



Illinois
State Board of
Education

THE OUTLOOK

A Monthly Newsletter for School Nutrition Programs

BUY LOCAL!

APPLICATION AVAILABLE FOR LFS FUNDING

The Local Food for Schools (LFS) application is now available on your 2024 WINS homepage! [For instructions click here.](#)

LFS is funding from the U.S. Department of Agriculture through the Illinois State Board of Education (ISBE) that schools can use to purchase local unprocessed and minimally processed foods to serve in their meal programs. For more information view our ["Introduction to Local Food for Schools" recorded webinar.](#)

Who can participate?

- All National School Lunch Program and School Breakfast Program participants are eligible!

If you are worried about where to source local foods from here are a couple of suggestions:

- Reach out to a local farmer in your area.
- Visit a local farmers market and talk to the vendors.
- Contact the [Illinois Farm to School Network](#).
- Visit the [Market Maker website](#) to find sources online or [view our training](#).
- Reach out to your [local county Farm Bureau](#).
- Check with your county [University of Illinois Extension](#) office.
- Talk to your current DoD provider or your mainline distributor.
- Talk to your food service management company, vended meals provider, or school that provides you with your meals.

If you are concerned about what the procurement requirements might be, check out this procurement information:

- 89% of SFAs are automatically eligible to use the micro purchase procurement method (receiving less than \$10,000), which means the SFA can just choose who to purchase from as long as the price is reasonable. Click here for a [listing of SFA allotments](#).

- Of the remaining 11% that are not automatically eligible to use the micro purchase, a large majority will still be eligible to use the micro purchase method. Review our [LFS Procurement Flowchart](#) to help you determine if your LFS purchase are eligible for the micro purchase method.

- If your SFA does not meet the micro purchase method of procurement, reach out to our staff and we would be happy to assist you: localfoods@isbe.net.

If you don't think you have the time to source the local foods and prepare them:

- A majority of our SFAs are receiving enough funding to do maybe 1-3 purchases.
- There is a large timeline for using the funds. The funds can be used anytime between August 2023 all the way to January 2025.
- If you are worried about staff time, pick an item/items that don't require much prep work, like apples or veggies for your salad bar.
- Think outside of the traditional fruits and vegetables – what about local rice, or local yogurt or cheese, or what about local beef for burgers or sausage for breakfast sandwiches?

For more information and resources please visit our Farm to Child Nutrition Programs webpage and/or reach out to our staff at localfoods@isbe.net.

NEWS BITES

TEAM NUTRITION WEB QUIZZES

Let's see how much you know about Child Nutrition (CN) labels with Team Nutrition's latest web quiz! The [Child Nutrition Label Quiz](#) helps operators identify products that may need a CN label and understand the requirements for accepting CN labeled products. The quiz consists of 10 self-paced questions that provide feedback for correct and incorrect answers. This quiz was created to support the information found in the [CN Labeling Program](#) and [Food Buying Guide for Child Nutrition Programs](#).

PROFESSIONAL STANDARDS

Users now have an option to add an associated certification to training logs for recurring trainings or courses that result in a certification. By using the new "Log Certifications" feature, the [Professional Standards Training Tracker Tool](#) (PSTTT) will send an email reminder 90 and 30 days before the certification expiration date.

An additional option is now available to log certifications separate from training hours. This feature could be used for new hires that may have completed a certification course prior to their hire date. Contact cnpntab@usda.gov with any questions or feedback.

CREDITING GRAINS



[Crediting Grains in the Child Nutrition Programs Tip Sheets](#) are the last three in the series of seven tip sheets. They provide guidance on crediting grains in a quick reference format for program operators across all Child Nutrition Programs. Check out the first four tip sheets in the series at <https://www.fns.usda.gov/tn/crediting-tip-sheets-child-nutrition-programs>.

SCHOOL YEAR 2023-24

REMINDER: SNP Annual Application

The School Nutrition Programs (SNP) application for School Year 2023-24 is available in the Web-Based Illinois Nutrition System (WINS). **Sponsors should complete the application by June 30, 2023.** Please disregard this reminder if you have completed this annual renewal.

