

Required Training Resources for New Applicants

National School Lunch Program and/or School Breakfast Program

Sponsors participating in the School Nutrition Programs must comply with federal and state regulations. The following list of webinars and resources provide information on these regulations and are required to be reviewed as part of the [new applicant process](#) for the **National School Lunch Program (NSLP) and/or School Breakfast Program (SBP)**. These trainings should be reviewed, at a minimum, by the Food Service Director (must be an employee of your organization) and/or Authorized Representative (person who is legally and financially responsible for your organization). Check the box for each training resource completed, sign the bottom portion, and return to ISBE Nutrition Department staff.

Student Eligibility *(required for NSLP and/or SBP applicants)*

- [Certification of Household Eligibility Applications](#) 🕒 52:05
- [Direct Certification](#) 🕒 1:00:36
- [Verification Process & the Verification Summary Report \(VSR\)](#) 🕒 44:25
- [Benefit Issuance, Meal Counting, & Claiming](#) 🕒 23:48

Community Eligibility Provision (CEP) *(required for NSLP and/or SBP applicants planning on applying for CEP--for more information on CEP visit ISBE's [CEP webpage](#).)*

- [SY 22-23 CEP for Illinois Schools--Overview & Application Process](#) 🕒 1:16:25
- [Operating as CEP in SY 22-23](#) 🕒 1:05:48

Menu Planning *(required for NSLP and/or SBP applicants)*

- [Production Records](#) 🕒 15:17
- [CN Labels, Product Formulation Statements, & Nutrition Labels](#) 🕒 22:41
- [Standardized Recipes & the Food Buying Guide](#) 🕒 11:01

Nutrition Standards & Meal Pattern

- [Transitional Standards for Milk, Sodium, & Whole Grains](#) 🕒 12:34 *(required for NSLP and/or SBP applicants)*
- [National School Lunch Program Meal Pattern Overview](#) 🕒 13:28 *(required for NSLP applicants only)*
 - [NSLP Grain Component](#) 🕒 7:33
 - [NSLP Meat/Meat Alternate Component](#) 🕒 6:30
 - [NSLP Fruit Component](#) 🕒 3:43
 - [NSLP Vegetable Component](#) 🕒 23:50
 - [NSLP Milk Component](#) 🕒 3:50
- [School Breakfast Program Meal Pattern Overview](#) 🕒 6:34 *(required for SBP applicants only)*
 - [SBP Grains Component](#) 🕒 8:05
 - [SBP Fruit Component](#) 🕒 10:50
 - [SBP Milk Component](#) 🕒 4:00
- [Smart Snacks in School Standards](#) 🕒 11:05 *(required for NSLP and/or SBP applicants)*

Professional Standards *(required for NSLP and/or SBP applicants)*

- [Required Annual Civil Rights Training](#) 🕒 26:25
- [Hiring Standards for School Nutrition Program Directors](#) 🕒 14:10
- [Annual Training Hours & Resources](#) 🕒 10:45











Food Distribution Program (required for NSLP and/or SBP applicants)

- [USDA Foods](#) 
- [DoD Fresh Fruits & Vegetables](#) 
- [Diversion to Processor](#) 

Reviews & Monitoring (required for NSLP and/or SBP applicants)

- [Monitoring--Part 1](#)  46:29
- [Monitoring--Part 2](#)  1:24:05
- [Common Administrative Review Findings](#)  39:15

Procurement (required for NSLP and/or SBP applicants)

- [Terminologies](#) 
- [Code of Conduct](#) 
- [Large/Formal Purchase Method for FSMC/Vended Meals](#) 
- [Large/Formal Purchase Method for Food/Supplies/Equipment/Services](#) 
- [Micro Purchase Method](#) 
- [Procurement Procedure](#) 
- [Purchasing Equipment](#) 
- [Small Purchase Method](#) 
- [General Procurement for All Programs](#)  (required for self-operated sponsors)
- [SNP FSMC/Vended Meals Contracts](#)  (required for sponsors contracting for meal service)


Resource & Financial Management (required for NSLP and/or SBP applicants)

- [Maintenance of the Non-Profit School Food Service Account](#) 
- [Paid Lunch Equity \(PLE\)](#) 
- [Indirect Cost](#) 
- [Revenue from Non-Program Foods](#) 

Local Wellness Policies (required for NSLP and/or SBP applicants)

- [Local Wellness Policy Content Requirements](#)  17:13
- [Local Wellness Policy Triennial Assessment Requirements](#)  52:14

The above list of trainings is not inclusive of all program requirements. Please review ISBE's *School Nutrition Programs Administrative Handbook* in its entirety for detailed information of additional program requirements.

- [Administrative Handbook](#)  (required for NSLP and/or SBP applicants)

I certify on behalf of the School Food Authority (SFA) that all applicable trainings specified above have been completed by the Authorized Representative or Food Service Director, at a minimum. I understand that the federal and state regulations outlined in these trainings must be met when participating in the School Nutrition Programs, and failure to meet regulations could result in corrective and/or fiscal action.

Name of SFA staff person

Title

Signature

Date