



Administrators' Back to School Tips: Nutrition and Wellness Programs

- Complete and submit the Annual Online Application to participate in School Nutrition Programs by Aug. 31, 2016.
- For schools that participate in the School Nutrition Programs (National School Lunch, School Breakfast, After School Snacks, and Special Milk):
 - Check the Electronic Direct Certification System for students automatically eligible for free benefits.
 - Send households that were not found in the Electronic Direct Certification System the Letter to Households, Application and Instructions.
 - Notify households of their eligibility for meal benefits.
- Civil Rights Training is required on an annual basis for all staff members who work directly with School Nutrition Programs applicants and/or recipients.
- Has your school received two Food Safety Inspections this year? If not, it is suggested that you send a request for two inspections to your local county health department. A sample letter is available on our website. Maintain a copy of the letter you send for your records.
- The Food Handling Regulation Enforcement Act requires all food service area employees or food handlers who work with open/unpackaged foods, food service equipment or utensils, or any food contact surfaces to receive an approved food handler training.
PLEASE NOTE: The Food Handler Training is different from the Food Service Sanitation Manager Certification (FSSMC). Any food service staff person that has a current FSSMC certificate does not need to complete a Food Handler Training.
- The U.S. Department of Agriculture (USDA) has established professional standards for state and local school nutrition programs personnel in regard to hiring for new School Nutrition Programs directors and has established required annual training hours for all School Nutrition Programs employees. Ensure that staff meet the annual training requirements and that new staff hiring meets the USDA requirements.
- Check <http://www.isbe.net/nutrition> for upcoming in-person trainings, online training modules, and upcoming webinars.
- Local School Wellness Policies are required for all schools in the National School Lunch Program. Additionally, those policies are required to receive a periodic assessment.

- ❑ Districts that charged less than a weighted average price of \$2.78 for PAID student lunches in school year 2015-16 must complete the calculator and either 1) increase PAID meal prices, 2) contribute non-federal funds to the nonprofit school food service account, or 3) a combination of increasing prices and contributing non-federal funds.
- ❑ The USDA has established rules regarding what foods and beverages can be sold in schools participating in School Nutrition Programs. Ensure that the foods and beverages sold in your schools meet the requirements.
- ❑ Does your school offer enrichment activities after the school day? If they do, take a look at the After School Snack Program and see if it could benefit your students.
- ❑ Does your school offer the School Breakfast Program? Studies show positive results for students who consume a healthy breakfast. Check out <http://www.isbe.net/nutrition/> for more information on the School Breakfast Program.

Related Resources:

- [ISBE Nutrition and Wellness Programs Page](#)
- [Civil Rights Compliance and Enforcement](#)
- [Template - Food Safety Inspection Request](#)
- [USDA Professional Standards for all School Nutrition Program Employees](#)
- [Paid Lunch Equity Calculator Tool Instructions](#)
- [USDA After School Snack Program](#)
- [USDA School Breakfast Program](#)
- [Electronic Direct Certification System](#)
- [Local School Wellness Policy Program](#)
- [USDA Nutrition Standards for All Foods Sold in Schools](#)