

THE OUTLOOK

A Monthly Newsletter for School Nutrition and Wellness Programs

Welcome Back to School!

Thank you to everyone who was able to attend our School Nutrition Programs Back to School Conference held Aug. 2-3 in Springfield. We had more than 500 attend!

In case you missed it or if you want to review something you heard, the archived presentations are available online on the [SNP Back to School Conference website](#) along with handout materials. If there is something you're looking for but don't see it, email us at cnp@isbe.net.

There were more than 30 sessions, including:

- [Civil Rights](#)
- [Direct Certification & Certification of Household Eligibility Applications](#)
- [Local Wellness Policy](#)
- [Meal Counting and Claiming](#)
- [Menu Planning — Lunch](#)
- [Miscellaneous Regulations](#)
- [New Staff Orientation](#)
- [Top 10 Administrative Review Findings and Overview of the WINS Review Process](#)



Sandra Duniphan, a cafeteria manager for Pontiac-William Holliday School District 105 in Fairview Heights, says a few words after being presented with ISBE's School Nutrition Champion Award at the School Nutrition Programs Back to School Conference Welcome Session held in Springfield on Aug. 2.



More than 500 people attended the SNP Back to School Conference held Aug. 2-3 in Springfield. The conference featured more than 30 training presentations on such topics as farm to school, procurement, and resource management.

Check out our Back-to-School Checklist on Pages 3 and 4!

NEWS BRIEFS

SUMMER MEALS

Every month, USDA's Food and Nutrition Service creates a newsletter highlighting new resources available to assist with coordination and operation of the Summer Meal programs, including the Summer Food Service Program and the Seamless Summer Option of the National School Lunch Program. The [August newsletter](#) is available for sponsors working to improve their programs and reach children with nutritious Summer Meals.



KIDS EAT RIGHT MONTH

The [Academy of Nutrition and Dietetics \(AND\)](#) celebrates [Kids Eat Right Month](#) in August. This month was created to focus on the importance of kids eating the right types of food their bodies need to grow into healthy adults. From infants to teenagers, AND has resources and creative tools to help parents, teachers, and the community, encourage our youngest eaters to make healthy decisions. Get kid-tested and approved recipes, tips, and more for each age group!

USDA SNAP-ED

Check out the [Seasonal Produce Guide](#) to see what's in season this summer, and all-year long! Learn everything you need to know about produce and check out their recipes and tools to eat healthier now! , encourage our youngest eaters to make healthy decisions. Get kid-tested and approved recipes, tips, and more for each age group!

Register for Webinars on Direct Certification and Certification of HEAs

Staff with ISBE's Nutrition and Wellness Programs Division will present "Direct Certification" and "Certification of Household Eligibility Applications" webinars this month for School Nutrition Program sponsors.

Please use the links below to register for the sessions that you wish to attend.

- [SNP Webinar: Direct Certification](#), 9 a.m. Aug. 10
- [SNP Webinar: Certification of Household Eligibility Applications](#), 1 p.m. Aug. 15

Both webinars will be recorded and available as [archived webinars](#) if you are unable to attend at that date and time. Complete information on these regulatory topic can be found online in the [School Nutrition Programs Administrative Handbook](#).

Watch for additional upcoming webinars and workshops on ISBE's School [Nutrition Programs webpage](#) under the "Training Opportunities" tab. You can also find archived trainings and webinars as well as presentations from the recent School Nutrition Programs Back to School conference.

USDA Updates 'Accommodating Children With Disabilities in the School Meal Programs'

The USDA's Food and Nutrition Service (FNS) recently announced the release of the new edition of ["Accommodating Children With Disabilities in the School Meal Programs."](#) This guide provides guidance on the requirement for school food authorities to ensure equal access to Program benefits for children with disabilities, which includes providing special meals to children with a disability that restricts their diet.

USDA staff presented a breakout session on "Accommodating Children With Disabilities in the School Meal Programs" at ISBE's School Nutrition Programs: Back to School Conference in August. A copy of that PowerPoint is available on the [conference website](#) under the "Presentations" tab.



