



Refresh.



Refocus.

School Nutrition Programs
Back to School Conference

July 25-27, 2022



Webinar Housekeeping Items

A graphic consisting of a yellow ribbon-like shape with a red banner across the middle. The word "PLEASE" is written in white on the red banner, and the word "NOTE" is written in black on the yellow background below it. There are several small red and yellow triangles scattered around the graphic, suggesting motion or emphasis.

**PLEASE
NOTE**

- You are viewing in “Listen Only” mode
- This webinar is being recorded and will be posted on ISBE’s Nutrition website
- We will be releasing further guidance and plan additional webinars to answer more questions
- Please ask questions during the webinar. If your question(s) is not answered due to time, we will follow up with a response directly to your email.



CHECK THIS OUT!

**SNP Back to
School
Conference
Webpage**



www.isbe.net/snpb2s



NUTRITION

SNP BACK TO SCHOOL CONFERENCE

ANNUAL CONFERENCE JULY 25-27, 2022

The Illinois State Board of Education Nutrition Department's annual School Nutrition Programs Back to School Conference will be virtual for School Year 2022-23. This year's theme is "Refresh. Refocus." The virtual conference features recorded trainings, exhibitors, fact sheets and live webinars set for July 25-27, 2022.



- [Submit Questions for ISBE's SNP Back to School Conference](#)
- [Professional Development Tracking Form: Print and complete this form to document your training hours.](#)

TUNE IN TO LIVE WEBINARS

Click to register for the webinars you would like to attend! Recordings of the webinars will be posted here.

- [ISBE Update](#) , 9-10:30 a.m. Monday, July 25, 2022
- [Procurement](#) , 1-2:30 p.m. Monday, July 25, 2022
- [Meal Pattern and Planning](#) , 9-10:30 a.m. Tuesday, July 26, 2022
- [USDA Foods](#) , 1-2:30 p.m. Tuesday, July 26, 2022
- [Monitoring, Part 1](#) , 9-10:30 a.m. Wednesday, July 27, 2022
- [Monitoring, Part 2](#) , 1-2:30 p.m. Wednesday, July 27, 2022
- **Watch ON-DEMAND Trainings**
 - [Smart Snacks](#)
 - [PowerPoint Presentation](#)
 - [Professional Standards: Hiring Standards for SNP Directors](#)
 - [PowerPoint Presentation](#)
 - [Professional Standards: Required Training Hours and Resources](#)
 - [PowerPoint Presentation](#)



SY 2022-23 RESOURCES

- Sample Letter to Parents Regarding SY 22-23 School Meals 
 - Spanish 

FACT SHEETS & TRAINING GUIDES

- The ABCs of Meal Counting 
- **Food Distribution Program**
 - Diversion to Processor 
 - DOD 
 - USDA Foods 
- **Procurement**
 - 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 
 - Terminologies 
- **Resource Management**
 - Maintenance of the Non-Profit School Food Account 

Visit Our Exhibitors





DON'T FORGET

→ www.isbe.net/snpb2s

**Track your
Conference
Hours**

NUTRITION SNP BACK TO SCHOOL CONFERENCE

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- Submit Questions for ISBE's SNP Back to School Conference
- Professional Development Tracking Form: Print and complete this form to document your training hours.

Document the following:

- Date
- Topic
- Length (hours, minutes)
- Keep documentation



Lunch ladies and food dudes...THANK YOU!
Sit back and enjoy the webinar!





Meal Compliance & Accountability Review (MCAR) Monitors

- Cook and Collar Counties
 - John Burton
 - Latricia London
 - Mary Newman
 - Jason Prager
 - 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 (Johnson) Beckmann
- South
 - Kim Nesler



Meal Compliance & Accountability Review (MCAR) Goals



Assess compliance with program requirements



Provide technical assistance



Recommend corrective action



Ensure integrity of program payments



Overview of the AR Process

10



Equity • Quality • Collaboration • Community



STEP ONE

11



Equity • Quality • Collaboration • Community



Announcement Letter

Thorton SD 154 (07-016-1540-02).xlsx	Dietary Specs	Dietary Specs Tool	
Menu worksheet gr K-8.xls	FY20 Breakfast Worksheet	Menu Worksheet(s)	2/6/2020 11:11:13 AM
FY20 Lunch K-8 - Thorton SD 154 (07-016-1540-02).xls	FY20 Lunch Worksheet	Menu Worksheet(s)	2/6/2020 11:11:13 AM
decf8209-f355-45ef-9fc2-992a740df6a0.pdf	School Nutrition Programs - administrative review - Announcement letter	Announcement Letter	11/23/2019 1:24:21 AM
f77188ff-0de3-45c4-969e-3685ef960735.pdf	Auto-Generated Approval Letter	Approval Letter	11/2/2019 1:01:09 AM
77188ff-0de3-45c4-969e-3685ef960735.pdf	Auto-Generated Approval Letter	Approval Letter	10/30/2019 12:01:33 AM
77188ff-0de3-45c4-969e-3685ef960735.pdf	Auto-Generated Approval Letter	Approval Letter	7/12/2019 12:01:33 AM
		Code of Conduct	



Illinois State Board of Education
 100 North First Street, Springfield, Illinois 62777-0001
 www.isbe.net

Darren Reisberg
 Chair of the Board

Dr. Carmen I. Ayala
 State Superintendent of Education

November 23, 2019 Agreement No.

Our records indicate you are eligible for a School Nutrition Programs Administrative Review. Financial Management reviews are areas of the Administrative Review which include Resource Management and Procurement for Fiscal Year 2019 (2018-2019 school year). The Illinois State Board of Education Nutrition Department (ISBE) is required to review School Food Authorities (SFAs) to ensure compliance that all applicable purchases meet federal procurement statutes/executive orders and to ensure federal regulations that support the financial health of the school meal program's nonprofit food service account are followed as outlined in 7 CFR 210.21(c) and 2 CFR part 200.

- IWAS generated letter to the listed Authorized Representative
- Delivered in the fall
- Retrieve a copy of the letter under the paperclip icon in WINS



Web-based Illinois Nutrition System (WINS)

Alerts [-]

No Sponsor alerts. Please use the [Show Existing Site Alerts](#) link below.

[Show existing site alerts](#)

Comments/Notes [-]

Aug thru Dec 2018 claims resubmitte... [View](#)

[Show existing site notes](#)

City of Chicago SD 299 (15-016-2990-25)

To change the contact information, please refer to the instructions under the Help/Question icon at the top of the screen.

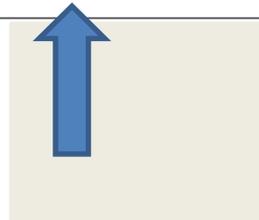
[+Add Contact](#)
[+Add Address](#)

Mailing Address

City of Chicago SD 299
42 W Madison St 2nd Flr
Chicago, IL, 60602-4413(Cook)
[Show Map](#)

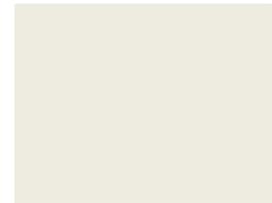
District Superintendent (Auth. Rep.)

