



THE OUTLOOK

A Monthly Newsletter for School Nutrition Programs

NUTRITION CHAMPIONS

The Illinois State Board of Education Nutrition Department is excited to announce three recipients of the 2022 ISBE School Nutrition Champion Award. Please join us in congratulating:

- **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
- **Mary Nowak**, the kitchen manager at Whiteside Middle School, Whiteside School District 115

We saw a record number of nominations this year and it has been a very challenging couple years since we last named an ISBE School Nutrition Champion. Our selection committee members all agreed it was difficult choosing just one person to highlight among all the nominees.

This issue features all of the 2022 nominees and our three award-winners. We applaud school nutrition professionals across Illinois for their dedication to ensure the health, safety, and success of students!

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

- **2019: Angie Benedict**, the head cook at Highland



SCHOOL NUTRITION CHAMPION AWARD

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 Glen-dale Heights
- **2017: Sandra Duniphan**, the cafeteria manager for Pontiac-William Holliday School District 105 in Fairview Heights

In March 2020, nominations were still coming in when the COVID-19 pandemic began. Instead of naming an award-winner, we featured photographs of school nutrition professionals preparing and distributing meals in the [April 2020 issue of The Outlook](#). In 2021, the [May/June issue of The Outlook](#) highlighted Child Nutrition Sponsors across the state and included a proclamation from the governor for [School Lunch Hero Day](#).



CHAMPIONS

Mary NOWAK

Mary Nowak has been a Kitchen Manager for six years at **Whiteside Middle School** in the **Whiteside School District**. She has been there a total of nine years as a cook.

"We have a big school garden and it keeps growing, thanks to Mary Nowak," wrote **Principal Monica Laurent** in her nomination. "When our students are out working in the

garden, you will find Mary working right alongside them. She helped our students plant tomatoes, onions, lettuce, zucchini, cucumbers, potatoes, and carrots. Mary loves to be out working with our students and it shows!"

Mary also guided students in planting a butterfly garden and red tulips for Red Ribbon Week.

"Mary always wants to be out with the students in the garden because she knows that working in the garden teaches the students about nu-

trition and science."

Mary was also recognized for going above and beyond for the school's special breakfast celebration the day before Veterans Day. Students can invite veterans to the special meal.

"Like all kitchen managers these past two years, Mary worked hard to make sure our students received their breakfast and lunch during the pandemic. She advocated for students to have access to nutritious food during this difficult time."

Darla KASPEREK

Darla Kasperek is in her 35th year working for **Rich Township High School District 227**. Betsy Williams, the Food Service Coordinator for the district, submitted a nomination for Darla calling her one of the most knowledgeable individuals you could find in regard to School Nutrition Programs, the National School Lunch Program and School Breakfast Program in particular.

"Darla is a self-starter and has kept her skills highly tuned, staying current on the most recent technology and bookkeeping processes. She literally took our department from the 'dark ages' of manual bookkeeping and filing into the 'modern age' of everything digital and computerized over the past 35 years. Her many years of excellent work have contributed to many exemplary Administrative Reviews, and has ensured that our department is always up to date and meeting our requirements for USDA and state mandates.

"Her sunny personality lights up the office and her commitment to ensuring our program is the best it can be is evident in everything she does."

Steve EBBESMEYER

Steve Ebbesmeyer has been the Director of Food Service for **Belleville District 118** since 2005. He was nominated by Sandra McNease, who first met him when Cathedral Grade School was looking for a food service program in 2009. When they became **Notre Dame Academy** with two campuses, she says Steve was very instrumental in helping with the transition to provide seamless service to both locations.

"Steve has gone above and beyond to continue to provide a School Nutrition Program that has been good for our students, keeping them eating healthy balanced meals. They appreciate the new offers each month and look forward to favorites that are always on the menu. His menus are educational as well, giving interesting information on the food groups.

