



SPREAD THE WORD ABOUT SUMMER MEALS

The [School Nutrition Programs Administrative Review Checklist](#) includes a reminder that notification to families of the availability of Summer Meals must occur. The Illinois State Board of Education Nutrition Department has marketing and outreach materials available on our [Summer Food Service Program \(SFSP\) webpage](#) to assist with this outreach. Materials include flyers, posters, yard signs, postcards, and a variety of social media graphics in both English and Spanish.

As we get closer to the end of the school year, is a good time to remind sponsors of this program outreach requirement. The failure to do Summer Meals outreach is a common citation on Administrative Reviews. To meet this requirement, here are several recommendations.

- If you are serving Summer Meals in your community, create your own flyer with details about when and where meals will be available and distribute them to families. You should also post information on your website on where and when children can receive meals.
- Print and distribute the [SUN Programs Flyer](#) or [SUN Meals Flyer](#) to families. This letter-sized document can assist families find meal options and grocery benefits anywhere in the state. Even if you do not have Summer Meals in your community, it is still a requirement to provide information on how families can locate the closest meal sites.
- Use the social media graphics under the “Marketing Materials/Outreach” section on the [SFSP website](#) or share these posts on your social media, district website, and menus:

- ◇ Use the Summer Meals for Kids Site Finder to find the nearest sites serving free meals and snacks to children 18 and younger: <https://www.fns.usda.gov/summer/sitefinder>
- ◇ Call the Illinois Hunger Coalition’s Hunger Hotline to locate free summer meals and other food assistance: 1-800-359-2163

Sponsors will want to document their outreach each school year. In the event of an Administrative Review, this documentation will be requested. This can include copies of newsletters, screen shots from the website, and copies of flyers with notes on when and how they were distributed.

You may hear the Summer Meal program called SUN Meals, which is the traditional in-person congregate/group meals and snacks provided at sites in communities with high rates of poverty. The U.S. Department of Agriculture has [launched new branding](#), which sponsors can use to create their own promotional materials.

SUN Meals is part of the SUN Programs: USDA’s Summer Nutrition Programs for Kids. It also includes SUN Meals To-Go (meal service is available in some rural communities for pick-up or home delivery), as well as SUN Bucks, which is a grocery electronic benefit transfer program for families with eligible school-aged children; this is known as Summer EBT. You can read more about Summer EBT at www.isbe.net/sebt.

For more information about operating summer meals in Illinois, visit ISBE’s [Summer Food Service Program webpage](#) and the [Seamless Summer Option webpage](#).

NEWS BITES

UPCOMING WEBINARS

The Nutrition Department will present its next ISBE SNP Update from 2-3 p.m. on April 2. [Registration is underway online](#). You can also sign up for the May 7 ISBE SNP Update at the same link. If you miss any of our webinars, you can go to our [SNP Training and Professional Standards webpage](#) to watch the recordings and view PDFs of the slides.

ILSNA ANNUAL CONFERENCE

The Illinois School Nutrition Association is seeking presenters for a range of session topics at the 2025 ILSNA Annual Conference, which will be held at the Tinley Park Convention Center on Oct. 16-17. An ILSNA speaker mentor will be available to assist in brainstorming and preparing you for your presentation. If you are interested, [please complete this form](#) and a representative from the Planning Committee will reach out to you. All proposals must be submitted by March 13. If you have any questions, please reach out to the 2025 Annual Conference Planning Committee Chair, Katie Treece, at treececn@vvsd.org.

USDA FNS

On March 4, 2025, the USDA Food and Nutrition Service (FNS) rescinds, effective immediately, the memorandum SP 07-2022, CACFP 06-2022, SFSP 02-2022, Promoting Access to Voting through the Child Nutrition Programs, issued on March 23, 2022. That memorandum followed issuance of [Executive Order \(EO\) 14019](#), "Promoting Access to Voting," on March 7, 2021.

Updates on Local Foods for Schools

The U.S. Department of Agriculture approved the Illinois State Board of Education's request for a one-year extension to use our LFS funding.

Illinois now has until Jan. 31, 2026, to use up our current LFS funding.

What is LFS? LFS is funding from the USDA for new local foods that are unprocessed or minimally processed to be served in your school meal programs. LFS funds can be used to cover the full cost of incorporating eligible local foods into your schools meals and hundreds of Illinois schools are loving it!

Have You Used All of Your LFS Funds and Would Like More? If you need additional funding, please read our ["Requesting Additional LFS Funds" document online](#).