Name:
Title:
Business
Fax
Email:



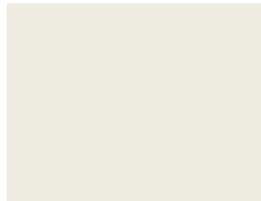
Sponsor Contact

Name:
Title:
Business
Cellular
Fax
Email:



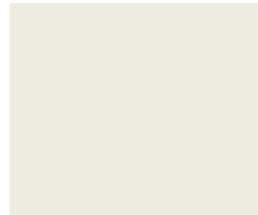
Sponsor Claim Contact

Name:
Title:
Business
Fax
Email:



Site Contact

Name:
Title:
Business
Fax
Email:



**Is your contact
Information in WINS
updated and accurate?**

2019
2019
2019
2019



STEP TWO

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Announcement Letter

Preliminary Data Collection

Entrance Conference

On-site Review

Exit Conference

Corrective Action



Preliminary Data Collection

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Eligibility
Documentation

Summary of program
practices/procedures

Dietary Specification
Assessment Tool

Resource
Management

Procurement





Preliminary Data Collection

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Eligibility
Documentation

Summary of
program practices
and procedures

Dietary
Specification
Assessment Tool

Resource
Management

Procurement





Preliminary Data Collection

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Eligibility
Documentation

Summary of program
practices/procedures

Dietary Specification
Assessment Tool

Resource
Management

Procurement





Preliminary Data Collection

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Eligibility
Documentation

Summary of program
practices/procedures

Dietary Specification
Assessment Tool

Resource
Management

Procurement





Preliminary Data Collection

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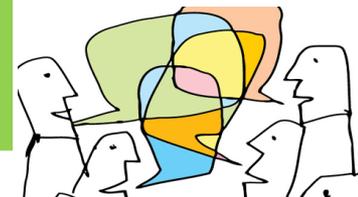
Eligibility
Documentation

Summary of program
practices/procedures

Dietary Specification
Assessment Tool

Resource
Management

Procurement





SNP Administrative Review Checklist

School Nutrition Programs Administrative Review Checklist

The **School Nutrition Administrative Review** includes an evaluation of the National School Lunch Program, School Breakfast Program, Special Milk Program, Afterschool Snack Program, and/or Fresh Fruit and Vegetable Program. The Illinois State Board of Education reviews program records for compliance with state and federal regulations. This checklist assists in preparing for the administrative review which will include an evaluation of records for the current fiscal year unless otherwise noted.

The [SNP Administrative Handbook](#) is a helpful resource when you have questions or concerns regarding any of the items in this checklist.

Eligibility Documentation

- Official Direct Certification reports will be evaluated.
- Documentation of the extension of benefits will be evaluated. Click here for a sample form: [Extension of Benefits form](#)
- The Direct Certification Notification Letter will be reviewed. Click here for a sample letter: [Direct Certification Notification Letter](#)
- Income applications must contain the required information:
 - Names of all household members
 - All household income and how frequently received
 - Signature of an adult household member
 - Last four digits of the social security number of the adult household member who signs the application
- Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) applications must contain the required information:



STEP THREE

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STEP FOUR

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What Exactly is Reviewed?

23

Section 1	Section 2	Section 3	Section 4	Section 5
Access & Reimbursement	Nutritional Quality/Meal Pattern	Resource Management	General Program Compliance	Other Federal Program Reviews
<ul style="list-style-type: none"> • Eligibility Determination • Benefit Issuance • Verification • Meal Counting & Reimbursement 	<ul style="list-style-type: none"> • Meal Component • Offer versus Serve • Dietary Specification & Nutrient Analysis 	<ul style="list-style-type: none"> • Nonprofit School Food Service Account • Paid Lunch Equity • Revenue from Non-Program Foods • Indirect Costs 	<ul style="list-style-type: none"> • Civil Rights • Professional Standards • On-Site Monitoring • Local Wellness Policy • Smart Snacks • Water • Food Safety • Buy American • Outreach • Recordkeeping 	<ul style="list-style-type: none"> • Fresh Fruit & Vegetable Program • Afterschool Snack Service • Special Milk Program • Seamless Summer Option

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STEP FIVE

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Announcement Letter

Preliminary Data Collection

Entrance Conference

On-site Review

Exit Conference

Corrective Action



STEP SIX

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Announcement Letter

Preliminary Data Collection

Entrance Conference

On-site Review

Exit Conference

Corrective Action



Corrective Action Plan (CAP)

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2018

Name	Number	Program Year	Program	Review Type	Status
		2018	Child and Adult Care Center Food Program	Administrative	Waiting for response

[Return to home screen](#)

Click on the "pencil icon" to the left to open your citations

Step 9 - Type corrective action responses to each citation in the text box provided, or if a check box is provided, check the box to indicate that you agree.

Question	Citation / Response	Agree	Resolved
6209	The meal service was not conducted at the approved meal service time. The site did not begin serving meals until after the approved meal service end time. The site must follow the approved meal service times or changes must be made to the site application.	<input type="checkbox"/>	<input checked="" type="checkbox"/> Resolved
Sponsor Response			
<div style="border: 1px solid #ccc; height: 60px;"></div>			
<input type="button" value="Save Responses"/>			

Step 10 - Click the **Submit/Save button to submit** your corrective action responses to ISBE

Step 11 - Check back periodically to see if your responses were accepted or if more information is required.



Corrective Actions

- Corrective actions are typed in WINS and due within 30 days of notification.
 - Reminders and links sent via alerts in 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 both the MCAR and RM review have been addressed, WINS will generate one SNP administrative 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.



This is the entire process

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Announcement Letter

Preliminary Data Collection

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Exit Conference

Corrective Action



Monitoring & Review Information

- [Administrative Review Checklist](#) 
- [Dietary Specifications Assessment Tool](#) 
- [Meal Compliance Assessment Tool](#) 
- [Resource Management Assessment Tool](#) 
- [Review Resource List](#) 
- [School Meals Administrative Review Q & A](#) 
- [Tentative List of SFAs to receive an Administrative Review in School Year 2018-19](#) 
- [USDA Administrative Review Guidance](#)
- [USDA Indirect Cost Guidance](#) 

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 \(67-35\)](#) 

USDA Policy Memos

- [SP 56-2013 - Collaboration with State School Business Officials on New Administrative Section: Resource Management](#)