"He handles every issue the pandemic has thrown his way, calmly and effectively on a daily basis, and always with a smile. He effectively gets the job done time after time. As like many champions, he has the admiration and respect of all who work for the Food Service at District 118. They feel honored to attend food shows and be recognized as Steve's team with the greatest respect. He IS the dynamic force that keeps our School Nutrition Program great. "



NOMINEES

SCHOOL NUTRITION CHAMPION AWARD

Tiffany **DURBIN**

**Food Services Director,
Stewardson-Strasburg CUSD 5A**

Nomination Highlights: Tiffany goes above and beyond by making herself available before school, after school, on the weekends ... whatever is needed to get the job done and do what is best for kids. She has the ability to change on the spot based on missed deliveries, short deliveries, early dismissals, or changes due to the pandemic.

Michelle (Shelly) **PHILIPSEN**

**Food Service Director,
Big Hollow District 38, Gavin District 37**

Nomination Highlights: Shelly is what you call a person/boss/leader who leads by example. During this day and age of COVID as an essential worker of an establishment/school, like many others, we are short staffed due to absences. Therefore, she takes it upon herself to cover any member of her staff that is not able to be present to work.

Sophie **STUEBINGER**

**Food Service Director,
Sycamore School District 427**

Nomination Highlights: Her main goal since starting with us is to ALWAYS make sure that no student is left hungry. She goes out of her way to think of creative ways to get our students to eat and always fosters an inviting environment where students can get excited about the choices of the day.

Judy **FABIANO**

**Lunch Clerk,
Roscoe Middle School, Kinnikinnick CCSD 131**

Nomination Highlights: This year, Judy has taken on a more active roll IN the kitchen and she has done an amazing job! She took over our breakfast program — taking on the responsibility since the kitchen was short-staffed — without being asked, and she's done that very well. Our breakfast numbers have gone up immensely and I truly believe it is because of her!

Sue **BINGER**

**Lead Cook,
Kinnikinnick, Kinnikinnick CCSD 131**

Nomination Highlights: She's handled every challenge thrown at her with class and dedication. She ensures that her kitchen not only runs safely and efficiently but in a way that still allows interaction with the students — even though we are not serving traditionally. ... Without Sue, our program wouldn't be as successful as it is!

Becky **COLSON**

**Assistant Cook,
Roscoe Middle School, Kinnikinnick CCSD 131**

Nomination Highlights: Becky has always been willing to go above and beyond, whether it be helping with unprecedented summer meals or taking on extra responsibilities. In the past few months, Becky has been thrown into the lead position quite abruptly, when our lead handed in her resignation. In this time, Becky has not only rose to the occasion, but she has done so beautifully.



NOMINEES

Amber **CAMPOS**

**Lunch Clerk,
Stone Creek Elementary, Kinnikinnick CCSD 131**

Nomination Highlights: She truly cares about what she does. This year, we have had an increase in the need for allergy aware meals. Amber has taken it upon herself to be in charge of making these lunches for the students in her school. On a daily basis, she is making sure that our allergy friends are taken care of. Amber's attitude and dedication is something that makes our department so great!

Wendy **SHAHRIKIAN**

**Lead Cook,
Ledgewood, Kinnikinnick CCSD 131**

Nomination Highlights: Wendy has gone from Asst. Cook to Lead Cook in a year! If there was ever an employee who was dedicated to her students and her job — it's Wendy. She is always looking for ways to make our program better. She takes it upon herself to decorate her kitchen for her students to enjoy. ... She has so many ideas and so much 'oomph' to make this program better for our students.

Nancy **MYSZKA**

**Cafeteria Director,
Lincoln Middle School, Schiller Park SD 81**

Nomination Highlights: Nancy has made our cafeteria program "well-oiled machines" that run efficiently and has been an integral part of designing all three kitchens to do just that. Nancy not only exemplifies what it means to be an amazing employee, but an amazing human being.

Loretta **LINCICUM**

Cafeteria Worker and Head Cook, Bement CUSD 5

Nomination Highlights: There isn't anyone that works harder than Loretta. She knows each child by name and makes sure they are taken care of both in the lunchroom and outside of the four walls of the school. ... She is one of those people that would do anything for anyone at any time. We are so lucky to have her and she is not the type of person who ever wants attention for her good deeds, but she is very deserving.

Antonina **CWIEKA**

**Level 1 Kitchen Manager, Evanston Township
High School, Evanston Skokie District 65**

Nomination Highlights: She is meticulous about the safety of special diet students. ... Her attitude is like a Disney movie when the main character opens a window with sunshine and a song. Which ... she often can be found in the kitchen singing Les Misérables. She is passionate about her homeland, Poland, and her family. ... She is an absolute pillar to our kitchen operation and we are lucky to have her.