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

Back-to-School Checklist



All annual applications for schools to participate in the School Nutrition Programs (SNP) are due by Aug. 31, 2017, or before service begins for the new school year.

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.
- For any households that were not found in the Electronic Direct Certification system, send those households the [Letter to Households, Application, and Instructions](#).
- Notify households of their eligibility for meal benefits.

<https://www.isbe.net/Pages/SchoolNutritionAdminHandbook.aspx>

Civil Rights Training is required on an annual basis for all staff that work directly with School Nutrition Programs applicants and/or recipients.

<https://www.isbe.net/Pages/Nutrition-and-Wellness-Civil-Rights-Compliance-and-Enforcement.aspx>

Has your school received two Food Safety Inspections this year? If not, we suggest 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

<https://www.isbe.net/Pages/Child-Nutrition-Program-Food-Safety-Information.aspx>

The Food Handling Regulation Enforcement Act requires all food service area employees or food handlers that 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.

<https://www.isbe.net/Pages/Child-Nutrition-Program-Food-Safety-Information.aspx>

The USDA established professional standards for state and local school nutrition programs personnel in regards to hiring for new School Nutrition Programs Directors and establishes 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

<https://www.isbe.net/Pages/Nutrition-Standards.aspx>

Check our website for upcoming in-person trainings, online training modules, and upcoming webinars.

<https://www.isbe.net/Pages/Nutrition-and-Wellness-Resources.aspx>

Back-to-School Checklist (continued)

- 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.

<https://www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx>

- Schools in the School Nutrition Programs: The USDA established rules regarding what foods and beverages can be sold in schools. Ensure that the foods and beverages sold in your schools meet the requirements

<https://www.isbe.net/Pages/Nutrition-Standards.aspx>

- 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.

<https://www.isbe.net/Pages/After-School-Care-Program.aspx>

- Does your school offer the School Breakfast Program? Studies show positive results for students who consume a healthy breakfast. Check out our website for more information on the School Breakfast Program.

<https://www.isbe.net/Pages/School-Breakfast-Program.aspx>

- The U.S. Department of Agriculture's Food and Nutrition Service offers Team Nutrition. Sign up today to gain access to wide variety of resources, including digital and printed materials for training, technical assistance, and nutrition education.

<https://www.fns.usda.gov/tn/team-nutrition>

Contact Information

NUTRITION & WELLNESS PROGRAMS: Contact us for information related to rules and regulations of the School Nutrition Programs, program implementation information, menu planning, food safety, USDA Foods, contracts, administrative reviews, and technical assistance with the operations of your school meal program.

Website: www.isbe.net/nutrition

Administrative Handbook: <https://www.isbe.net/Pages/SchoolNutritionAdminHandbook.aspx>

Phone: (800) 545-7892 or (217) 782-2491

Email: cnp@isbe.net

IWAS HELPDESK: Contact the IWAS helpdesk for assistance with your IWAS account, IWAS login and password questions, access to systems and general IWAS, or WINS system technical assistance.

Phone: (217) 558-3600

FUNDING & DISBURSEMENTS DIVISION:

Contact the Funding and Disbursements Division with questions regarding your claims for reimbursement and payment information.

Guidance Document: <https://www.isbe.net/Documents/wins-claim-inst.pdf>

Phone: (217) 782-5256

DATA ANALYSIS DIVISION: For assistance in updating official school records such as schools name, address, phone number, fax number, or administrator information, contact the Data Analysis Division staff that work with the Entity Profile System (EPS).

Help Document: <https://www.isbe.net/Documents/eps-guide.pdf>

Phone: (217) 558-3600 or (217) 782-3950.