Found at www.isbe.net/nutrition



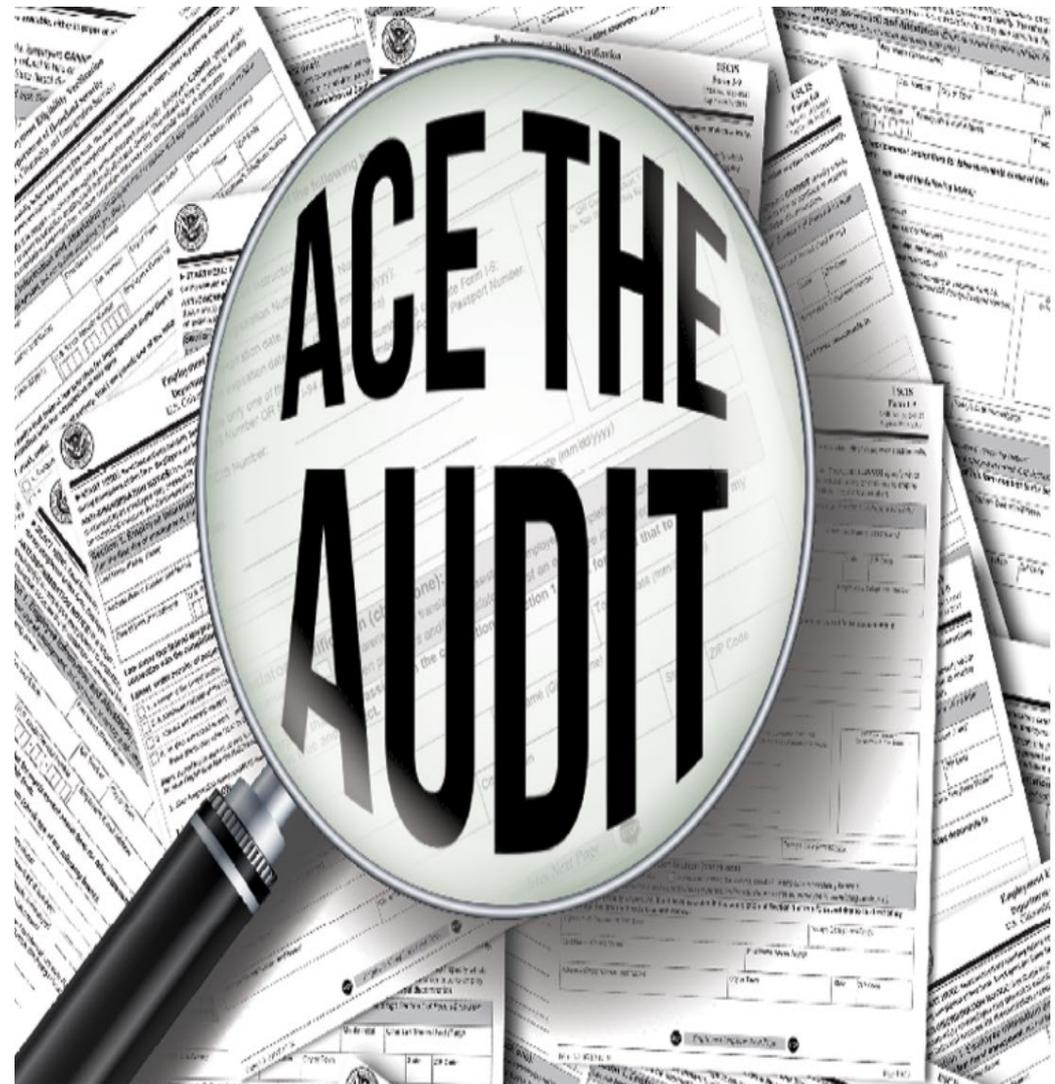


ACING your School Nutrition Program Review

*Back to School
Virtual Conference*

*Presented by:
Kari Perkins*

July 2022



Equity • Quality • Collaboration • Community



School Nutrition Review

THE WHY

- ISBE Monitor on-site
- 5 Year Review Cycle
- Take away the stress
- Tips & Tricks to prepare



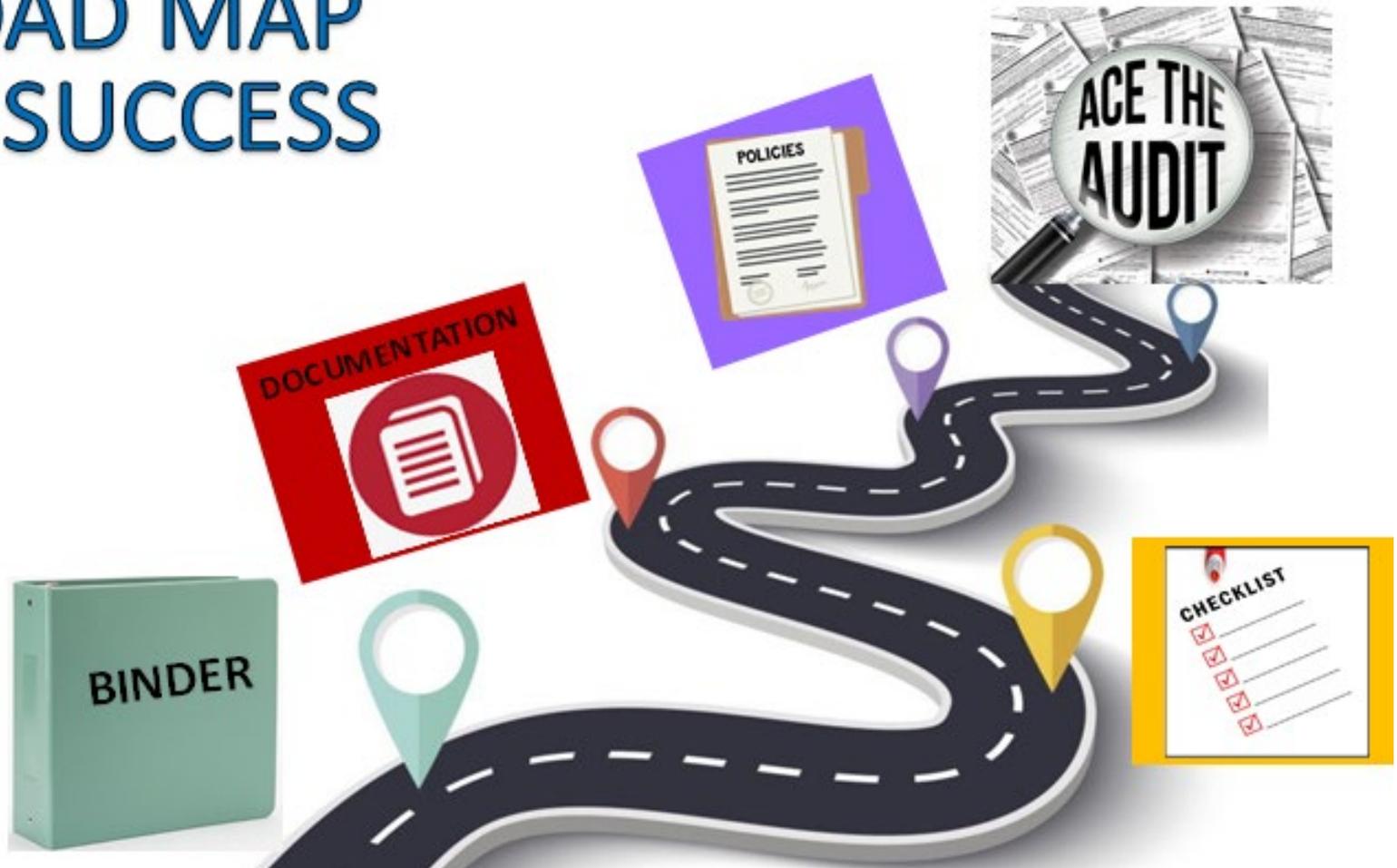
Build a Binder for Success





Build a Binder for Success

ROAD MAP TO SUCCESS





BUILD A BINDER FOR SUCCESS

TABLE OF CONTENTS

- Eligibility Documentation (**Sponsor Documents**)
 - Free/Reduced List of all district students/Chosen students
 - Direct Certification Reports (Annual/Monthly/Sponsor Reports)
 - Extension of Benefits Documentation (ISBE 54-45)
 - Household Eligibility Documentation (ISBE 68-06)
 - Categorically Eligible Documentation (ISBE 50-73)
 - Notification Letters (ISBE 68-02, ISBE 69-15)
- Verification (**Sponsor Documents**)
 - All Applications Chosen for Review
 - Confirmation Review & Verification Tracking Form (ISBE 68-21)
 - Notification Letters (ISBE 68-10A, ISBE 68-10B, ISBE 68-09)
- Claim for Reimbursement (**Selected Site Documents**)
 - Month of Review Site Claim Report via WINS for Chosen Site(s)
 - Back up documentation
- On-Site Reviews (**Sponsor Documents**)
 - On-Site Review Forms (ISBE 67-35)
 - All Sites Lunch
 - All Sites Breakfast, if applicable
- Menus (**Selected Site Documents**)
 - Month of Review Menus (full month for all meal services)
 - Choose a 5-day week from the month of review menu
 - Production Records
 - CN Labels/Product Formulation Statements/Recipes
 - Nutrition Fact Labels that include the ingredients (for all grain products)
- Food & Beverage Requirements (aka Smart Snacks) (**Sponsor Documents**)
 - Smart Snack Calculator Results for all items served ala carte
 - Nutrition Fact Labels that include the ingredients
 - Fundraising Days Documentation
 - Request Form
 - Tracking Log

- Sanitation (**Selected Site Documents**)
 - Last 2 Health Inspections (if completed this school year, if not, the 2 inspections from last year)
 - If they didn't do 2 inspections, then your letter the district sent to the HD requesting 2 inspections
 - HACCP Plan
 - Food Safety Template
 - Standard Operating Procedures (SOP's)
 - Temperature Logs (month of review)
- Program Outreach (**Sponsor Documents**)
 - School Breakfast Program Outreach
 - Summer Food Service Program Outreach
- Professional Standards (**Sponsor Documents**)
 - Tracking Tool
 - Documentation to prove training hours (including Civil Rights)
- Required Policies (**Sponsor Documents**)
 - Local Wellness Policy
 - Triennial Assessment
- Other Programs (**Selected Site Documents**)
 - Fresh Fruit and Vegetable Program
 - Claim for Reimbursement
 - Copies of Invoices and Labor Costs
 - Special Milk Program
 - Claim for Reimbursement
 - Monthly Counts
 - Copies of Invoices
 - After School Snack Program
 - Claim for Reimbursement
 - Monthly Counts
 - Menus & Production Records
 - On-Site Reviews for the Snack Program
- Day of Review (**Selected Site Documents**)
 - Meal Counts
 - Menus & CN/PFS/Recipes
 - Production Records
 - Meal Modification Requests
 - ~~QVS~~ Signage
 - Drinking Water Available
 - Milk Variety Offered
 - Portion Size Accurate
 - Other Programs Reviewed On-Site
 - Health Inspection Posted
 - Civil Rights Poster Posted



Binder-Table of Contents

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



Build a Binder for Success

- Eligibility Documentation (**Sponsor Documents**)
 - List of Chosen Students for Review
 - Direct Certification Reports (each month)
 - Extension of Benefit Forms
 - Household Eligibility Applications (including all denied applications)
 - Categorically Eligible Documentation
 - Sample Notification Letters



Ensure you pull the applications/documentation only for the chosen students for review.



