



THE OUTLOOK

A Monthly Newsletter for School Nutrition and Wellness Programs

Celebrate National School Breakfast Week!

The Illinois State Board of Education wants to know how you are celebrating National School Breakfast Week, which is set for March 6-10. Please send photographs from your activities and festivities to cnp@isbe.net. We'll feature as many as we can in next month's issue of The Outlook and online.



to special order [Launch Your Day With Breakfast Stickers](#). You'll also find many other great resources.

The School Nutrition Association is asking schools to take the School Breakfast Challenge for National School Breakfast Week with an Instagram photo contest. Share what your school is doing in a fun and creative way. For complete rules or to download the flyer, visit

This year's theme, "Take the School Breakfast Challenge," encourages parents, students, and school officials to start their morning with a healthy breakfast. Get started at <https://schoolnutrition.org/Meetings/Events/NSBW/2017/getstarted/> with a toolkit and more.

www.schoolnutrition.org/Meetings/Events/NSBW/2017/PhotoContest.

The special week is a great time to sign up for the U.S. Department of Agriculture's Team Nutrition. Get started at <https://www.fns.usda.gov/tn/join-team-become-team-nutrition-school>. Right now, Team Nutrition Schools are able

"Food, Culture, and Heritage" is the theme for this year's [International School Meals Day](#), which is set for March 9. March also marks [National Nutrition Month](#), created by the [Academy of Nutrition and Dietetics](#). ISBE's Nutrition and Wellness Programs Division would love to see your images and hear about your plans for these special events, too.

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Save the Date for the School Nutrition Programs Back to School Conference

The Illinois State Board of Education's Nutrition and Wellness Programs Division invites you to the School Nutrition Programs Back to School (B2S) Conference planned for **Wednesday, Aug. 2, and Thursday, Aug. 3**, in Springfield.

School nutrition professionals will not want to miss this regulatory workshop with tracks for administration, financial management, and menu planning.

Watch for more details, including registration information and tentative agenda, in the April edition of our monthly newsletter, The Outlook.

Unpaid Meal Charges

Local Meal Charges Policies Due by July 1

The U.S. Department of Agriculture requires all School Food Authorities (SFAs) operating federal school meal programs to have a written and clearly communicated policy to address unpaid meal charges by July 1, 2017.

Unpaid Meal Charge Policy

- Must explain how the SFA will handle situations where children eligible to receive reduced price or paid meals do not have money in their account or in hand to cover the cost of their meal at the time of service.
- If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
- Should be implemented and enforced SFA-wide.
- Local discretion to vary policy based on student grade level.
- Must be provided in **writing** (mail, email, back-to-school packet, student handbook, etc.) to all households at the start of each school year and to households transferring to the school district during the school year. Simply posting the policy to the school website does not meet the requirement.
- Must be provided in writing to all school or SFA-level staff who are responsible for policy enforcement. SFAs are encouraged to provide information about the policy to principals and other school or district administrators to ensure the policy is supported.
- Schools may not enlist the assistance of unauthorized persons, such as parent or guardian volunteers, to follow up with debt collection efforts.
- SFAs are encouraged to review the policy on a regular basis (e.g., annual or bi-annual).

Alternate Meals

- SFAs are not required by the USDA to provide a meal to paid or reduced students with negative account balances, but if SFAs do provide an alternate meal, the following must be adhered to.
 - ⇒ **Claiming Meal**
 - ◆ Must meet meal pattern.
 - ◆ SFA may limit entrée choice to less expensive option.
 - ◆ If Offer versus Serve, SFA must offer five components for lunch and four items for breakfast.
 - ⇒ **Not Claiming But Charging**
 - ◆ Each item must be priced individually.
 - ◆ Each item must meet Smart Snacks.
 - ◆ Item pricing is subject to nonprofit food regulation.
 - ⇒ **Not Claiming or Charging**
 - ◆ Meal is provided free of charge.
 - ◆ Meal does not need to meet Smart Snacks.
 - ◆ Meal cost must be funded from a non-federal source and is subject to nonprogram food regulation.

- ◆ Food Service Fund may NOT absorb meal cost.

All must accommodate special dietary needs.

