



# THE OUTLOOK

A Monthly Newsletter for School Nutrition and Wellness Programs

## Nutrition at the Capitol

### Lt. Gov. and ISBE Staff Talk Summer Meals and Breakfast

**I**SBE Nutrition and Wellness Program Division staff joined Lt. Gov. Evelyn Sanguinetti on Thursday, March 9, for a Breakfast Briefing at the Illinois State Capitol Building to speak about the importance of Child Nutrition Programs. The Illinois Commission to End Hunger, IL No Kid Hungry, and other partners from around the state were also on hand to promote the fight to end childhood hunger.

Amy Bianco, coordinator of [ISBE's Summer Food Service Program \(SFSP\)](#), spoke to lawmakers and others in attendance about the need for additional SFSP feeding sites across the state in order to provide healthy meals to children when school is not in session. Many children rely on free and reduced-priced meals during the school year but do not have access to healthy meals when school is out for the summer. SFSP steps in to help fight hunger during the summer months.

ISBE administers the U.S. Department of Agriculture funded program. For more information, about how to become a Summer Food Service Program site, call the Nutrition and Wellness Programs Division at (800) 545-7892.



**Lt. Gov. Evelyn Sanguinetti speaks March 9 during the Breakfast Briefing at the Illinois State Capitol Building Rotunda. The event was held to promote the fight to end childhood hunger with information provided on the Summer Food Service Program and breakfast in Illinois schools. Read more about SFSP on Page 3 of this issue of The Outlook.**

Roxanne Ramage, who works with [ISBE's School Nutrition Programs](#), also provided an update on Breakfast After the Bell. [Public Act 099-0850](#) requires public schools in which at least 70 percent of the students eligible for free or

reduced price meals in October of the preceding year to operate a Breakfast After the Bell program. Additional information on Breakfast After the Bell is available in the [February issue of The Outlook](#).

# School Nutrition Programs Back to School Conference

“Putting the Pieces Together”

**Aug. 2 and 3, 2017**

## Attention School Nutrition

**Professionals:** Get ready for the new school year with a free two-day conference presented by the ISBE’s Nutrition and Wellness Programs Division.

## Sessions include:

- New staff orientation
- Breakfast and lunch menu planning
- Community Eligibility Provision
- Procurement and resource management
- Special dietary accommodations
- USDA Foods
- Local wellness policies
- Food safety
- USDA Smart Snacks
- Farm to Schools
- Verification and Summary Report
- WINS and many more!



## WHERE:

[Crowne Plaza Hotel](#)

3000 S. Dirksen Parkway  
Springfield, IL 62703  
(844) 499-0565

## WHEN:

- Pre-Conference, 7:30-9:30 a.m.,  
Wednesday, Aug. 2
- Day One, 10 a.m. to 5 p.m.,  
Wednesday, Aug. 2
- Day Two, 7:30 a.m. to 3 p.m.

**EARN** up to 13.45 trainings  
hours!

## MORE INFORMATION:

[https://www.isbe.net/Pages/  
SNPB2S.aspx](https://www.isbe.net/Pages/SNPB2S.aspx)

Register at <http://www.surveymonkey.com/r/2017SNPB2S>.

Email [cnp@isbe.net](mailto:cnp@isbe.net) or call (800) 545-7892 for questions. #SNPB2S 

# Summer Around the Corner

## SFSP Plans Trainings for New and Current Sponsors, Seeks Sites

Spring is in the air and that means summer break is just around the corner for Illinois schoolchildren. Many children rely on free and reduced priced meals during the school year but do not have access to healthy meals when school is out for the summer. The Summer Food Service Program (SFSP), also known as Summer Meals, steps in to help fight hunger during the summer months.

ISBE's SFSP staff is busy preparing new sponsors and is always on the search for new feeding sites. School districts, local governments, and nonprofits can sponsor SFSP sites, housing the summer food programs at schools, parks, recreation centers, housing projects, migrant centers, churches, summer camps, and other locations.