Build a Binder for Success

- Verification (**Sponsor Documents**)
 - Verified Applications for Review
 - All Income Documentation used
 - Confirmation Review & Verification Tracking Form
 - One for each application you are verifying
 - Sample Verification Letters



Start Verification on October 1st to ensure you have time to complete all the steps by the deadline of November 15th!



Build a Binder for Success

- On-Site Reviews (**Sponsor Documents**)
 - Breakfast (50% of all sites)
 - Lunch (100% of all sites)
- Ensure to fill out completely.
- If a corrective action plan is needed, ensure to conduct a follow up review.



Create a Summary Form for easy tracking

On-Site Reviews for SY 21-22:

School Name	Date of Lunch On-Site Review	Date of Breakfast On-Site Review
Washington Elementary	12/7/2021	1/11/2022
Lincoln Elementary	11/30/2021	
Kennedy Middle School	11/23/2021	
Adams High School	11/16/2021	1/13/2022



On-Site Review Documentation



Illinois State Board of Education

100 North First Street, Springfield, Illinois 62777-0001

**SCHOOL NUTRITION PROGRAMS
ON-SITE REVIEW FORM ASSESSMENT OF SCHOOL
MEAL COUNTING AND CLAIMING PROCEDURES**

- Breakfast Lunch
 First Review Follow-up Review

Nutrition and Wellness Programs Division

INSTRUCTIONS: Each school year, prior to February 1, sponsors with more than one site where reimbursable meals are served must conduct their own review of each site approved to participate in the NSLP and at 50 percent of the sites approved to participate in the SBP. Each site in the SBP must be reviewed at least once every two years. Sponsors with only one site, are not required to conduct on-site reviews but it is highly encouraged. In addition, an observation of staff in action, e.g. cashiers, managers, and servers must be conducted. Complete the form by indicating above if this is a Breakfast or Lunch review and if this is a First Review or a Follow-up Review. Next answer the following questions by checking the appropriate response. Maintain a copy of this form as documentation.

DISTRICT NAME _____ SCHOOL NAME (One Per Building) _____

LEA REVIEWER'S NAME _____ DATE OF VISIT (By February 1) _____ TIME OF VISIT _____
In: _____ Out: _____

Offer vs. Serve: Yes No (High schools must implement Offer vs. Serve.)
 Grades participating in Offer vs. Serve (Check all that apply):
 Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12 not participating

MEAL COUNT SYSTEM

- Yes No
-
- Are meals counted at the point of service? (The person responsible for the meal count should be where it can be determined that a reimbursable meal has been served to an eligible student. In most cases, this is at the end of the service line.)
 - Does the person taking the meal count understand the components required for a reimbursable meal?
 - Does the school have a policy for each of the following situations? If no, indicate which policy is not developed.

<input type="checkbox"/> a. Lost, stolen, forgotten or destroyed tickets/tokens/IDs	<input type="checkbox"/> e. A la carte selections
<input type="checkbox"/> b. Power failure (for automated systems)	<input type="checkbox"/> f. Second student meals
<input type="checkbox"/> c. Student worker meals	<input type="checkbox"/> g. Incomplete meals
<input type="checkbox"/> d. Adult meals	<input type="checkbox"/> h. Field trips
	<input type="checkbox"/> i. Visiting student meals
 - When meal count problems occur, does the individual taking the meal count understand the school's policies for handling each situation? If no, indicate which policy is not followed.

<input type="checkbox"/> a. Lost, stolen, forgotten or destroyed tickets/tokens/IDs	<input type="checkbox"/> e. A la carte selections
<input type="checkbox"/> b. Power failure (for automated systems)	<input type="checkbox"/> f. Second student meals
<input type="checkbox"/> c. Student worker meals	<input type="checkbox"/> g. Incomplete meals
<input type="checkbox"/> d. Adult meals	<input type="checkbox"/> h. Field trips
	<input type="checkbox"/> i. Visiting student meals
 - Is a trained substitute for counting meals available if an employee is absent?

ISBE 67-35 (11/16)

MEAL COUNT SYSTEM (Continued)

- Yes No N/A
-
- Does the meal count system produce an accurate count of reimbursable meals by category (free, reduced-price and paid) served to eligible students? Community Eligibility Provision schools must record a total meal count only.

<input type="checkbox"/> a. Math errors	<input type="checkbox"/> f. Attendance Counts
<input type="checkbox"/> b. Counts not taken at the end of the serving line	<input type="checkbox"/> g. Morning/classroom counts
<input type="checkbox"/> c. Free and/or reduced-price meal counts obtained by subtracting from total meal count	<input type="checkbox"/> h. Incomplete meals
<input type="checkbox"/> d. Cash converted to meals	<input type="checkbox"/> i. Based on meals delivered/prepared, not meals served
<input type="checkbox"/> e. Tray count meals	<input type="checkbox"/> j. Student workers not claimed by eligibility category
 - Does the meal counting system prevent overt identification? If no, check all that apply. Community Eligibility Provision schools should mark N/A.

<input type="checkbox"/> a. Unacceptable coding system	<input type="checkbox"/> f. All meals offered/served not available to students
<input type="checkbox"/> b. Use of special tickets, tokens	<input type="checkbox"/> g. Checklist with identifying information visible to students in line
<input type="checkbox"/> c. Cash only line	<input type="checkbox"/> h. Cash register/Computer display identifying meal price visible to students
<input type="checkbox"/> d. Visual or Verbal ID	
<input type="checkbox"/> e. Separate serving times, lines, or dining areas	
 - Are meal counts from each serving line and meal period accurately consolidated on a daily basis?

MEAL PATTERN REQUIREMENT

-
- Does today's menu meet meal pattern requirements?
 - If offer versus serve is implemented for lunch, does each meal contain a fruit or vegetable (at least 1/4 cup) and a minimum of two additional full serving components?
 - If offer versus serve is implemented for breakfast, does each meal contain at least three food items and one of the items is at least a 1/4 cup fruit or vegetable.
 - Were all required food components available throughout the meal service on all serving lines?

FOOD SAFETY PLAN

-
- Does the school have a Food Safety Plan based on the Hazard Analysis and Critical Control Point (HACCP) procedures?
 - If yes, has the Food Safety Plan been reviewed/updated for the current school year?
 - If yes, is the Food Safety Plan implemented? (for example, temperature logs, standard operating procedures for hand washing, accepting food deliveries, etc)

If any of the above questions were answered NO, a CORRECTIVE ACTION PLAN is mandatory. A follow-up review (use a clean form with Follow-up marked in upper right corner) must be completed within 45 days.

CORRECTIVE ACTION PLAN INCLUDING IMPLEMENTATION DATES:

Site Administrator Signature _____ Date _____

LEA Reviewer Signature _____ Date _____

ISBE 67-35 (11/16)



Build a Binder for Success

- Monthly Menus for Lunch & Breakfast (if applicable)
(Selected Site Documents)
 - Choose a 5-day week
 - Build *each day* to include the following:
 - Production Records
 - Child Nutrition Labels
 - USDA Foods Product Information Sheets
 - Product Formulation Statements
 - Nutrition Fact Labels including ingredient list
 - Standardized Recipes



Only include product labels once; first time it appears on the menu.