Deadline is Aug. 31

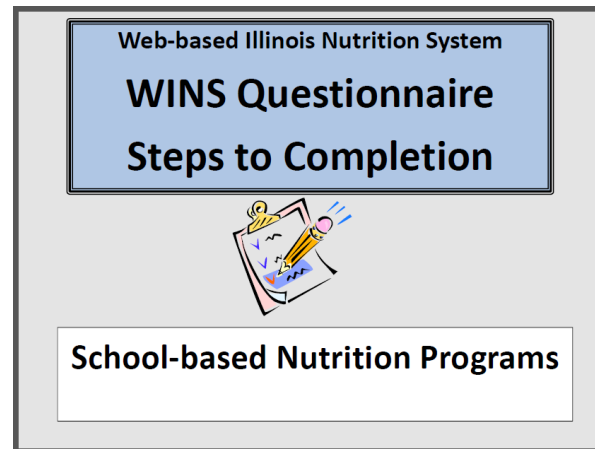
Application Required for New Program Year

The 2018 program year application for the School Nutrition Programs (SNP), which covers July 1, 2017 through June 30, 2018, is available in WINS and should be completed as soon as possible if you have not already done so. The application must be complete no later than Aug. 31 or before service begins this fiscal year.

Instructions for completing the application are located [on our website](#) or under the blue and yellow question mark in the Web-based Illinois Nutrition System (WINS) system.

Districts wishing to participate in any of the programs listed below during Program Year 2017-18, must complete the 2018 application: **National School Lunch Program, National School Breakfast Program, Special Milk Program, After School Snack Program, Illinois Free Lunch Program, Illinois Free Breakfast Program, Seamless Summer Option.**

For those who have already clicked the “renew application” button in WINS, you will need to make sure to change your program year to 2017 when claiming meals or milk for April, May and/or June. A communication with additional details on adding and removing



Instructions for completing Program Year 2017-18 application are at the <https://www.isbe.net/Documents/WINS-FY18app-instructions.pdf>.

serving days was sent to sponsors on Friday, June 9, through WINS and are posted in WINS under the blue and yellow question mark icon. Please do not delay renewing the annual application.

If you are in a contractual arrangement for your food service, make sure to submit all renewal documentation before the current contract ends. You can email documentation or questions to cnp@isbe.net.

Household Eligibility Application Time

The new Household Eligibility Application (HEA) for School Year 2017-18 is available on our [Household Eligibility Resources page](#). This includes the application form, instructions, and template letter to households. The document includes Income Eligibility Guidelines effective from July 1, 2017, to June 30, 2018. A Spanish version is also available.

Near the beginning of each school year, the letter to household, HEA, and instructions (Form 68-06) announcing the availability of nutrition programs must be distributed to all households,

except students that are directly certified. Please note it is not acceptable to only post the HEA on a website and require households to download and print the HEA for submission.

A webinar on “Certification of Household Eligibility Applications” is set for 1 p.m. Aug. 15. [Sign up on the ISBE website](#). You can also learn about the process by reviewing the [“Direct Certification & Certification of Household Eligibility Applications”](#) presentation from the recent [School Nutrition Programs Back to School Conference](#).

BREAKFAST AFTER THE BELL

PUBLIC ACT 99-0850

New Requirement Launches SY 17-18

Per [Public Act 99-0850](#), starting school year 2017-18, every public school in which at least 70 percent of the students were eligible for free or reduced-price lunches in October of the preceding year must operate a “breakfast after the bell program.” Breakfast After the Bell means breakfast is provided to all students after the instructional day has officially begun. It however, does not prohibit schools from also providing breakfast before the instructional day begins. Schools may choose whatever delivery model that best suits the students. Typical options include:

- **Breakfast in the classroom:** Food is delivered (by staff, students, or volunteers) to each classroom after school begins and students are permitted to eat in the classroom.
- **Grab and go:** Students pick up bagged or boxed breakfast from carts or specified areas and are permitted to eat in either designated areas or the classroom.
- **Second-chance breakfast:** An extended passing or breakfast period is offered in the cafeteria, following the first or second period of the day.
- **Other options include** serving breakfast during an early recess or outdoor lesson. As long as breakfast is offered to all students after the instructional day has begun, schools and districts have great flexibility in serving breakfast after-the-bell.