The application is an annual requirement for all sponsors to participate in such programs as the National School Lunch Program (NSLP), School Breakfast Program (SBP), After School Snack Program, Special Milk Program, and Illinois Free Lunch and Illinois Breakfast. Please note that if you are participating in the Community Eligibility Provision (CEP), this annual application is still necessary to finalize participation plans in the meal programs for the upcoming school year.

Instructions for the annual application are posted at <https://www.isbe.net/Pages/School-Nutrition-Applications-and-Reports.aspx>. There is a recording and a PDF of the instructions available.

All sponsors should first view the recorded training, as there are some new steps in the application and some of the information has changed for Program Year 2024. We ask sponsors to follow the instructions carefully to minimize wait times for assistance.

- [Program Year 2024 SNP Application Instructions](#)

- [Recorded Training](#)

- [SNP Annual Application Quick Reference Guide](#)

There is also an introductory training on WINS available for review:

- WINS: What is It and Where Do I Find It? Who Should Have a Login?

- [Recorded training](#)

- [Presentation slides](#)

Healthy School Meals for All Programs

There have been a lot of questions about the Healthy School Meals for All Program ([House Bill 2471](#)).

The proposal is subject to appropriation. This means that School Food Authorities participating in the National School Lunch Program and School Breakfast Program may be able to get additional state reimbursement to make all meals no charge for all students if enough funding for the Healthy School Meals for All Program is approved by state lawmakers. This funding was not provided in the new state fiscal year (July 1, 2023, to June 30, 2024).

Federal requirements for the School Nutrition Programs (NSLP, SBP, etc.) remain the same. **Sponsors in the National School Lunch Program, School Breakfast Program, and other School Nutrition Programs should continue operations as normal.** This includes completing the required annual application in WINS. Watch for updated [Household Eligibility Resources](#) in June.

Meet the 2023 Champion!

The Illinois State Board of Education Nutrition Department is excited to announce the 2023 ISBE School Nutrition Champion. This year's award goes to **Katie Ford, the head cook for Shawnee CUSD 84 in Wolf Lake.**



Katie Ford started as an assistance cook in 2017 and has been the head cook since 2020 for Shawnee CUSD 84.

the input of the students and staff in the development of the menus Katie takes great pride in offering meals that will be eaten and not thrown in the garbage. She is also a master at getting the students to try new foods and adds those menu items when the vast majority of students ask for it again."

Some of the best practices and accomplishments highlighted in the nomination credited to Katie's hard work and leadership included:

- Lunchroom participation in holidays and special events such as Halloween, Homecoming Week, and FFA Week. "Katie and the two assistant cooks can also be counted on to participate in all of the fun school activities ... They are known to randomly dress up or make meals to go along with a theme such as green eggs and ham for Dr. Seuss Week."
- The district was awarded a School Lunch Rocks grant from the Jackson County Health Department.
- With grant funding, the district purchased a salad bar station and they plan on having it up and running for the 2023-24 school year.
- Exterior walk-in cooler and freezer upgrades: "For dec-

ades, we could not afford new units. Luckily, this year we were able to purchase a walk-in cooler and freezer with Katie's assistance. She made sure the new units would fit our needs now and in the future."

Katie was nominated by Shawnee CUSD 84 Superintendent Shelly Clover-Hill. In her nominating submission, she wrote:

"When Katie took over as head cook in 2020, she made it her mission to improve our school meals and that is still true today. She actively seeks

Staff recognition practices are an important part of the school lunch room. Check out our "Best Practices Focus" on Staff Recognition for some inspiration.



ades, we could not afford new units. Luckily, this year we were able to purchase a walk-in cooler and freezer with Katie's assistance. She made sure the new units would fit our needs now and in the future."

- Perfect scores from the county health department.

"Katie creates positive relationships with so many by doing little things to make everyone feel special. Her positivity is infectious and very much appreciated. Shawnee CUSD#84 is lucky to have her as part of our school family!"

Meet all of this year's nominees for the ISBE School Nutrition Champion Award in the [May 2023 issue of The Outlook](#).