Menus & Documentation

Production Record										
Site: <u>Lincoln Elementary</u>		MENU Breakfast Pizza, 100% Juice, Peaches, Milk Variety								
Meal Date: <u>February 7, 2022</u>										
List all food items (including condiments)	Recipe or Product (Name and Number)	Grade Group	Portion Size*	Student Projected Servings	Total Projected Servings	Amount of Food Used** (Weight or Quantity)	Student Servings	A la Carte Servings	Adult Servings	Leftovers
Breakfast Pizza	Tony's	K-5	1 slice	145	150	1.22 lb	146	—	2	2
Peaches	Del Monte	K-5	½ cup	75	75	3 cans	59	—	2	16
100% Apple Juice	Ardmore	K-5	4 fl. Oz.	115	115	2 cases	105	—	—	10
1% White Milk	PF	K-5	1 ea.	25	25	1/2 case	20	—	—	5
Skim Chocolate	PF	K-5	1 ea.	125	125	2.5 cases	98	—	—	27

List of Ingredients

INGREDIENTS: WHOLE WHEAT FLOUR, WATER, SUGAR, VITAL WHEAT GLUTEN, CONTAINS 2% OR LESS OF: SALT, YEAST, PRESERVATIVES (SORBIC ACID, CALCIUM PROPIONATE), MONO AND DIGLYCERIDES, SOYBEAN OIL, DOUGH CONDITIONERS (CALCIUM SULFATE, L-CYSTEINE), ENZYME (WHEAT GLUTEN) AND XANTHAN GUM.

Nutrition Facts

Serving Size: 1 EA	
Servings Per Container: 72	
Amount per Serving	
Calories: 140	Calories from Fat: 10
% Daily Value*	
Total Fat: 1 g	2%
Saturated Fat: 0 g	0%
Trans Fat: 0 g	
Cholesterol: 0 mg	0%
Sodium: 180 mg	8%
Total Carbohydrate: 29 g	10%
Dietary Fiber: 4 g	16%
Sugars: 5 g	
Protein: 6 g	
Vitamin A: 0 %	Vitamin C: 0%
Iron: 10%	

GENERAL MILLS

Formulation Statement for Documenting Grains in School Meals
Required Beginning SY 2013-2014
(Crediting Standards Based on Grains of Creditable Grains)

School Food Authorities (SFAs) should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative. Grain products may be credited based on current standards through SY 2012-2013. The new crediting standards for grains (as outlined in Policy Memorandum SP 20-2012) must be used beginning SY 2013-2014. SFAs have the option to choose the crediting method that best fits the specific needs of the menu plan.

Product Name: Pillabury® Mini Waffles Blueberry Bash Code No.: 18000-32264

Manufacturer: General Mills, Inc. Serving Size: 2.47 OZ (70g)
(raw dough weight may be used to calculate creditable grain amount)

I. Does the product meet the Whole Grain-Rich Criteria? Yes No How many grams:
(Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.)

II. Does the product contain non-creditable grains? Yes No How many grams:
(Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.)

III. Use Policy Memorandum SP 20-2012 Grain Requirements for the National School Lunch Program and School Breakfast Program: Exhibit A to determine if the product fits into Groups A-G, Group H or Group I. Different methodologies are applied to calculate servings of grain component based on creditable grains. Groups A-G use the standard of 16grams creditable grains per oz eq; Group H uses the standard of 28grams creditable grains per oz eq; and Group I is reported by volume or weight.

Indicate to which Exhibit A Group (A-I) the Product Belongs: C

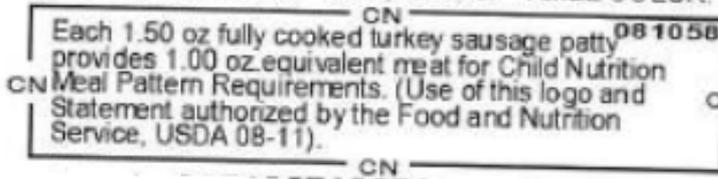
Description of Creditable Grain Ingredient*	Grams of Creditable Grain Ingredient per Portion†		Creditable Amount
	A	B	
Whole Wheat Flour, Enriched Flour Bleached, Ground Whole Grain Corn Flour	34g	16g	34g + 16g = 2.12
Total Creditable Amount‡			2.00

*Creditable grains are whole-grain meal/flour and enriched meal/flour.
†Serving size X (% of creditable grain in formula). Please be aware serving size other than grams must be converted to grams.
‡Standard grams of creditable grain from the corresponding Group in Exhibit A.
§Total Creditable Amount must be rounded down to the nearest quarter (0.25) oz eq. Do not round up.

Total weight (per portion) of product as purchased 2.47 OZ (70g)
Total contribution of product (per portion) 2.00 oz equivalent

I certify that the above information is true and correct and that a 2.00 ounce portion of this product (ready for serving) provides 2.00 oz equivalent Grains. I further certify that non-creditable grains are not above 0.24 oz eq. per portion. Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.

Doc. Prep. Pham
Anh-Tram Pham, MPH, RD
Labeling and Regulatory Compliance Specialist, K12 Education
February 23, 2018



USDA is an equal opportunity provider, employer, and lender. are based on a 2000 calorie diet. Actual values may be higher or lower depending on individual calorie needs.

Sloppy Joe on a Roll - USDA Recipe for

Makes: 25 or 50 Servings

Our Sloppy Joe on a Roll features a truly delectable combination of lean ground turkey and lean ground beef cooked in a flavorful tomato sauce featuring green onions and spices. All this nutritious deliciousness is served on a whole grain roll.





Build a Binder for Success

- Food & Beverage Requirements (aka Smart Snacks)

(Sponsor Documents)

- Nutrition Documentation
 - Smart Snack Calculator Results (printout)
 - Nutrition Fact Labels
 - Ingredient List



Separate your smart snack documentation into sections of where they are sold (vending machines, service line, fundraisers, c-stores, etc.)

- Documented Fundraiser Days
 - Requests & Approvals



Smart Snack Documentation

SMART SNACKS
PRODUCT CALCULATOR



Product Information

Take the guess work out of your day! Answer a series of questions to see if your product meets the [USDA's Smart Snacks in School nutrition standards](#)*. Then save and print for your records!

*Results from this calculator have been determined by the U.S. Department of Agriculture to be accurate in assessing product compliance with the Federal requirements for Smart Snacks in Schools provided the information is not misrepresented when entered into the Calculator.

CHECK OUT THE BLUE INFORMATION BUBBLES FOR ASSISTANCE! If unable to view, please update your browser or try a different browser. Please refer to [USDA's Q&A document](#) for additional guidance on specific products.

Enter product information as SOLD (as portioned and eaten, such as a beef patty on a bun with accompaniments).

NOTE: As of July 1, 2016, %DV is no longer a qualifying standard for compliance.

My Product is a ...

- a) Snack ⓘ
- b) Side ⓘ
- c) Entree ⓘ
- d) Beverage ⓘ

START OVER

NEXT STEP



LAY'S® Classic Potato Chips

★★★★☆ 2.7 (6) Write a review

Description

It all starts with farm grown potatoes, cooked and seasoned to perfection. So every LAY'S® potato chip is perfectly crispy and full of fresh potato taste. Happiness in Every Bite.®

Nutrition Facts

Serving size 1 oz (28g/about 15 chips)

Amount per serving

Calories 160

% Daily Value*

Calories 160

Fat 10g 13%

Saturated 1.5g 7%

Trans 0g

Cholesterol 0mg 0%

Sodium 170mg 7%

Carbohydrates 15g 6%

Fiber 1g 5%

Sugars less than 1g

Protein 2g

Vitamin D 0mc 0%

Vitamin C 6%

Calcium 10mg 0%

Iron 0.6mg 2%

Potassium 350mg 6%

Ingredients

Potatoes, Vegetable Oil (Canola, Corn, Soybean, and/or Sunflower Oil), and Salt.



Smart Snack Documentation



SMART SNACK
PRODUCT CALCULATOR



Smart Snacks Product Calculator Results

Brand:
Gordon Choice

Product Name:
Chocolate Chip Cookies, 1.75 oz

Serving Size:
50.00 g

First Ingredient:
Whole Wheat Flour

Your whole grain product meets all nutrient standards for entrees or snack foods.