ISBE, which administers SFSP in Illinois, will hold three more **new sponsor training options** this month.

- **April 12** – Peoria
- **April 19** – Schaumburg
- **April 26** – Fairview Heights

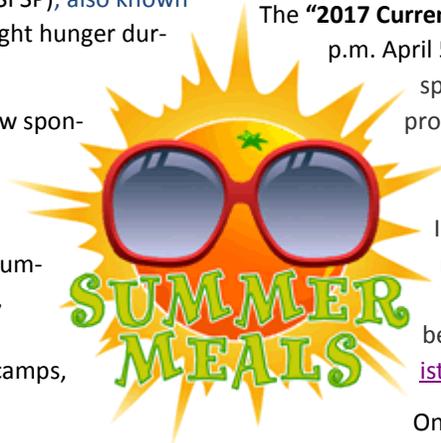
This training is for new sponsors and meets requirements

as annual current sponsor training. Attendance is mandatory for sponsors in their first or second year of SFSP and is recommended for current sponsors. See our [2017 New Sponsor Workshop Information document](#) and the [registration page](#) online for more information.

The **"2017 Current Sponsor Webinar"** is scheduled for 1-4 p.m. April 5. This webinar is for the experienced sponsor who has been participating in the program for two or more years. New policy changes along with key application and claiming issues will be covered. Insight into preparing the budget and menu selection are also on the agenda of this workshop. Marketing ideas and best practices also will be discussed. [Register online](#) today.

On April 27, an **SFSP training for current sponsors** will be held in Fairview Heights. This training is also for current sponsors with more than 2 years in SFSP. This half-day training meets the requirement for annual training. (Sponsors who were new in 2016 must attend a full-day training.)

For more information, visit the [ISBE's SFSP webpage](#), call (217) 782-2491, or email Amy Bianco at [abianco@isbe.net](mailto:abianco@isbe.net).



## Don't Forget to Place Your Annual USDA Foods Order

This message is for schools that have not placed their School Year 2018 annual USDA Foods order.

To verify if you have placed your order, login to ICS, click on "Annual Order Forms," then "Annual USDA Foods Order Form." If there are any dollar values in the PAL Processing Deduction, DoD, or Value of USDA Foods Requested fields, you have placed an order.



If you have not placed your annual USDA Foods order for SY18, please do so at your earliest convenience. The annual order period took place from Jan. 5 through Feb. 20. You can still designate

money for the Department of Defense Fresh Fruits and Vegetables Program through June 15, 2017. We would appreciate if you would place your USDA Foods order as soon as possible. The Diversion to Processor form is no longer an

option. You must be approved in NSLP to be eligible for this program.

Instructions are available on the Food Distribution Program website at [www.isbe.net/FDP](http://www.isbe.net/FDP).

The SY18 Annual Order Checklist, available on the ICS Message Board, will walk you through the steps in the order recommended.

If you have any questions, do not hesitate to contact our office at (800) 545-7892 or email [cnp@isbe.net](mailto:cnp@isbe.net).

# All About The Outlook

## Make Sure Everyone on Your Staff is Getting Our Monthly Newsletter

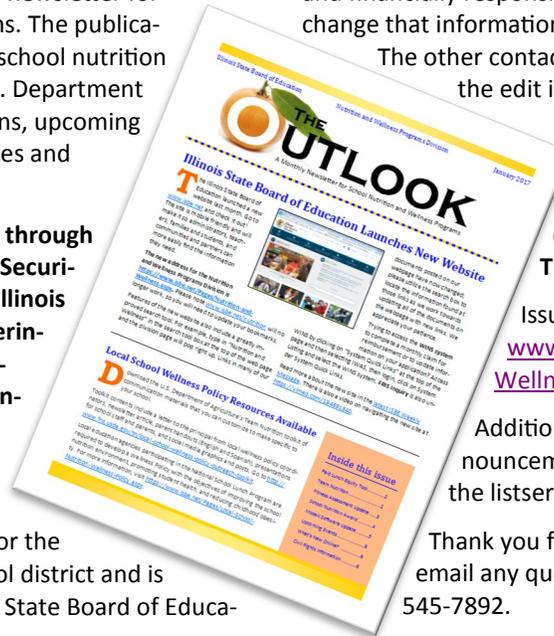
**T**he Outlook is the ISBE Nutrition and Wellness Programs Division's monthly newsletter for School Nutrition Programs. The publication is an important resource for school nutrition professionals to keep up with U.S. Department of Agriculture and state regulations, upcoming webinars and events, best practices and recognition, and much more.

