



Illinois State Board of Education

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www.isbe.net

James T. Meeks
Chairman

Christopher A. Koch, Ed.D.
State Superintendent of Education

February 2015

Dear Summer Food Service Program Sponsor:

Although the snow has hit some of us pretty hard this winter, it is time to begin thinking about warm thoughts and the Summer Food Service Program (SFSP). The Illinois State Board of Education (ISBE), Nutrition and Wellness Programs Division has exciting information to share with SFSP sponsors about the upcoming summer. As in the past, each sponsor is required to submit online the program application and monthly Claims for Reimbursement through ISBE's web-based Illinois Nutrition system (WINS). The application and site-based claiming system will allow you to easily access your application and site-based claim information, add or delete sites, and make any necessary operating changes from your computer. This system will be available **March 2, 2015**. As a reminder, you cannot apply for an advance or claim meals for reimbursement before your application receives approval; so login to the system **early** and submit your sponsor application, site application(s), and budget as soon as possible. Also, please pay special attention to the alerts on your WINS sponsor dashboard. We will need a signed copy of your letter to the health department, and may also need a food contract (if you contract your meals out), migrant or Upward Bound certification, clarification of participation (if also in CACFP) if these apply to your application. You will receive an alert and/or an error if any of these documents are required. Instead of faxing these documents to us, you will need to attach the document to your online application; *click on the paperclip at the top of the page* and follow the instructions.

Training workshops for new and prior-year sponsors will be held in March, April, and May 2015. By regulations, ALL SFSP sponsors MUST attend an annual state training. All 2015 new sponsors and 2014 new sponsors must attend the **full-day** training. Also, if significant problems occurred in the previous year, you may be notified to attend the full-day training before your organization is approved to participate in the current year. Prior-year sponsors who have participated in the program for more than two years, may attend the New sponsor training, the Current sponsor training, or the Current sponsor webinar. Pre-registration is required for each; you can register on our website at: (<http://www.isbe.net/nutrition/htmls/summer.htm>) by clicking on *Workshop Information*. Be sure to **register** for any/all 2015 trainings.

Resources and training materials will be made available online for sponsors to access. Power points will be posted on the website, but we will also be including them in the SFSP Handbook which is given out at workshops or you can order one online. **However, we will have materials at each workshop as well.** ALL yard signs MUST be picked up from a workshop location as they are too big to mail. Visit our website above and click on *Workshop Information*. An email will be sent to you when these resources and training materials are available online.

To be eligible to participate in the Food Distribution Program (FDP), sponsors must either self-prepare their meals, contract with a school for their meals, or are a school sponsor which uses the same FSMC they used during the school year. Visit <http://www.isbe.net/nutrition/htmls/summer.htm> and click on *USDA Foods* to complete the agreement and order form. Sponsors may receive one shipment per summer; usually delivered between June 15 and June 30. The type and quantity of food you receive depends on the number of meals you expect to serve. The entitlement value is \$.015 (1½¢) per meal. However, there are no limits placed on bonus items. (An updated order form will be available on the SFSP website soon.) Orders must be received at ISBE by June 1 to meet

the delivery schedule. **Sponsors must pay a delivery fee for the shipment of commodities ordered.** The minimum delivery fee for a shipment in 2015 is \$45.

Last year, SFSP and Seamless Summer Option (SSO) increased 11.2%; **THANK YOU** for all your efforts! We were a little shy of our goal (12%), but last year was the biggest increase we've seen in SFSP since 2010!! We have set our goal for 2015 to be a 10% increase in meals and I hope you will join us to do your part as we strive to reach this goal. Remember, **TEAM** means, "Together we Achieve More." Facilitate SFSP growth in your community by incorporating additional sites or mentor other community organizations to become sponsors and be involved in this program. Please visit our Resource section on the website to help you with this initiative! You Can Do It!

If you have any questions regarding the SFSP, please contact Amy Bianco or Naomi Greene at 800/545-7892 or by email at abianco@isbe.net or ngreene@isbe.net.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Haller", is enclosed in a rectangular box. The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Mark Haller
Division Administrator
Nutrition and Wellness Programs Division