Mary **SALAZAR**

**Arbor Food Service Employee,
Hawthorn Elementary North, Hawthorn District 73**

Nomination Highlights: Mary is a caring and it really shows in her everyday work responsibilities. She will never let a child go hungry. There may be times that students come to school late or don't have enough in their home lunch and that is when Mary steps in to ensure the child's needs. Mary not only serves food to the students, but she also serves love and kindness to all students at Hawthorn Elementary North. She deserves all the recognition in the world and beyond.

Staff at

WINSTON

NOMINEES



Winston Campus, CCSD 15 in Palatine

Nomination Highlights: Tina Woods, the Assistant Director of Nutrition Services, nominated the entire staff at Winston Campus, a unique campus that consists of both an elementary school and a junior high. She wrote, "Because of the great relationship that the Administration at Winston Campus has with the Nutrition Services Staff there is a great sense of teamwork and unity. The entire staff at Winston Campus is a valuable asset to Community Consolidated School District 15 in Palatine."

Lisa

DARBY

Kitchen Coordinator, Immanuel Lutheran School

Nomination Highlights: One of the activities she has developed for the school is called Fat Bear Week. It is a school program that focuses on nutrition for students, while students also participate in a fun activity that teaches them how grizzly bears store fat for hibernation. It includes a tournament bracket for students to predict which bears will put on the most weight, and allows students in the cafeteria access to live video feeds of the bears fishing.

Donna

NIESEN

**Food Service Director,
Lincoln Middle School, Mount Prospect SD 57**

Nomination Highlights: Donna goes above and beyond by coming up with extra decorations in the lunchroom to boost up moral and spirits for special events and holidays. ... She takes extra time with new students to walk them through the process of the lunch line and a new environment. In all of this reminding her staff to encourage good food choices for the students and provide a friendly atmosphere.

Jennifer

WAGNER

**Administrative Assistant to the Director
of Nutrition Services, Harlem 122**

Nomination Highlights: "Although she may not be in the schools cooking, and serving daily, she is a true behind the scenes School Nutrition Champion. I am lucky to have her on my team!" stated Jill Mosher, Director of Nutrition, in her nomination.

Kim

D'AGNOLA

Assistant Cook, Kinnikinnick CCSD 131

Nomination Highlights: Kim has been an assistant cook for the district for close to 20 years. ... Kim is the epitome of a team player who is willing to do what needs to be done, help out however she can, and always does so with a positive attitude.

Stephanie

PIAZZA-GREEN

**Lunch Coordinator,
St. Mary Nativity Catholic School in Joliet**

Nomination Highlights: Principal Gina Pestrak had this to say about Stephanie, "As a new principal at this school, I was surprised to learn that Stephanie worked here only one year. She handles her position with ease after training for only one year prior to this school year."

Jessica

AIROLA

**Assistant Food Service Director,
Downers Grove Grade School, District 58**

Nomination Highlights: It has been a tough year ... She has always been there to enable and ensure that the food service program is carried out with fidelity. ... She has gone above and beyond to meet the needs of the student and community and district.



Janice **WOLFF**

Director of Food Services, Cicero District 99

Nomination Highlight: She works tirelessly to ensure that our students have good selections of food as well and works closely with our food service provider to fight for the rights of all of our students.

Eileen **BAKALA**

**Food Service Provider,
Pope St. John Paul II Catholic Academy in Aurora**

Nomination Highlight: During the entire pandemic, Mrs. Bakala continued to provide a nutritious meal while adapting to the pandemic guidelines. She embraced these difficult times with a positive and nurturing attitude.

Patricia **THOMAS**

Lunch Coordinator, Oakdale Christian Academy

Nomination Highlight: There is always some situations that pop up unexpectedly, maybe not enough lunches or a child cannot eat a particular item on the menu that day. Mrs. Thomas will find something they can eat. She makes sure each child is taken care of and is always pleasant.