Delinquent Debt

- When payment is overdue, the debt is classified as delinquent as long as it is considered collectable and efforts are being made to collect it.
- A delinquent debt owed to the Nonprofit School Food Service Account remains on the accounting documents until it is either collected or is determined to be uncollectable. At this time, the delinquent debt is reclassified as "bad debt".
- Delinquent debt may be carried over from year to year, depending on local school policy.

Bad Debt

- When local officials determine further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt."
 - When this uncollectible debt becomes bad debt, it is written off as an operating loss.
 - Food service funds may not be used to cover costs related to the bad debt.
 - These losses must be restored using non-federal funds such as the school district's general fund, so a transfer must be made into the Nonprofit School Food Service Account to cover the loss.
 - Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements.



USDA School Meals Policy:

<https://www.fns.usda.gov/school-meals/policy/all>

Best Practices

The idea of meal charging policies is not new to school nutrition programs. Thus, if you have a policy that your school has adopted and are willing to share with others, please submit to cnp@isbe.net. Once received, we will post on our website to assist schools with the development and modification of their local policy. By sharing best practices, all Illinois schools can implement strong policies that support the students, the schools and the nutrition programs achieve success.

Resources

USDA Unpaid Meal Charges webpage, including policy memos listed below: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>

- SP 46-2016: Unpaid Meal Charges: Local Meal Charge Policies
- SP 47-2016: Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments
- SP 57-2016: Unpaid Meal Charges: Guidance and Q&A
- SP 58-2016: 2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools

Questions

After reviewing the resources listed above, if you have questions, contact members of the School Nutrition Programs team at (800) 545-7892 or cnp@isbe.net.

Make Room for Mushrooms

SNA Announces Contest for School Nutrition Professionals

The [School Nutrition Association](#) is teaming up with the [Mushroom Council](#) to offer a contest promoting the use of mushrooms in school recipes and farm to school efforts.

Entries can feature a meat-mushroom blend or highlight fresh or cooked mushrooms. Blending mushrooms into burgers, sloppy joes, marinara sauces, and tacos are some of the creative ways school nutrition professionals can incorporate more mushrooms into student meals.

The grand-prize winner of the “Blend the Rules” contest will receive a \$5,000 Farm to School Grant. Up to two runner-ups will be awarded a \$1,500 Farm to School Grant. Additional districts will receive mushroom growing kits.

Here are a couple helpful resources from the Mushroom Council to help schools get started:

- [Farm to School: Mushroom Harvest of the Month Kit](#)
- [Mushroom Fact Sheet](#)

Mushrooms can be from anywhere in the United States or IQF mushrooms procured through the USDA Foods program. The deadline to enter is April 27. For more information, visit <http://www.mushroomsinschools.com/blend-the-rules/>.



UPDATE: Physical Fitness Assessment, Data Collection, & Reporting

As stated in previous messages, starting in second semester of this school year, schools must begin administering physical fitness assessments using either FitnessGram or for students with disabilities, the Brockport Physical Fitness Test in the following four areas: Aerobic Capacity (grades 4-12), Flexibility (grades 3-12), Muscular Endurance (grades 3-12) and Muscular Strength (grades 3-12).

Then, by June 30 of each year, districts must ensure the aggregate results of these assessments (number of students meeting Healthy Fitness Zone or Needs Improvement by gender and grade for 5, 7 and 10 only) electronically to ISBE through



the Student Health Data – Physical Fitness section in IWAS which will be released early March. A user guide to assist districts in submitting this data will be posted at link provide below.

If you are in need of any of the following, please visit go to QUICK LINKS at <https://>

www.isbe.net/EnhancedPhysicalEducation:

- Q&A
 - ⇒ lists the physical fitness assessments and data reporting requirements
 - ⇒ provides links to Links to training manuals and videos
 - ⇒ provides snapshot of the data that is to be reported to ISBE
- Sample data collection spreadsheet for schools to use when collecting student data
- User Guide for reporting data in IWAS

News Briefs!



◆ **APPLY FOR GRANTS:** Help your school become healthier with a Game On or School Breakfast grant for the 2017-18 school year. [Learn more](#) before the deadline on April 7, 2017. Looking for ideas or more information, let [Ryan Monroe, Illinois AFHK State Coordinator](#), know.