Haven't Signed Up for LFS Yet There is still time to sign up! Any schools that are interested in learning more or signing up to participate must view our [recorded training module](#) in order to be fully aware of the program requirements. Once you have viewed the recorded training module, email ISBE staff at localfoods@isbe.net with your district/school name, RCDT number, let us know that you have watched the training, and notify us that you would like to sign up for LFS. We will then open up your LFS Agreement in WINS for you to complete.

Visit and bookmark our [Farm to Child Nutrition Programs webpage](#) to find many resources, events, and funding opportunities. It includes links for school gardens, success stories, scratch cooking, procurement, food safety and more.



"I was able to purchase ground beef from a local rancher and then I received extra funds and purchased stew meat and more ground beef. The money was so helpful. I was able to make it through the school year with fresh ground beef. I purchased the stew meat and added Beef and Noodles to the menu. THE KIDS LOVED THEM. This young man said I'll let you take my picture if I get another bowl. I'm very grateful for the extra funds."

- Carbondale ESD 95 Food Service Director Sherry Wyatt

We would love to hear more about how you are utilizing LFS funds! Send information, pictures, videos, and links to newspapers or social media posts to localfoods@isbe.net.

Local Health Department Reviews

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.

Contract Renewal Reminder

This reminder is for sponsors who currently have a food service management company (FSMC) contract or Vended Meals contract that contains the option to renew the existing contract at least one more year. If you are conducting a new procurement instead of renewing your contract or you do not have such type of contract you may disregard this notice.

The Illinois State Board of Education (ISBE) Nutrition Department recently emailed the required Contract Renewal Agreement Form and instructions directly to the Authorized Representa-

tive listed in the Web-Based Illinois Nutrition System (WINS). If you have not received the guidance, please [visit our website to obtain a copy](#). Please do not use old renewal forms.

School Food Authority (SFA) contracts that do have the option and plan to renew their contract for next school year must submit the renewal forms to ISBE for review and approval prior to the date their current contract expires.



Once complete, please send a copy of the contract renewal along with any other applicable documents to nutritionprocurement@isbe.net for the required ISBE review and approval by May 15.

Failure to submit the required contract renewal forms by May 15 may result in a mandatory re-solicitation and/or the inability to use federal Child Nutrition Program funds to pay for goods and/or services rendered without the State Agency Approval as required in [7 CFR 210.16](#).

ISBE School Wellness Conference

Join ISBE Nutrition staff at the ISBE School Wellness Conference on April 8-9 in Normal for an opportunity to earn annual training hours and network with other school nutrition professionals and others dedicated to the well-being of Illinois schoolchildren. The theme is "Thriving Together: Comprehensive School Wellness Solutions."

Nutrition related hour-long breakout sessions include "A Fresh Take on Farm to School," "Boost Breakfast for Your Students to Fuel the Day," "Beyond the School Day: Feeding Kids After School and Over the Summer," "Local Wellness Policies: What School Staff Need to Know," and "Build a Safe School Day: Accommodating Children With Special Dietary Needs."

The conference includes two pre-conference administrator academies on April 7, buffet meals, a social event (Avoiding Burnout Through Laughter Comedy Night) on April 8, and inspirational keynote speakers scheduled on April 8 and 9. Registration for the main two-day conference \$20 (April 7 pre-conference sessions are \$10 each). Please note that the conference registration is an allowable use of nonprofit food service account funds.

The complete schedule, registration, and hotel information is [available on the ISBE website; click here](#). The conference is sponsored by ISBE, the [Illinois Association of Regional Superintendents of Schools](#), and [Social-Emotional Learning Hubs](#).



**Illinois State
Board of Education
Nutrition Department**

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

Announcements, Events, & Deadlines

- **March** – National Noodle Month, Recipe Highlight: [Chicken or Turkey Noodles](#)
- **March 3-7** – [National School Breakfast Week](#)
- **March 5** – [“ISBE SNP Update” webinar](#)
- **March 10** – Deadline to Complete the 2024-25 SFA Survey on Supply Chain Disruption and Student Participation
- **March 26** – National Spinach Day, Recipe Highlight: [Creamed Spinach](#)
- **April 2** – [“ISBE SNP Update” webinar](#)
- **April 4**: International Carrot Day, Recipe Highlight: [Orange Glazed Carrots](#)
- **April 7-9** – [ISBE School Wellness Conference](#)
- **May 2** – [School Lunch Hero Day](#)
- **May 7** – [“ISBE SNP Update” webinar](#)
- **May 26** – Memorial Day (ISBE offices closed)

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

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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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