Nutrition Facts

Serving Size 50.00 g ⓘ
Servings Per Container

Amount Per Serving

Calories 180

Total Fat (g) 5

Saturated Fat (g) 1.5

Trans Fat (g) 0

Sodium (mg) 190

Carbohydrates

Total Sugars (g) 16

Vitamin D (%) NA

Potassium (%) NA

Calcium (%) NA

Dietary Fiber (%) NA



Smart Snack Documentation



 SMART SNACKS
PRODUCT CALCULATOR



Smart Snacks Product Calculator Results

Brand:
Sun Chips

Product Name:
Harvest Cheddar

✘ Your product is NOT compliant.

Your whole grain product does not meet the following nutrient standards:

- ✘ Calories from total fat exceed 35%.



Fundraiser Documentation

Exempt Fundraiser Tracking Sheet

Adams High School

FUNDRAISER EXEMPTION REQUEST FORM
*This form should be used when a club or group would like to host a fundraising event that involves **SELLING** and then consuming food(s) and/or beverage(s), **DURING THE SCHOOL DAY**. School Day is defined as 12:00 a.m. to 30 minutes after dismissal. Nine (9) days may be exempted during each school year.*

* **CLUB/GROUP:**

 Student Council

* **PROPOSED FUNDRAISER DESCRIPTION:**

 Cancer Awareness – Gourmet Popcorn

* **REQUESTED DATE(S) of FUNDRAISER:**

- 1st Choice: _____ 10/6/2021
- Alternate Date: _____ 10/13/2021

Sponsor Signature: Carol Watson Date: 9/1/2021

Approved
 Disapproved

ak Administrator's Signature Date: 9-7-21

School Name: Adams High School		SY 21-22
The Healthy Hunger-Free Kids Act of 2010 directed the United States Department of Agriculture (USDA) to establish nutrition standards for all foods and beverages sold to students, in school during the school day, including foods sold through school fundraisers. The standards provide a special exemption for infrequent fundraisers that do not meet the nutrition standards. A maximum of nine exempt fundraisers for grades 9-12 only, per school building, per school year, with a duration of one day, will be allowed for schools participating in the National School Lunch Program in Illinois.		
Exempt Fundraiser #1	Date: 10/6/2021	
Organization Name: Student Council		
Description of Event and Products Sold? Cancer Awareness – Gourmet Popcorn		
Exempt Fundraiser #2	Date: 11/6/2021	
Organization Name: DECA		
Description of Event and Products Sold? State competition - Donuts		
Exempt Fundraiser #3	Date: 2/14/2022	
Organization Name: Senior Class		
Description of Event and Products Sold? Valentines Day – Orange Crush Soda		



Make your Exempt Fundraiser Tracking Sheet have space for 9 entries, so when you get to 9, you know you have run out of available exempt fundraisers!



Build a Binder for Success

- Sanitation (**Selected Site Documents**)
 - Copies of the last two Health Inspections at the selected site.
 - HACCP Plan (Hazard Analysis & Critical Control Point)
 - Food Safety Plan
 - Standard Operating Procedures
 - Temperature Logs from the Month of Review
 - All Foods Served
 - All Equipment & Storage Areas Used



School	Date of Inspection #1	Date of Inspection #2
Lincoln Elementary	9/10/21	3/4/22
Washington Elementary	10/4/21	3/8/22
JFK Middle School	10/6/21	3/10/22
Adams High School	9/17/21	4/7/22



Build a Binder for Success

- Program Outreach (**Sponsor Documents**)
 - School Breakfast Program
 - Method used, copy of document/date distributed
 - Summer Food Service Program
 - Method used, copy of the document/date distributed



Tips &
Tricks

Announce your breakfast program at the beginning of the year, but also re-announce it with a flyer after your December holiday break.



Program Outreach Documentation

- Social Media Posts
- Newsletters
- Bulk Email
- Flyer home
- Website Posting

Announcements

FREE Summer Meals

**To find a Summer Meals
site near you,
call (800) 359-2163
OR
text FoodIL to 304-304
OR
visit
SummerMealsIllinois.org**



Build a Binder for Success

- Professional Standards **(Sponsor Documents)**
 - From the previous school year
 - Tracking Tool (USDA version, excel, other)
 - Documentation for all hours claimed
 - Examples may include certificate of completion, print the last slide, dated agenda with signatures and presentation copy.
- Required Trainings to include
 - Civil Rights



Professional Standards Documentation

SCHOOL YEAR 2021-2022

					Topic: Back to School Conference	Topic: Civil Rights Training	Topic: Serve Safe Managers Class	Topic: Food Handlers Class	Topic: In Service Safety Training	Topic:	Topic:	Topic:	
					Date: July 2021	Date: 8/10/2021	Date: 8/12/21	Date: 8/12/21	Date: 10/18/21	Date:	Date:	Date:	
SCHOOL NAME	STAFF NAME	HIRE DATE	TITLE	TRAINING HOURS REQUIRED	HOURS EARNED	HOURS EARNED	HOURS EARNED	HOURS EARNED	HOURS EARNED	HOURS EARNED	HOURS EARNED	HOURS EARNED	TOTAL HOURS
Office	Carrie Petty	Oct 95	Food Service Director	12	8.00	0.50	8.00		2.00				18.50
Lincoln Elementary	Suzan Mann	Jan 08	Lead	10	8.00	0.50	8.00		2.00				18.50
Lincoln Elementary	Suzie Bane	Jan 09	Food Service Worker	6		0.50		2.00	2.00				4.50
Lincoln Elementary	Suz Door	Jan 10	Food Service Worker	6		0.50		2.00	2.00				4.50
Washington Elementary	Erica Mingee	Aug 03	Lead	10	8.00	0.50	8.00		2.00				18.50
Washington Elementary	Joey Zarr	Sept 06	Food Service Worker	6		0.50		2.00	2.00				4.50
Washington Elementary	Mica Bane	Dec 05	Food Service Worker	6		0.50		2.00	2.00				4.50
JFK Middle School	Christina Perkins	Aug 02	Lead	10	8.00	0.50	8.00		2.00				18.50
JFK Middle School	Krystal Hatter	March 18	Food Service Worker	6		0.50		2.00	2.00				4.50
JFK Middle School	Tasha Booe	May 17	Food Service Worker	6		0.50		2.00	2.00				4.50
John Adams High School	Allison Nick	Aug 99	Lead	10	8.00	0.50	8.00		2.00				18.50
John Adams High School	Stacey Smiley	Oct 12	Food Service Worker	6		0.50		2.00	2.00				4.50
John Adams High School	Toby Kirk	April 05	Food Service Worker	6		0.50		2.00	2.00				4.50
John Adams High School	Chris Sum	Feb 02	Food Service Worker	4		0.50		2.00	2.00				4.50

Certificate of Completion

PRESENTED TO:

Suzan Mann

FOR: Safety Training

AWARDED THE 10th DAY OF Oct 2021.

SIGNED: Carrie Petty

Certificate Provided by www.howcertificates.com ©2014



Illinois State Board of Education
 100 North First Street
 Springfield, Illinois 62777-0001

School Nutrition Programs
 Civil Rights Training Documentation Form

NUTRITION AND WELLNESS PROGRAMS DIVISION

Civil Rights Training Requirements:

School Food Authorities (SFA) must provide civil rights training to their sub recipients, including front-line staff, on an annual basis. To assist you in training PowerPoint presentations and a brochure are available at <https://www.isbe.net/Pages/Nutrition-and-Wellness-Civil-Rights-Consultation-and-Enforcement.aspx>

Specific subject matter for training must include collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

Below you will find a sample form that you can use to document your Civil Rights Trainings each year. A copy of this form along with a copy of the training materials used must be maintained as proof of the annual training that was provided. This information does not need to be submitted to ISBE, just maintain a copy and it will be reviewed during your Administrative Review. This documentation must be maintained for three years plus the current.