- **Game On Grants-** Grants fund physical activity, nutrition and parent engagement initiatives (\$500-\$1,000)
- **School Breakfast Grants-** Grants fund alternative models, breakfast promotions or family engagement (\$500-\$3,000)

For the grant application, go to www.actionforhealthykids.org/grants.

◆ **REQUEST FOR PROPOSALS:** The Illinois Alliance to Prevent Obesity is seeking request for proposals for the Healthy Vending Pilot Program from government agencies and non-profit organizations.

IAPO is offering grants ranging from \$500 to \$1,000 to be allocated based on application and proposed use of funds. Organizations eligible to apply must be local or state government agencies or nonprofit organizations (with Federal 501(c)3 status). For more information, email ka-sey.holloway@iphionline.org.

Nominate Someone You Know

Does your district have a dynamic food service director, a cashier that puts smiles on all the students' faces, a super creative cook, or an administrative assistant that knows all the ins and outs of the National School Lunch Program regulations? The Illinois State Board of Education Nutrition and Wellness Programs Division wants to hear about them!

To coincide with [School Nutrition Employee Week](#), which is set for May 1-5, we are announcing the School Nutrition Champion Award. 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 will be highlighting nominees for the award in The Outlook, our monthly newsletter for school nutrition programs in Illinois. Here are some of our latest nominees:



SCHOOL NUTRITION CHAMPION AWARD

Elvia Moreno, head cook of DePue Unit School District 103: "Elvia starts off the day serving each of these kids breakfast with a smile. She is quick to engage in conversation, and truly cares about each one of our students."

Carolyn Jent, Director of Food Services at Ridgeview CUSD 19: "We have seen the number of students eating breakfast and lunch skyrocket since Carolyn has become our food director."

Julie McCoy, Director of School Nutrition at Bloomington School District 87: "She is very committed and involved in heading up our wellness program, initializing recycling and composting, and coordinating donations to various shelters in our community."

ISBE Offers Wellness in Schools Workshops

There is still time to sign up for this month's Wellness in Schools workshops, which will be presented by ISBE Nutrition and Wellness Programs Division staff in three cities across the state.

This ½ day workshop will provide an overview of topics related to wellness in schools, including physical fitness and the new assessment requirements, HealthierUS School Challenge: Smarter Lunchroom Techniques, Smart Snacks, and the USDA required Local Wellness Policy.

Three locations are being offered: **Lisle (March 7), Springfield (March 9) and Collinsville (March 16).**



We encourage school administrators, wellness coordinators, health and physical education teachers, food service professionals, and anyone with an interest in issues impacting Wellness in Schools to attend!

A link to registration is under "What's New?" at <https://www.isbe.net/Pages/Nutrition-and-Wellness.aspx>.

Sign Up for Healthier Meals Cooking Classes

Increase your professional skills with hands-on cooking in a state-of-the-art kitchen, and receive a certificate of completion for each completed course.

Those working with the Child and Adult Care Food Program (CACFP), the National School Lunch Program (NSLP), and the School Breakfast Program (SBP) are all welcome to attend the classes. Classes are free and available at Kendall College Culinary School in Chicago, Lincoln Land Community College Culinary Institute in Springfield, and Kaskaskia College Culinary Arts in Centralia.

- ◆ **In Level 1**, learn techniques and skills to prepare healthier menu items to increase whole grains, vegetables, and fruits. Prepare and taste-test delicious dishes at a state-of-the-art culinary training facility, using recipes from the “USDA Team Nutrition Recipes for Healthy Kids: Cookbook.”

- ◆ **In Level 2 – Farm to Fork**, the class begins with advanced knife skills teaching efficiency in preparation and cooking time, allowing for more scratch cooking. Recipes utilize local and fresh ingredients, accommodating substitutions easily. Discussion includes local food procurement.
- ◆ **In Level 3 – Baking With Whole Grains**, attendees will learn baking techniques that include weight vs. volume measurements; easy large-scale preparation and organization tips; and how to identify, cook, and store grains. The focus is on whole grains, with recipes for breakfast foods, snacks, and dips that children will love.

Space is limited! Please consider this opportunity, as this is the last round of classes scheduled. To register, check out Training Opportunities at <https://www.isbe.net/Pages/Child-Adult-Care-Food-Program.aspx>. For questions, call the Nutrition and Wellness Programs Division at (800) 545-7892.