The PDF document is distributed through the IWAS (ISBE Web Application Security) system in WINS (Web-based Illinois Nutrition System) to district superintendents (authorized representatives), sponsor contacts, and sponsor claim contacts.

The authorized representative must be the individual that is legally and financially responsible for the administration of the entire school district and is used by all divisions of the Illinois State Board of Educa-

tion. If you have an update to the individually that is legally and financially responsible for the district you will want to change that information through the [Entity Profile System](#).

The other contacts can be edited in WINS by clicking the edit icon above the current names listed.



The Outlook is also distributed through a listserv. Anyone can sign up by sending the email addresses to be added or removed to Tim Murphy at [tmurphy@isbe.net](mailto:tmurphy@isbe.net).

Issues are archived online at <https://www.isbe.net/Pages/Nutrition-and-Wellness-Newsletters.aspx>.

Additional School Nutrition Programs announcements will be distributed WINS and the listserv.

Thank you for reading The Outlook! Please email any questions and comments or call (800) 545-7892.

## Celebrating Nutrition!

**T**hank you to Nickalus Nicosia, the Food Service Director at Hononegah High School for submitting a photograph (top right) to mark National School Breakfast Week!

He wrote, "Good morning!! This is how we start the day each morning with warm smiles and a great selection of breakfast items at Hononegah High School."

In case you missed it, State Superintendent Dr. Tony Smith highlighted the special week in a recent column. [Click here to read the issue](#).

The U.S. Department of Agriculture also sent out a [thank you letter to program operators](#) with school breakfast resources. In school year 2015-16, on an average school day, more than 14 million students participated in the School Breakfast Program across the U.S.

At ISBE, we celebrated National Nutrition Month in March with a special display (bottom right) and Lunch & Learns to share with other divisions about the importance of school nutrition programs.



## New Q&As Documents Available for Child and Adult Care Food Program

**R**ead new Q&A documents on vegetable and fruit requirements, updated meal pattern requirements, grain requirements, and feeding infants from the U.S. Department of Agriculture for the Child and Adult Food Care Program. CACFP is funded by the USDA and administered by the Illinois State Board of Education.

These Q&A documents and many other resources can be found under “Nutrition Information” on [ISBE’s CACFP page](#). Here are direct links to the guidance documents on the USDA webpage:

- [Vegetable and Fruit Requirements Q&As](#) (March 3, 2017)
- [Updated Meal Pattern Requirements Q&As](#) (March 10, 2017)
- [Feeding Infants and Meal Pattern Requirements Q&As](#) (Jan. 17, 2017)
- [Grain Requirements Q&As](#) (Oct. 14, 2017)

Additional policy information can be found at <https://www.fns.usda.gov/cacfp/policy>.

For questions, call ISBE’s Nutrition and Wellness Programs Division at (800) 545-7892.

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## Reminder for Those Who Signed Up for Mosaic Back of the House Software

**T**his past fall we offered our districts with the opportunity to receive Mosaic Back of the House for free through June 2019, which includes access to Menu Planning and Ordering & Inventory.

If you signed-up for the program, you should have received an email from Heartland by now. This provides the required information you need to log in and get started using the program with on-demand training, live webinars and phone support.

If you haven’t received an email, please contact Heartland support at (800) 256-8224 option 1 (Monday-Friday 6 a.m. to 6 p.m. CT) or send an email to [MosaicSupport@e-hps.com](mailto:MosaicSupport@e-hps.com).