Name of SFA/School District	Presidents SD 101
Name of Trainer	Carrie Petty
Date of Training	8/10/21

Print Name of Training Attendee	Signature of Training Attendee
Suzan Mann	<i>Suzan Mann</i>
Suzie Bane	<i>Suzie Bane</i>
Suz Door	<i>Suz Door</i>
Erica Mingee	<i>Erica Mingee</i>
Toby Kirk	<i>Toby Kirk</i>
Mica Bane	<i>Mica Bane</i>
Christina Perkins	<i>Christina Perkins</i>
Krystal Hatter	<i>Krystal Hatter</i>

ISBE 69-99 (6/17)



Build a Binder for Success

- Policies (**Sponsor Documents**)
 - Local Wellness Policy (must be made public)
- Triennial Assessment (must be made public)
 - Must be done at ALL sites in your district!

Presidents SD 101
 STUDENT WELLNESS POLICY
 March 2022

Supersedes Policy: July 2006, June 2010, January 2015, April 2017

Belief Statement

The mission of Presidents School District 101 (PSD) is to help develop well-rounded, lifetime student learners. As a part of this mission PSD desires to provide a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. Moreover, PSD desires to promote health and wellness, good nutrition, and regular physical activity through modeling, experiences, and education.

Local Wellness Policy Triennial Assessment

Sponsors participating in the National School Lunch Program and/or School Breakfast Program are required to have a Local Wellness Policy. At a minimum, the Local Wellness Policy must be assessed once every three years; this is referred to as the Triennial Assessment. Triennial assessments must determine, for each participating site under a sponsor's jurisdiction, 1) compliance with the wellness policy, 2) progress made in attaining the goals of the wellness policy, and 3) how the wellness policy compares to model wellness policies.

Sponsor Name: Presidents SD 101 School District

Site Name: Lincoln Elementary School

Date Completed: March 25, 2022

Completed by: Carrie Petty

Part I: Content Checklist

Below is a list of items that must be addressed in Local Wellness Policies, based on U.S. Department of Agriculture (USDA) and state guidance. Check the box for each item included in your Local Wellness Policy. For any box that is not checked, consider taking steps to add the item(s) to the policy in the future. For more information, see [ISBE's Local Wellness Policy Content Checklist](#).

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Goals for Nutrition Education | <input checked="" type="checkbox"/> Nutrition Standards for School Meals | <input checked="" type="checkbox"/> Wellness Leadership |
| <input checked="" type="checkbox"/> Goals for Nutrition Promotion | <input checked="" type="checkbox"/> Nutrition Standards for Competitive Foods | <input checked="" type="checkbox"/> Public Involvement |
| <input checked="" type="checkbox"/> Goals for Physical Activity | <input checked="" type="checkbox"/> Standards for All Foods/Beverages Provided, but Not Sold | <input checked="" type="checkbox"/> Triennial Assessments |
| <input checked="" type="checkbox"/> Goals for Other School-Based Wellness Activities | <input checked="" type="checkbox"/> Food & Beverage Marketing | <input checked="" type="checkbox"/> Reporting |
| <input type="checkbox"/> Unused Food Sharing Plan | | |



Build a Binder for Success

- Other Child Nutrition Programs

 - (Selected Site Documents)**

 - Fresh Fruit & Vegetable Program

 - Claim Documentation
 - Copies of all invoices and expenses



 - Special Milk Program

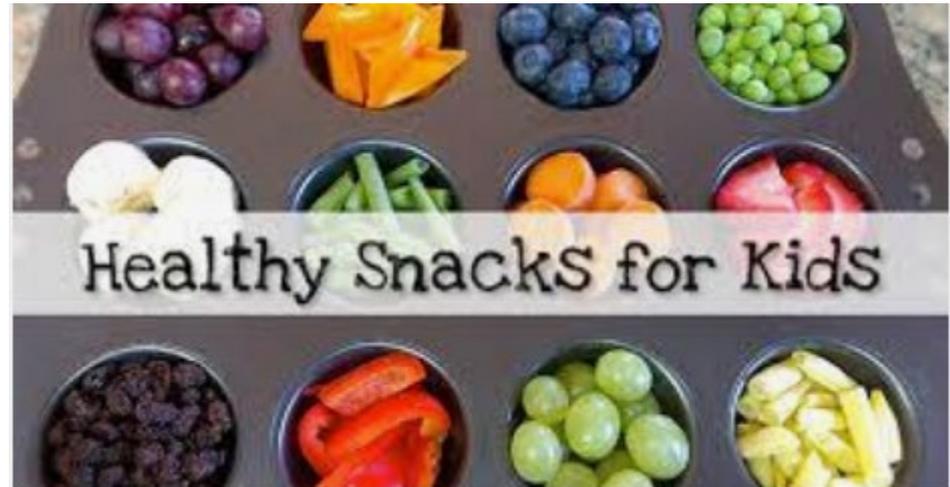
 - Claim Documentation
 - Monthly Counts (checklists)
 - Copies of all invoices





Build a Binder for Success

- Other Child Nutrition Programs
 - Afterschool Snack Program
 - Claim Documentation
 - Checklists or tallies
 - Menus & Production Records
 - On-Site Reviews





Day of Review

- Meal Service (Breakfast/Lunch) **(Selected Site Documents)**
 - Meal Counts
 - **Menus & CN/PFS/Recipes for all items served**
 - **Planned in advance, so place in binder.**
 - Production Records
 - Meal Modification Requests (Medical & Parent)
 - OvS Signage (if applicable)
 - Drinking Water Available
 - Milk Variety Offered
 - Portion Sizes Accurate
 - Other Program Review (FFVP/ASSP/SMP)
- Health Inspection Posted
- Civil Rights Poster Posted





Day of Review Documentation

What Makes a School Breakfast

grain **fruit (or vegetable)** **milk**

Offer Vs. Serve
Choose at least 3 items from the four offered, One must be a 1/2 cup of fruit (or vegetable).

The fourth item offered may be another grain, another fruit or veggie, or a meat or meat alternate.

This institution is an equal opportunity provider.

The 5 Components of a School Lunch

meat/meat alternate **grain** **milk**

fruit **vegetable**

Offer Vs. Serve
Choose 1/2 cup fruit, or 1/2 cup vegetable, or 1/2 cup combination, and at least 2 other components. Choose all 5 for the best nutrition!

This institution is an equal opportunity provider.

Please return completed and signed form to <INSERT STAFF NAME, EMAIL, DROP OFF LOCATION>

TO BE COMPLETED BY PARENT OR GUARDIAN		
Name of Student (Last, First): _____	Grade: _____	
School: _____		
Parent/Guardian Email: _____	Daytime Phone: _____	
Based on information listed below my child will require a menu modification at the following: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Afterschool Snack		
<input type="checkbox"/> Supper <input type="checkbox"/> Other _____		
<u>I understand School Food Authority is not required to provide requests based on preference for food substitutions or meal accommodations, made by a parent/guardian or any health professional not licensed in Illinois to prescribe medication.</u>		
Parent/Guardian Name PRINTED _____	Parent/Guardian SIGNATURE _____	Date _____