Teresa **BECKETT**

Director of Food Service, Lostant School CUSD 425

Nomination Highlight: Students have this to say about Ms. Teresa — She makes good food. ... Her food tastes awesome. ... She knows just what I like. ... Ms. Teresa takes food requests. ... She fills our tummies with great food. ... I like her healthy food posters that she has up and the food lessons that she gives us.

Linda **McCULLOCH**

Kitchen Manager, Rowe Elementary, CPS 299

Nomination Highlight: Before Linda, it felt that serving our scholars high quality meals was an impossible task. But due to her hard-work, dedication, flexibility, leadership, and overall positive demeanor, our scholars love everything about our food service.

Sabine **COULTER**

**Food Service Director,
Cambridge Lakes Charter School, District 300**

Nomination Highlight: Sabine has been with the school for 12 years, advancing to the current position of Food Service Director. With high turnover the last couple of years, she has risen to the challenge, taking on additional tasks and ensuring a thorough understanding of the food program and all the policies.

NOMINEES

Tina **BOEHNE**



Lunch Lady, Trinity Lutheran School in Centralia

Nomination Highlights: “Tina has been my go-to right hand for many years, but since 2018, when I hurt my back, she has been everything to me. She did whatever needed to be done, so I could continue to work here, too. The past two years, during the pandemic, she has stepped up once again,” stated Head Cook Debra Albers in her nomination. “Tina Boehne is our Lunchroom Hero!”

Michelle **McGUIRE**

**Director of Food Services,
Will County School District 92 in Lockport**

Nomination Highlights: Michelle has always put the kids first in her meal planning, and the last year when we were serving and parents were picking up lunches, she made the lunches fun and exciting for the kids while they were remote learning. She chose to package them with fun treats and boxes that made the kids way excited to open and see what was inside.

Caroline **BUBULKA**

**Director of School Nutrition,
Bloomington Public Schools District 87**

Nomination Highlights: Caroline has worked very hard in District 87 to develop, foster, and create a culture of district-wide wellness. ... Throughout the pandemic, Caroline has been steadfast in ensuring our food service program has been nimble enough to meet the needs of our students and families.

Chris **KROENKE**

Food Service, Western Jr. High, Western CUSD 12

Nomination Highlights: Chris goes above and beyond because she connects with the kids. She makes meals fun, and interactive. I have a pre-k child who *will not* eat a vegetable at our house. But when Chris cooks for my child, my child is excited to try new things. My child cleans her plate every day at school.

Karen **PHILLIPS**

**Head Cook,
Hamilton High School, Hamilton CCSD 328**

Nomination Highlights: Karen goes above and beyond to make sure the children have healthy nutritious meals. She also makes the cafeteria/kitchen a place where teachers and students love to come. She strives to meet the nutrition guidelines and does it all with a smile and no complaints.

Kim **KELLER**

Cafeteria Manager, Zion Lutheran School in Bethalto

Nomination Highlights: She goes above and beyond her assigned job responsibilities to make sure Zion’s lunch program is the very best. ... She is ready to serve the students before they arrive and serves every person with a smile.

Tamara **CASTENADA**

General Manager, Plainfield Central, SD 202

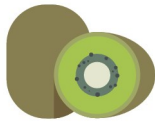
Nomination Highlights: Tamara and her team, have a huge task of making about 100K meals on a regular basis. With food shortages and staff shortages they still make it happen every day.

NEWS BITES

SNAP-ED CONNECTION

We love the U.S. Department of Agriculture's [Spring Seasonal Produce webpage](#).

It is great inspiration for meals and snacks, as well as an excellent nutrition education tool.



UPCOMING WEBINAR

The Institute of Child Nutrition will present a webinar on

"Small Hacks for Big Impact." The free webinar is set for 2-3 p.m.

Central Time on June 2. [Registration is online](#).

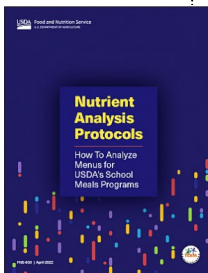
The training is part of the Culinary Institute of Child Nutrition Webinar Series.