Assistance with determining whether or not your district meets the 70 percent threshold is available at



Decatur Public Schools uses the breakfast in the classroom delivery model in many of its schools.



Decatur Public Schools

www.isbe.net/nutrition/pdf/schools_mandated_operate_sbp.pdf. Both state and federal reimbursement is available if a site enrolls in the School Breakfast Program.

Schools participating in the School Breakfast Program must inform families of the availability of breakfasts just prior to the beginning of the school year and throughout the school year via routine methods of communicating with families, such as website posting, weekly messages, public address system, etc.

BREAKFAST AFTER THE BELL

PUBLIC ACT 99-0850



Students in Patoka CUSD 100 participated in a Breakfast After the Bell pilot.

A Success Story

The [University of Illinois Extension](#) has been providing technical assistance and support in piloting Breakfast After the Bell in select schools throughout the state, one of them being Patoka Community Unit School District 100. Junior and senior high students tried a grab and go model and elementary students tried Breakfast in the Classroom for two weeks. As a result from the breakfast pilot, school breakfast participation increased from 29 percent to 71 percent. State Rep. John Cavaletto was a co-sponsor of the legislation and visited Patoka during their breakfast pilot to see the program in action. [Read more here!](#)

Team Up for Success

Half-day “Team Up for School Breakfast Success” trainings were held in May in Decatur, Collinsville, and Lisle. During those meetings, guidance, technical assistance and the sharing of best practices on the implementation of the School Breakfast Program, specifically on the [Breakfast After the Bell mandate](#) were shared. Resources that were discussed and shared include the [Playbook: Breakfast After the Bell 2017 Implementation Toolkit](#) from Rise and Shine Illinois.

The 27-page document includes resources for school nutrition staff, principals, and teachers. It features videos, including one from a [Keller Elementary School in Peoria with them talking about their success with breakfast in the classroom](#).

Other resources for Breakfast After the Bell include:

- [ISBE’s School Breakfast Program webpage](#)
- [Breakfast in the Classroom – District Tools, Presented by Partners for Breakfast in the Classroom](#)
- [Los Angeles Unified School District Breakfast in the Classroom](#)



Districts may be relieved from the Breakfast After the Bell requirement if they demonstrate either:

- They are delivering a school breakfast effectively, as defined by 70 percent or more of the free and reduced-price students participating in the School Breakfast Program, or
- Due to circumstances specific to that school district, the expense reimbursement would not fully cover the costs of implementing and operating a Breakfast After the Bell program. District must submit cost analysis to district’s board of education, district board holds public hearing, and district board passes a resolution that district cannot afford to operate a breakfast after the bell program. District must post date, time, place, and subject matter of meeting on its website; notify ISBE by emailing cnp@isbe.net at least 14 days prior to the hearing; and submit final resolution approving upon passage.

Leftovers

GUIDE

Schools should plan and prepare meals with the goal of serving one reimbursable lunch, and if applicable one reimbursable breakfast, per child per day. However, with fluctuations in attendance and participation, leftovers are likely. **If a school has leftovers on a frequent basis, menu planning and production practices should be adjusted to reduce leftovers.** All alternatives permitted by program regulations and State and local health and sanitation codes should be exhausted before discarding food. Options may include:

- **Using leftovers in subsequent meal services**
- **Offering “sharing tables”** — the U.S. Department of Agriculture’s Food Nutrition Service recognizes that, for various reasons, children may not always want to consume certain food or beverage items included in their meal. “Share tables” are tables or stations where children may return whole food or beverage items they choose not to eat, if it is in compliance with local and state health and food safety codes. These food and beverage items are then available to other children at no cost who may want additional servings. Food or beverage items left on the share table may be served and claimed for reimbursement during another meal service (i.e., during an afterschool program when leftover from a school lunch). When the milk carton is unopened and the proper temperature is maintained and other meal components that were served may be for re-service if such a practice is permitted under local and state health and food safety codes. Food or beverage items should only be reused in situations where it is necessary to prevent food waste. It is important to note that when using a share table, Child Nutrition Program operators are able to claim the reimbursable meal at the point of service even if a child then puts one or more of the meal components on the share table. When food items are left on the share table at the end of the meal service, that food can be used in later meals that are claimed for reimbursement. It is important to note that when using a share table, CNP operators are able to claim the reimbursable meal at the point of service even if a child then puts one or more of the meal components on the share table. When food items are left on the share table at the end of the meal service, that food can be used in later

meals that are claimed for reimbursement. Operators choosing to use share tables must follow the food safety requirements outlined in 7 CFR 210.13, 220.7, 226.20(l), and 225.16(a), respectively. In addition, CNP operators must be aware of all applicable local and state health and food safety codes to ensure their use of share tables does not violate any of those codes. It is important to keep in mind that local and state health and food safety codes may be more restrictive than the FNS requirements, or may place specific limitations on which food or beverage items may be reused. To ensure compliance with food safety requirements, CNP operators should discuss plans for a share table with their local health department and state agency prior to implementation. Further, schools must ensure that their policies for saving and sharing food or beverage items are consistent with the LEA’s Hazard Analysis and Critical Control Point (HACCP) plan. Please see [section 3-306.14](#) of the 2013 the Food and Drug Administration (FDA) Food Code for more information about food safety considerations when re-serving food.

- **Transferring food to other sites operating federal school meal program;** or
- **Where it is not feasible to reuse leftovers, excess food may be donated to a nonprofit organization,** such as a community food bank or homeless shelter or other non-profit charitable organization which is exempt from tax under section 501(c)(3) of the Internal Revenue Code of 1986 (26 U.S.C. 501 (c)(3), e.g. soup kitchens or homeless shelters. This is called gleaning. The cost of such donated food is an allowable operating cost of the school foods service account. If schools choose to donate leftovers, documentation of the quantity and costs of the foods that were donated, as well as the name(s) of the receiving organization(s) must be kept, and ensure local health department rules and regulations. For further information, see [SP 41-2016](#), [SP 11-2012](#), and [Guidance on the Food Donation Program in Child Nutrition Programs](#)



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

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Springfield, IL 62777
Phone: (800) 545-7892
Fax: (217) 524-6124
Email: cnp@isbe.net
Web: www.isbe.net

ISBE Events, Meetings & Deadlines

- Aug. 10 – “Direct Certification” webinar
- Aug. 15 – “Certification of Household Eligibility Applications” webinar
- Aug. 30 – [School Nutrition Programs SY 2017-18 WINS application](#) deadline
- Sept. 4 – ISBE offices closed for Labor Day
- Oct. 9 – ISBE offices closed for Columbus Day

Please note this is not a complete list of Nutrition Wellness Programs Division events, meetings, and deadlines. Visit us online at www.isbe.net.

What’s New Online?

- [SNP SY 2017-18 WINS Application Instructions](#)
- [Fiscal Year 2018 Income Eligibility Guidelines](#)
- [Household Eligibility Resources for SY 2017-18](#)
- [SNP: Back to School Conference presentations archive](#)
- [Whole Grain-Rich Product and Milk Exemption Request](#)
- [Accommodating Children With Disabilities in the School Meal Programs](#)

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

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, 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.

This institution is an equal opportunity provider.





University of Illinois Extension

the **ABCs** of school nutrition

Professional Standards Portal for Illinois School Nutrition Employees

Funding provided by the Illinois State Board of Education



Our Website is Under Construction!



Our web team is working on refreshing our website to better serve you! In the meantime, our self-paced modules and recorded webinar trainings are still available through the "Online Courses" tab (you must be logged in to view the full menu). If you are having trouble printing certificates or accessing any of our courses, please e-mail us at schoolnutrition@illinois.edu!