Be Sure to Meet the Annual Food Sanitation Inspection Requirement

Each school year, SFAs must obtain two food sanitation inspections for each site where food is prepared or served. For most counties, the local health department will conduct such inspections. If the SFA is in a county that does not have a local health department, then the SFA must contact neighboring county health departments to conduct food sanitation inspections. Copies of these inspections must be maintained at the SFA or at the site for three years plus the current year. The most recent food sanitation report must be posted in a prominent location that is viewable by the general public.

If an SFA has not received the food sanitation inspections by March 31, a letter must be written to the local health department requesting the required two food sanitation inspections for each site where food is prepared or served. The letter must be maintained at the SFA or at each site as documentation of your attempt to comply with two food inspections as required by USDA regulations.

If an SFA has not received the food sanitation inspections by March 31, a letter must be written to the local health department requesting the required two food sanitation inspections for each site where food is prepared or served.

Homeless, Migrant, and Head Start Statuses Added to Electronic Certification System

As of March 1, 2017, there is new functionality in the Electronic Direct Certification System for public schools only.

A “HOMELESS/MIGRANT/HEADSTART” link is now available in the main menu area. This will provide public school staff the ability to access current students certified in the Student Information System as homeless, migrant, or head start.

This documentation will serve as direct certification documentation, thus no further documentation is needed. This will eliminate the requirement of the signature of the appropriate authority.

Complete guidance can be found in the Administrative Handbook available online at <https://www.isbe.net/Documents/admin-handbook-2016-17.pdf>.

Updating Your LOCAL WELLNESS POLICIES

Local Wellness Policy (LWP) requirements have been around since 2004, but did you know that there were updates to the requirements of your LWP as a part of the reauthorization that took place in 2010? On July 29, 2016, the USDA finalized regulations to update some of the requirements of the LWP, this final rule required Local Educational Agencies (LEA's) to begin revising their LWP during the 2016-2017 school year and to be in full compliance with the updates by June 30, 2017.

What must be included in your updated LWP?

At a minimum, policies are required to include:

- Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. LEAs are required to review and consider evidence-based strategies in determining these goals.
- Standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with current federal standards
- Standards for ALL foods and beverages provided but not sold, to students during the school day
- Policies for food and beverage marketing
- A description of public involvement, public updates, policy leadership and evaluation plan
 - ⇒ Public involvement – LEAs must permit participation by the general public and the school community (parents, students, SFA representatives, teachers of PE, school health professionals, the school board & school administrators)
 - ⇒ Wellness leadership – LEAs must establish wellness policy leadership of one or more LEA and/or school officials who have the authority and responsibility to ensure each school complies with the policy
 - ⇒ Triennial Assessments – LEAs must conduct



an assessment of the wellness policy every 3 years, at a minimum

- Documentation
 - ⇒ Maintain a copy of the current wellness policy
 - ⇒ Documentation on how the policy and assessments are made available to the public
 - ⇒ The most recent assessment of implementation of the policy, and
 - ⇒ Documentation of efforts to review and update the policy, including who was involved in the process and how stakeholders were made aware of their ability to participate.
- Public Updates must be made available to the public
 - ⇒ The wellness policy, including any updates to the policy must be made public at least on an annual basis, and
 - ⇒ The triennial assessment, including progress toward meeting the goals of the policy must be made public.

ISBE staff will be conducting three Wellness in School Workshops in March in which we will cover LWP, Smart Snacks, P.E. requirements, Smarter Lunchroom Techniques and HealthierUS Schools Challenge, click [here](#) for more information. If you are unable to attend one of the workshops, we do have information and resources available on our [website](#).



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

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

Events, Meetings & Deadlines

- March 7 – [Wellness in Schools workshop](#) in Lisle
- March 8 – [Summer Food Service Program New Sponsor Training](#), Marion
- March 9 – [International School Meals Day](#)
- March 9 – [Wellness in Schools workshop](#) in Springfield
- March 16 – [Wellness in Schools workshop](#) in Collinsville
- March 29 – [SFSP New Sponsor Training](#) in Alsip
- March 30 – [SFSP Training for Current Sponsors](#) in Alsip

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?

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

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

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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.

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