## FFVP Application Now Online

**T**he [Fresh Fruit and Vegetable Program \(FFVP\) application for School Year 2017-18](#) is available. **Carefully review the application for all of the FFVP program requirements.** All elementary schools (grades 8 and below) that participate in the National School Lunch Program and have 100 percent of their students eligible for free and reduced price meals are eligible to apply. The USDA requires highest priority be given to schools with the highest percentage of low-income students. Due to the number of elementary schools in Illinois at 100 percent free and reduced price eligibility and that there was not enough funding the prior year to cover all schools that applied at that level, this application is being released only to elementary schools with 100 percent free and reduced price eligibility based upon October 2016 eligibility data.

If unable to fund all schools that apply with 100 percent free and reduced price eligibility, the enrollment based on October 2016 eligibility data will be the deciding factor, with the smaller enrollment number being awarded. If funds remain after awarding under this application release, an additional application will be released for additional schools to apply. **The deadline to apply is April 14.**

The purpose of FFVP is to increase fresh fruit and vegetable consumption in elementary schools participating in NSLP. FFVP funds are used to provide fresh fruits and vegetables to children at no cost, during the school day outside of the reimbursable meal(s) periods. **This program is different from the Department of Defense Fresh Fruit and Vegetable Program**, which allocates USDA Foods planned assistance level (pal) monies so that schools may acquire fresh fruits and vegetable to use during the service of reimbursable meals to students (breakfast and lunch). For FFVP questions, contact Roxanne Ramage ([rramage@isbe.net](mailto:rramage@isbe.net)) at (800) 545-7892.

## CEP Applications Available

**C**ommunity Eligibility Provision (CEP) provides schools that participate in the National School Lunch Program (NSLP) and participate in or are initiating a School Breakfast Program (SBP) for the 2017-18 school year with an alternative method for counting and claiming student meals in high poverty local educational agencies (LEAs).

LEAs electing to participate in CEP agree to serve all students lunches AND breakfasts and no charge for four successive school years. **Those that wish to participate in CEP for SY 2017-18 must have the CEP Agreement, CEP Participation Listing, and supporting documentation to the Illinois State Board of Education (ISBE), Nutrition and Wellness Programs Division no later than June 30, 2017.**

Enrollment and identified student data must be as of April 3, 2017 (As April 1, 2017 is on a weekend). Evaluation worksheets are also available so that you can determine if CEP is the right choice for your schools. Complete information is available [online](#). If you have any questions regarding CEP, please contact Roxanne Ramage ([rramage@isbe.net](mailto:rramage@isbe.net)) at (800) 545-7892.

## News Briefs!

◆ **WEBINAR:** The Midwest Dairy Association will present the “**Dairy Farmer’s Commitment to Animal Care**” webinar from 11 a.m. to noon on Thursday, April 20. The webinar will provide helpful information for School Food Authorities (SFAs) when answering questions received from students, staff, administrators, and the community about dairy products served in schools. For more information and to register for the hour-long webinar, [click here](#).

◆ **FOOD SAFETY:** The USDA FNS Office of Food Safety, in collaboration with the [Center of Excellence for Food Safety Research in Child Nutrition Programs](#), is excited to share a new website, [www.FoodSafeSchools.org](http://www.FoodSafeSchools.org). This new website features the “[Food-Safe Schools Action Guide](#),” a 2015 publication, in a user-friendly format. The “Food Safe-Schools Action Guide” provides school nutrition directors with specific steps to promote a culture of food safety within their school communities.

◆ **ABCS OF SCHOOL NUTRITION:** The University of Illinois Extension partners with the Illinois State Board of Education to be a provider of professional development opportunities for school nutrition professionals across the state. Visit “The ABCs of School Nutrition online for training needs and resources. A link can be found at <https://www.isbe.net/Pages/School-Nutrition-Programs.aspx>

## ‘Unpaid Meal Charges: Local Charge Policy Requirement’ Webinar April 4

The U.S. Department of Agriculture Food and Nutrition Service (FNS) will hold a webinar on “Unpaid Meal Charges: Local Charge Policy Requirement” 1:30-2:30 p.m. Tuesday, April 4.