Access all of our online courses at <http://go.illinois.edu/abcsofschoolnutrition>



Make your Meal of the Month submission for August!

Win up to \$100 of
NUTRITION SWAG!

Submit photos of your healthy, beautifully plated school meals to schoolnutrition@illinois.edu or share on our Facebook, Twitter, or Instagram pages!

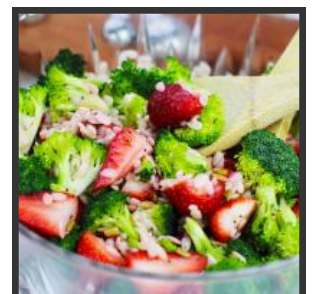
ENTRIES DUE 8/18, 5:00 PM



FEATURED SCHOOL RECIPE - Broccoli Strawberry Orzo Salad

A surprising combo of fruit and vegetables, this salad has bright flavor and plenty of crunch, plus it includes orzo - which is actually pasta, even though it looks similar to rice!

Get the recipe here: <https://whatscooking.fns.usda.gov/recipes/supplemental-nutrition-assistance-program-snap/broccoli-strawberry-orzo-salad>



School nutrition staff earn 6 hours of USDA Professional Standards training through ABCs of School Nutrition Learning Institutes

In June, school nutrition staff from 16 different schools came together at Illinois Valley Community College in Oglesby for the inaugural ABCs of School Nutrition Learning Institute. University of Illinois Extension educators from across the state teamed up to provide an interactive day of training.

Participants chose from two educational tracks to follow -- "Spice & Everything Nice: Reducing Sodium in School Meals without Sacrificing Flavor" or "Using Your School Menu as Your Secret Weapon: Planning, Purchasing, and Presentation." Some even mixed and matched sessions to meet their unique learning needs.

In addition, everyone participated in three 20-minute lightning activities: handwashing, creating a low-sodium flavor station starter kit, and a knife skills demonstration from Chef Tim of Hy-Vee!

With the addition of Learning Institutes to the menu, school nutrition staff can now receive several hours of training all at once, in a central location. Educators can also come directly to schools for specialized, tailored workshops. Of course, our online trainings are also available 24/7.

Check out photos from the event on the next page!



**There may be a Learning Institute near you!
Click here to access the list of dates and locations.**



School nutrition staff networked and enjoyed continental breakfast before the start of a busy day.



Participants measured out spices for two different seasoning blends! Everyone left with their shakers and a laminated sign to use in a flavor station.

Spotlight on Success!

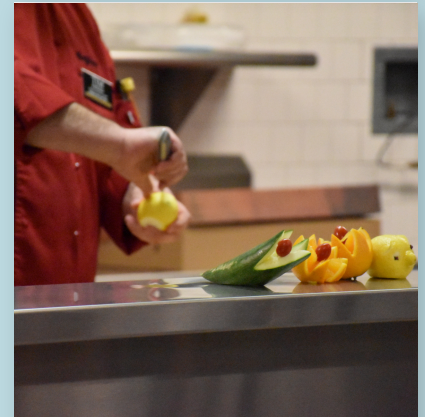
Learning Institute Oglesby, IL



June 29, 2017



Each attendee stuffed their insulated ABCs of School Nutrition tote with food service gear like cutting boards, protective gloves, and more!



Chef Tim from Hy-Vee showed participants how to creatively cut fruits and vegetables for fun displays.

Does your district need nutrition guidance? We can help with Breakfast After the Bell, Smarter Lunchroom strategies, grant applications, staff training, and more.
E-mail us today to get connected with your local ABCs of School Nutrition staff!



STAY IN TOUCH!

E-mail: schoolnutrition@illinois.edu
Website: <http://go.illinois.edu/abcsofschoolnutrition>
Sign up for our monthly e-newsletter: http://eepurl.com/csOT_9

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University of Illinois Extension

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Professional Standards Portal for Illinois School Nutrition Employees

Funding provided by the Illinois State Board of Education