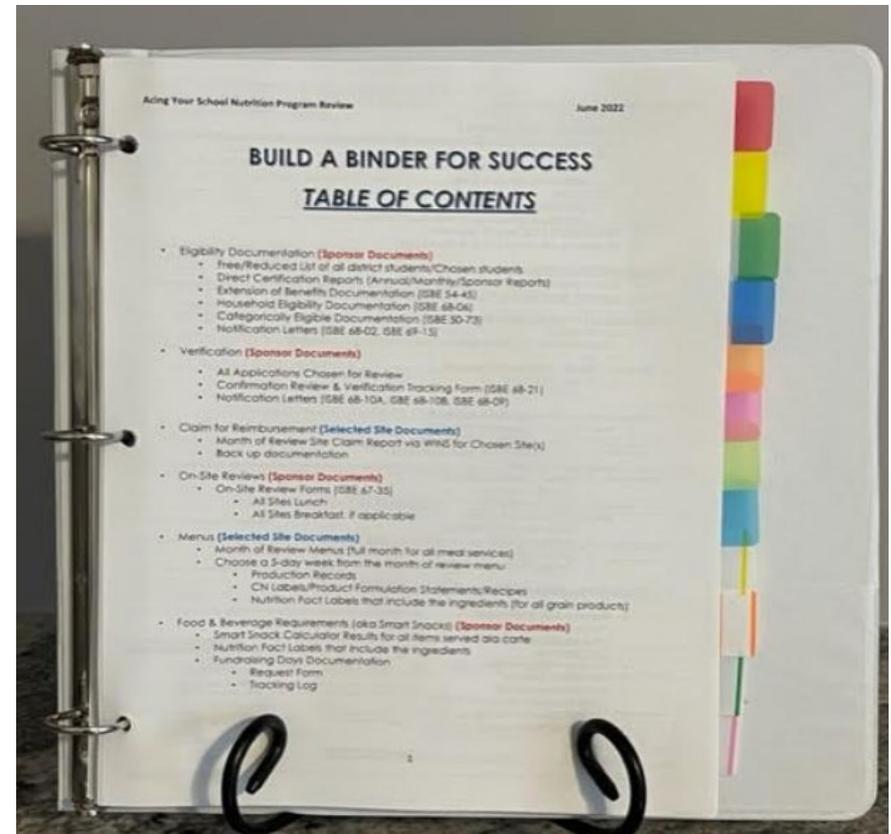
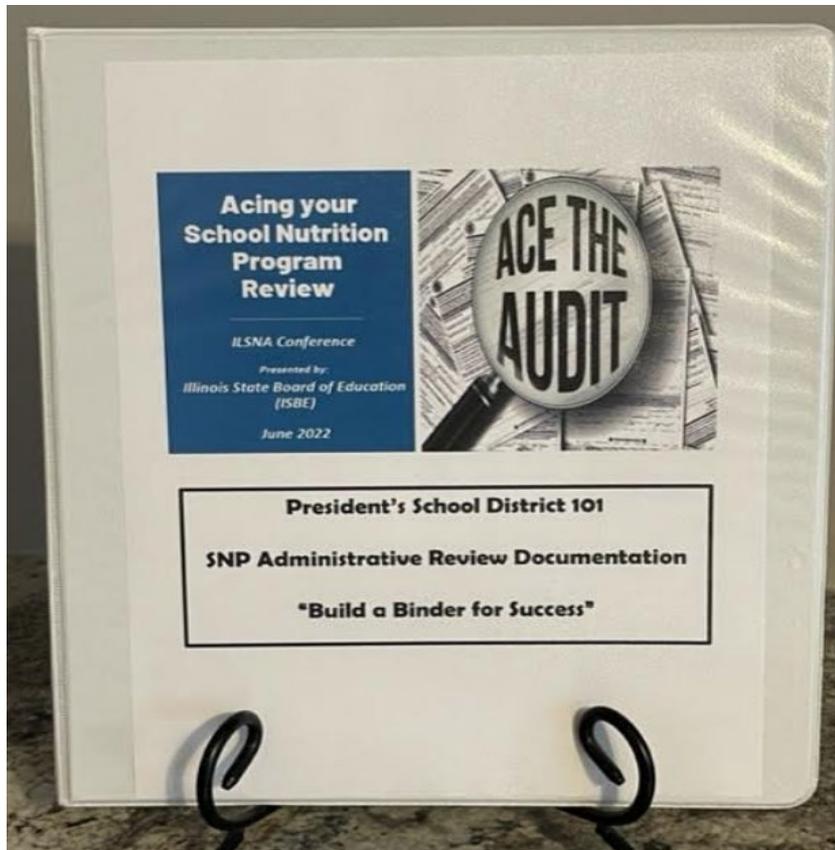
MAY BE COMPLETED BY PARENT/GUARDIAN OR HEALTH PROFESSIONAL		
List all foods to be omitted from a student's meal, based upon preference, NOT for medical reasons: (i.e. meal prep/meal time(s))		
Requested substitutions		
REQUIRED List all requested food and/or beverage substitutes:		
Comments:		
Requestor Name Printed _____	Date _____	Requestor Signature _____

TO BE COMPLETED BY FOOD SERVICE STAFF	
Date received:	_____
Date implemented:	_____



Build a Binder for Success

- BINDER COMPLETE
– READY FOR SUCCESS





Questions

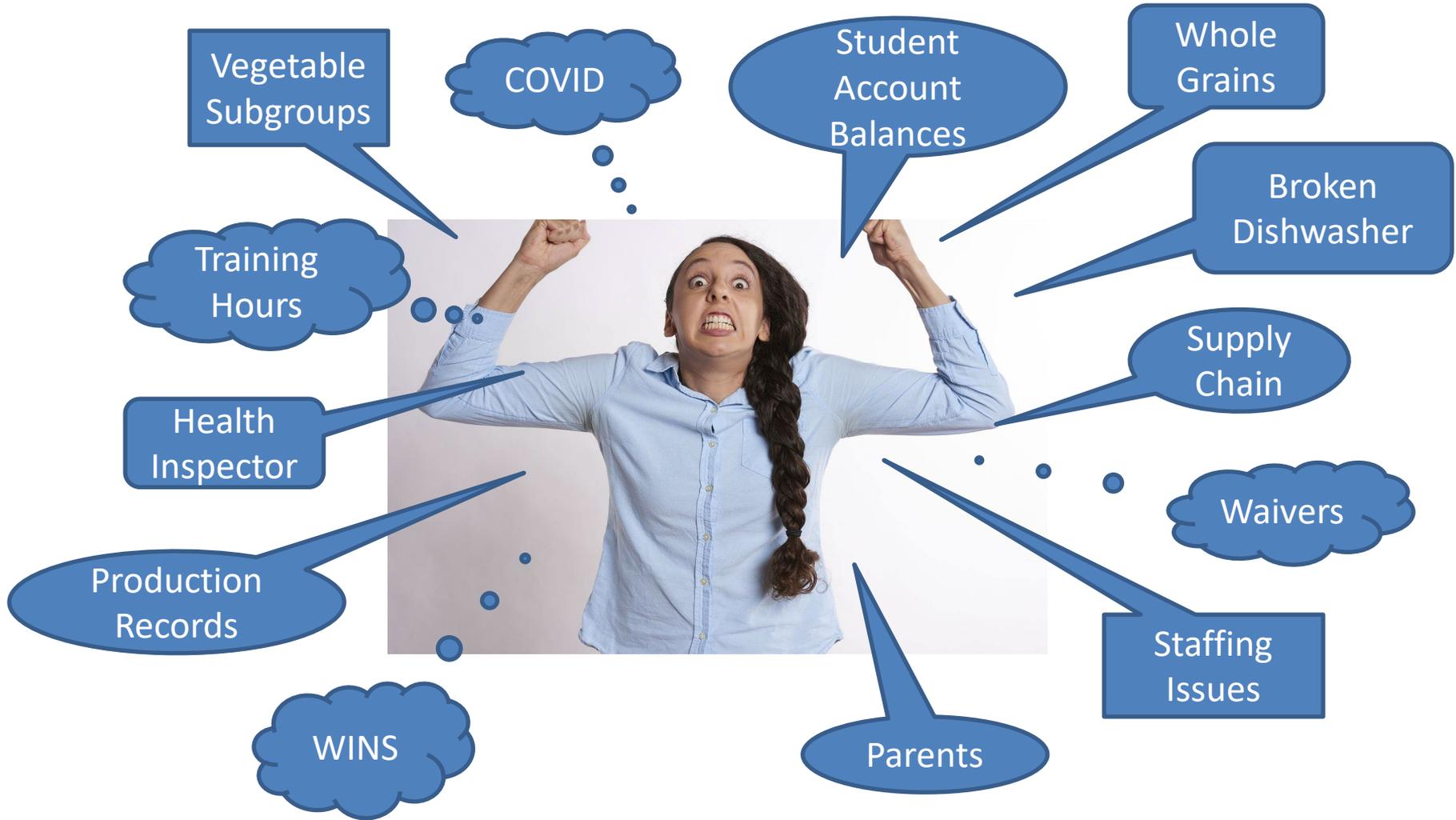




Great info! Now, we'll answer questions!



Use the Q&A area on your screen to submit your questions.





Refresh. Refocus.



School Nutrition Programs
Back to School Conference



Nutrition Department

Telephone: 800-545-7892 in IL only or
217-782-2491

Email: cnp@isbe.net

Website: www.isbe.net/nutrition

**we can
help**