**No later than July 1, 2017, all school food authorities (SFAs) operating the National School Lunch Program and/or School Breakfast Program must have a written local charge policy in place** to address situations where children participating at the reduced price or paid rate do not have money to cover the cost of a meal at the time of the meal service. SFAs have discretion in developing the specifics of their policies, and FNS expects charge policies will vary based on local circumstances and available resources.

This webinar will provide an overview of the local charge policy requirement and share best practices for successful policy

development. Participants will have the opportunity to submit questions during the Q&A portion of the webinar. [Click here to register](#).

The requirement for SFAs to establish a local charge policy is outlined in “[SP 46-2016: Unpaid Meal Charges: Local Meal Charge Policies](#).” SFAs may also refer to the best practice guide, “[Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation’s Schools](#),” for tips on developing an effective meal charge policy.

Other resources related to this topic can be found on [USDA’s Unpaid Meal Charges Webpage](#) and in the [March issue of ISBE’s The Outlook](#) (Page 3). The USDA also recently released “[The Unpaid Meal Charges: Guidance and Q&A](#).”

**For technical webinar support**, call (800) 843-9166, email [help@readytalk.com](mailto:help@readytalk.com), or visit <http://www.readytalk.com/support>.



## Nominate Someone You Know by April 3

There are just a couple more days left to nominate someone you know for the Illinois State Board of Education’s School Nutrition Champion Award. **To be considered for the new award, nominations must be received no later than 5 p.m. Monday, April 3.**

ISBE’s Nutrition and Wellness Programs Division announced the new award to coincide with [School Nutrition Employee Week](#), which is set for May 1-5. The award will be presented to one school nutrition champion from Illinois on May 5, which is [Super Lunch Hero Day](#).

For complete details on how to nominate someone in your school, read more under What’s New? on the [ISBE Nutrition and Wellness Programs web page](#).

Each month, we have been highlighting



### SCHOOL NUTRITION CHAMPION AWARD

nominees for the award in The Outlook, our monthly newsletter for school nutrition programs in Illinois. Here is our latest nominee:

**Sandra Duniphan, cafeteria manager for Pontiac William Holliday School District in Fairview Heights:** “Not only is Sandra the cafeteria manager, but she also cooks, cashiers, and cleans on a daily basis. ... She truly is a one of a kind and goes above and beyond to excel in everything she, and her department, do!”

## Fuel Up to Play 60 School Nutrition Equipment Grant Deadline April 28

Calling all School Nutrition Directors! Midwest Dairy Council is happy to announce that the 2017 Fuel Up to Play 60 School Nutrition Equipment Grant application is now available on [FuelUpToPlay60.com](http://FuelUpToPlay60.com).

School nutrition directors can apply for up to \$5,000 per school to purchase equipment that will enhance the long-term implementation of their school meal programs.

Preference will be given to applicants addressing the increase of school breakfast participation by expanding breakfast service outside the cafeteria and Breakfast After the Bell program.



Applicants are encouraged to request large or small scale items, such as breakfast in the classroom equipment (i.e. insulated bags, transport carts, wagons, etc.) or grab and go/second chance breakfast equipment (i.e. carts, POSs, portable milk coolers, etc.).

School nutrition directors can apply for up to three schools per district. Applications are due by April 28, 2017.

Please contact your Midwest Dairy Council representative for more information or to answer questions: Central/Southern Illinois, Bridget Sheehan at [bsheehan@midwestdairy.com](mailto:bsheehan@midwestdairy.com); and Northern Illinois, Lorna Riggs at [lriggs@midwestdairy.com](mailto:lriggs@midwestdairy.com) and Sandra Brown at [sbrown@midwestdairy.com](mailto:sbrown@midwestdairy.com).