Previous winners of ISBE's School Nutrition Champion Award are:

- 2022: **Steve Ebbesmeyer**, the food service director for Belleville District 118; **Darla Kasperek**, a food service bookkeeper/administrative assistant for Rich Township High School District 227; and **Mary Nowak**, the kitchen manager at Whiteside Middle School, Whiteside School District 115
- 2019: **Angie Benedict**, the head cook at Highland Elementary School in Stillman Valley, Meridian Community Unit School District 223
- 2018: **Sandy Voss**, director of Food and Nutrition Services for Marquardt School District 15 in Glendale Heights
- 2017: **Sandra Duniphan**, the cafeteria manager for Pontiac-William Holliday School District 105 in Fairview Heights

Recipe for Success

SNP BACK TO SCHOOL CONFERENCE

Register for the Free Annual Training to be Held in Springfield

Registration is open for the Illinois State Board of Education Nutrition Department's annual School Nutrition Programs Back to School Conference at <https://www.isbe.net/snps2s>.

The conference returns to an in-person event July 25-26 at the Wyndham Springfield City Centre in downtown Springfield. Pre-conference sessions are July 24. ISBE is partnering with the Illinois School Nutrition Association to offer New Leadership Training as one of four in-person pre-conference offerings. Registrations for the pre-conference trainings are separate:

- [Forecasting the Procurement of Foods](#) (Noon to 4 p.m. July 24)
- [Utilizing the Cafeteria as a Classroom](#) (Noon to 4 p.m. July 24)
- [Menus of Flavor: East and Southeast Asian Fusion](#) (Noon to 4 p.m. July 24)
- [ILSNA/ISBE New Leadership Training](#) (Noon to 4 p.m. July 24)

The free conference on July 25-26 will include trainings on procurement, menu planning, food handler training, and much more. The [tentative agenda is available online](#). There will also be exhibitors and an area for one-on-one technical assistance with ISBE staff. Here are the links to the conference registration and hotel reservations:

- [Conference Registration](#)
- [Hotel Registration](#)

Webinars on HEAs, Direct Certification

The ISBE Nutrition Department will present two webinars in August. Click the links to register.

- [“Electronic Direct Certification,”](#) 1-2:30 p.m. Aug. 9
- [“Certification of Household Eligibility Applications,”](#) 1-2:30 p.m. Aug. 10

School Nutrition Leadership Training

The ISBE Nutrition Department is partnering with the Illinois School Nutrition Association to present School Nutrition Leadership Training. The in-person training is targeted for newer leaders in School Nutrition Programs operations. [For more information and registration, click this link.](#) Two dates and locations are scheduled:

- Noon to 4 p.m. June 20, Tinley Park
- Noon to 4 p.m. July 24, Springfield

Recalls & Public Health Alerts

Please consider bookmarking the [U.S. Department of Agriculture’s Recalls & Public Health Alerts webpage](#). It is important this information gets to consumers quickly. Some products are not widespread and only available at retail, but to be safe we highlight most announcements affecting Illinois with postings under What’s New? at www.isbe.net/nutrition. Recent announcements include those for [boneless pork products](#) and [pork rind products](#).



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Nutrition Department**

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Events, Meetings, and Deadlines

- **June 19** – ISBE offices closed for Juneteenth
- **June 30** – [Annual SNP Application Deadline](#)
- **July 4** – ISBE offices closed for Independence Day
- **July 24-26** – [SNP Back to School Conference](#) (Pre-Conference Sessions July 24)
- **Aug. 9** – [“Electronic Direct Certification” webinar](#)
- **Aug. 10** – [“Certification of Household Eligibility Applications” webinar](#)

Please note this is not a complete list of Nutrition Department events, meetings, and deadlines. Visit us online at www.isbe.net/nutrition.

What's New?

- [Sign Up for Local Foods for Schools Funding](#)
- [Meet the 2023 ISBE School Nutrition Champion!](#)
- [SY 22-23 and Summer 2023 P-EBT Information to NSLP Sponsors](#)
- [Test Your Knowledge of Child Nutrition \(CN\) Labels](#)

Watch for our latest news and posts under What's New? at www.isbe.net/nutrition.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov

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