least 2 times per week, during the regular school day, but NOT during the National School Lunch Program or School Breakfast Program.	Fruits and vegetables ordered through the USDA Foods FFAVORS electronic system are to be served during the National School Lunch Program.
Provides fresh fruits and vegetables at no cost to all children enrolled in that school, regardless of free/reduced/paid eligibility.	Provides fruits and vegetables as part of the regular reimbursable meal. Meal prices and claiming is based on free/reduced/paid eligibility.

Child and Adult Care Food Program

The Child and Adult Care Food Program (CACFP) is available to non-profit and for-profit, nonresidential child care centers; family day care homes; Head Start centers; and outside-of-school-hours child care programs. The adult care portion of the program is administered by the Department on Aging.

Child Care Centers, Head Start, and School-Sponsored Pre-K Programs

- Provide reimbursement for meals served to children ages 12 and under.
- Sites must be licensed with the Department of Children and Family Services (DCFS) where applicable.
 - School sites are license-exempt when children are three years of age and older.
- If not licensed by DCFS, facilities must complete the DCFS license exemption process and submit their completed DCFS license-exempt form to ISBE. (Public schools are exempt from this requirement.)
- The sponsor must operate an enrolled program with enrollment documentation (collected annually) for all children and Household Income Eligibility applications or eligibility documentation on file for all children claimed in the free or reduced-price category.
- Meals offered to children ages 12 and under must meet the established meal pattern requirements to receive reimbursement.
- Meals for children without a CACFP Annual Enrollment Form on file cannot be claimed. Meals for children not enrolled at the facility cannot be claimed.
- Up to three meal services per child per day can be reimbursed. The combinations are one meal (breakfast, lunch, or supper) and two supplements (snacks), or two meals and one supplement per child per day.

Outside School Hours Program (OSHP)

- Programs are for the care and supervision of children outside of the regular school hours, such as, before and after school, holidays, or during the summer vacation breaks.
- Sites must be licensed with DCFS where applicable.
 - School sites are license-exempt when children are three years of age and older.
 - If not licensed by DCFS, facilities must complete the DCFS license exemption process and submit their completed DCFS license-exempt form to ISBE.
- The program should be organized to provide for all children with regularly scheduled and planned education or enrichment activities in a structured and supervised setting.
- Household Income Eligibility Applications or eligibility documentation must be approved and on file for all children claimed in the free or reduced-price category.
- Meals and/or supplements/snacks must meet CACFP meal pattern requirements by offering all required food items in appropriate portion sizes.

- The program is for children three through 12 years of age; migrant workers' children through 15 years of age; and mentally or physically disabled (as defined by the state) and enrolled at a school serving a majority of persons 18 years of age and younger.
- The program is year-round, even when school is not in session. An OSHP operating only on weekends is not eligible to participate in the CACFP.
- Up to three meal services per child per day can be reimbursed (before and/or after the school day has ended). The combinations are one meal (breakfast, lunch, or supper) and two supplements/snacks or two meals and one supplement/snack per child per day. Meals and supplements are also reimbursable when children are out of school for summer break, vacations, holidays, and weekends.

At-Risk After-School Snack/Supper Program

- Programs are for the care and supervision of children after the school day is over during the regular school year.
- Sites must be located in an area served by a school in which at least 50 percent of the enrolled children are approved eligible for free or reduced-price meals in NSLP.
- Programs may be operated by a public, private non-profit, or private for-profit organization.
- If not licensed by DCFS, facilities must complete the DCFS license exemption process and submit their completed DCFS license-exempt form to ISBE.
- An after-school program:
 - Must be organized to provide all children with regularly scheduled and planned educational or enrichment activities in a structured and supervised setting.
 - Must not restrict or exclude children on the basis of particular skills or interests. Extracurricular programs organized primarily for scholastic, cultural, or athletic purposes, (e.g., honor society, school athletic teams) exclude children based on skills or interests and are not established for the care of children. Thus, these programs do not qualify to participate in the Child and Adult Care Food Program.
 - Programs that include supervised athletic activity along with education or enrichment may participate. For example, a site has an after-school program available to **all** children, and this same school has an honor society meeting and basketball team practicing after school. Even though these two groups restrict participation, they could participate in the At-Risk After-School Snack/Supper Program because the school has a program open to **all** children.
- The snack and/or supper must meet CACFP meal pattern requirements by offering all required food items in the appropriate portion sizes. Children from 6 through 18 years of age should receive the portion stipulated for children 6 through 12 years of age; however, larger portions can be served to all students.
- Programs cannot charge children for the snack/supper.
- Enrollment of students, use of Household Eligibility Applications or eligibility documentation is not required.

- School-age children are eligible to participate through 18 years of age, or 19 if the student's 19th birthday occurs during the school year.
- The At-Risk After-School Snack/Supper Program can operate during the regular school year, but not during the summer when school is not in session. In areas where schools operate on a year-round basis, the after-school program may receive reimbursement for snacks and/or suppers all year for *on-track* children.
- The snack and supper are reimbursed at the free (highest) rate of reimbursement.
- This program can reimburse one snack and one supper served to each child daily after their school day has ended.
 - A snack/supper may also be reimbursed if served at any time of the day on weekends or holidays, including vacation periods, during the regular school year.
 - Programs operating only on weekends during the school year are also allowed to claim a snack/supper.

Emergency Shelters Providing Assistance to Homeless Children

Organizations are eligible to participate if they operate a group meal service in an emergency shelter that provides temporary residence to children and their parents/guardians, or a temporary residential site for children and their parents/guardians sponsored by an emergency shelter.

- The shelter must have the appropriate documentation to verify all health and safety standards and requirements are met.
- Available to children 18 years of age and younger who reside with their parents at the emergency shelter, migrant children 18 years of age and younger, and children with disabilities regardless of their age. Disabled adults are also able to receive meal benefits.
- All meals and supplements/snacks are reimbursed at the free rate.

Day Care Homes

- Provides reimbursement for meals served to children birth through 12 years of age enrolled in a day care home.
- To participate in the CACFP, a day care home provider must sign an agreement with a sponsoring organization before participating and receiving monies for serving nutritious meals in the CACFP.
- Sites must be licensed with the DCFS or license-exempt sites, other than schools, must have a license-exempt status from the Illinois Department of Human Services and must meet State or local health and safety standards.
- Day care home providers are reimbursed by a two-tier reimbursement system.

Summer Food Service Program

The Summer Food Service Program (SFSP) provides nutritious meals to children during the summer months when school is not in session.

- Sponsoring organizations include public or private non-profit local education agencies; entities of state, local, municipal, or county government; residential camps; and private nonprofit organizations with Section 501(c)(3) status from the Internal Revenue Code.
- Program meal patterns must be met in order to claim reimbursement.
- School-age children are eligible to participate through age 18 (or 19 if the student's nineteenth birthday occurs during the school year).
- Sites must be located in an area served by a school in which at least 50 percent of the enrolled children are approved eligible for free or reduced-price meals in the National School Lunch Program.
- Household Eligibility Applications are not required and all meals and/or snacks are claimed as free.