## SFAs Must Submit Procurement Procedures and Code of Conduct Documents by May 31

The Illinois State Board of Education is required to monitor School Food Authorities (SFAs) to ensure purchases meet federal procurement statutes/executive orders, and ensure federal regulations are followed as outline in 7 CFR 210.21(c) and 2 CFR part 200.

As a pre-review step, SFAs are required to update their Code of Conduct for financial procurement and develop detailed Procurement Procedures as required in 2 CFR part 200.

The [Illinois Association of School Boards](http://www.iasb.org) have provided examples of acceptable Code of Conduct and detailed Procurement Procedures in the March issue of PRESS. Please contact IASB to inquire about a copy.

A letter will be sent to all School Food Authorities in early April with a financial questionnaire to be completed and requesting updated copies of the Code of Conduct and detailed Procurement Procedures be submitted to ISBE by May 31, 2017.

For additional assistance on these documents please see our website, <https://www.isbe.net/Pages/National-School-Lunch-Program.aspx>.

## Deadline Reminder: Comment Period for Donated Foods Proposal

The U.S. Department of Agriculture's Food and Nutrition Service (FNS) published a proposed rule in the Federal Register, "Revisions and Clarifications in Requirements for the Processing of Donated Foods," on Jan. 5. The deadline for public comments was originally set for March 6. The comment period for this proposed rule has been extended (Federal Register 82 FR 11854). The revised deadline for public comments on this rule is **April 5, 2017**. You can find the proposed rule at [82 FR 1231](https://www.federalregister.gov/documents/2017/01/05/2017-01-05-revisions-and-clarifications-in-requirements-for-the-processing-of-donated-foods). FNS encourages all stakeholders to review the proposed rule and provide comments. You may submit

### USDA Policy

View all policy memos for the National School Lunch Program, School Breakfast Program, and the Special Milk Program: <https://www.fns.usda.gov/school-meals/policy>

comments, identified by RIN number 0584-AE38, by any of the following methods:

**Federal eRulemaking Portal:** Go to <http://www.regulations.gov>. Follow the

online instructions for submitting comments.

**Email:** Send comments to [pro-cessingrulecomments@fns.usda.gov](mailto:pro-cessingrulecomments@fns.usda.gov). Include RIN number 0584-AE38 in the subject line of the message.

**Mail:** Send comments to Kiley Larson, Program Analyst, Policy Branch, Food Distribution Division, Food and Nutrition Service, U.S. Department of Agriculture, Room 500, 3101 Park Center Drive, Alexandria, VA 22302-1594.

**Hand Delivery or Courier:** Deliver comments to the above address.



**Illinois State  
Board of Education**  
*Nutrition & Wellness  
Programs Division*

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Springfield, IL 62777  
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## Events, Meetings & Deadlines

- April 12 – [SFSP New Sponsor Training](#) in Peoria  
April 19 – [SFSP New Sponsor Training](#) in Schaumburg  
April 26 – [SFSP New Sponsor Training](#) in Fairview Heights  
April 27 – [SFSP Training for Current Sponsors](#) in Fairview Heights

Please note this is not a complete list of Nutrition Wellness Programs Division events, meetings, and deadlines. Visit us online at [www.isbe.net](http://www.isbe.net).

## What's New Online?

- [Guidance Document for Drinking Water Testing](#)
- [Requesting a School Water Testing Waiver](#)
- [Healthier Meals Cooking Class Registration Underway](#)
- [Nominations Sought for School Nutrition Champion Award](#)
- [School Nutrition and Wellness Champions](#)

Visit the Nutrition and Wellness Programs Division at <https://www.isbe.net/Pages/Nutrition-and-Wellness.aspx>.

## Non-Discrimination Statement

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*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at <https://www.ascr.usda.gov/how-file-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

1. **Mail:** U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or **Email:** [program.intake@usda.gov](mailto:program.intake@usda.gov).

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