ONLINE DOCUMENT

The **Nutrient Analysis Protocols: How to Analyze Menus for USDA's School Meals Programs** (NAP Manual)

assists with the process of obtaining an accurate nutrient analysis of menus using a USDA-approved software program. It provides guidance for calculating the nutrient analysis of menus offered in the National School Lunch Program and School Breakfast Program. The NAP Manual is available at <https://www.fns.usda.gov/tn/Nutrient-Analysis-Protocols-Manual>.



REMINDER: SCA Funds Available

Eligible School Food Authorities have until June 17 to say "Yes" to the Supply Chain Assistance (SCA) Attestation Statement to receive allocated funds from [the U.S. Department of Agriculture's SCA funding program](#).

The Illinois State Board of Education Nutrition Department sent guidance on March 1 to Authorized Representatives and Sponsor Contacts in the Web-Based Illinois Nutrition System (WINS). Please review the [Supply Chain Assistance Funding Program Guidance](#) for more information, including the required Action Steps.

A [funding timeline and a copy of the SCA Attestation Statement is available online](#).

On Dec. 17, the U.S. Department of Agriculture announced the [Allocation of Supply Chain Assistance \(SCA\) Funds to Alleviate Supply Chain Disruptions in the School Meal Programs](#) funding program. State agencies will distribute SCA funds to eligible school food authorities to be used exclusively to purchase unprocessed or minimally processed domestic food products to help SFAs deal with challenges, such as unanticipated cancellation of food and supply contracts, reduced availability

of certain foods, unexpected substitution of certain products, unpredictable increases in food and supply prices, and other obstacles related to pricing and/or availability that have been reported to or identified by state agencies administering the Child Nutrition Programs.

We understand that some SFAs may be concerned about the Excess Funds requirement and that the acceptance of SCA Funds would push the Nonprofit School Food Service Account to an excessive balance. Federal regulations do require that SFAs limit their Net Cash Resources/Excess Funds to an amount that does not exceed three months of average operating expenditures for its Nonprofit School Food Service Account. However, it is understood that the district will need some time to spend down the additional SCA Funds and will need to closely monitor their account through the year. If it's determined that the district will have excess funds after spending the SCA funds, a simple spend down plan would need to be developed and maintained by the district. Please refer to the ISBE guidance, which included a [Feb. 9 webinar](#) that provided assistance on navigating Excess Funds.

ILSNA Conference June 22-23

The Illinois School Nutrition Association will host its 2022 annual conference June 22-23 in Springfield. Registra-

tion is under way at www.ilsna.net.

The [School Nutrition Association's Annual National Conference](#) is July 10-12 in Orlando.

Promote Your Summer Meals

Summer Food Service Program and Seamless Summer Option sponsors can use No Kid Hungry's new [Summer Meals Outreach Toolkit](#) to promote meals in their community.

The free toolkit features marketing materials in both English and Spanish. Tools include social media images and sample social media posts, as well as a template news release and letter to parents. Sponsors can also access print materials such as banners, yard signs, posters, and flyers that you can customize and print yourself. Get started at <https://express.adobe.com/page/3te8qNBRfot7k/>.

No Kid Hungry's summer texting hotline has a new number. You can text FOOD or COMIDA to 304-304 during the summer months to find a

site near you with free meals for children 18 and younger. The old texting number, 877-877, is being phased out and currently instructs individuals to text 304-304 instead.

To find free meals, families can also call (800) 359-2163, which is staffed by the [Illinois Hunger Coalition](#). Or they can visit [SummerMealsIllinois.org](#), where you can use the U.S. Department of Agriculture's Summer Meals Site Finder.

We encourage sponsors to use the new materials. Please reach out to the ISBE Nutrition Department at cnp@isbe.net with any questions. Outreach print materials from last year are still available for request from our office in limited supplies, as they are being phased out due to the transition to a new texting number.



FINANCIAL MANAGEMENT

Contract Renewal Reminder

This announcement is for sponsors who currently have a food service management company (FSMC) contract, 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 Nutrition Department recently



emailed the required Contract Renewal Agreement Form and instructions directly to the Authorized Representative listed in the Web-Based Illinois Nutrition System (WINS). If you

have not received the form, please contact Christina Smith at nutritionprocurement@isbe.net to obtain a copy. Please do not use old renewal forms.

All contracts must be renewed prior to their expiration, generally June 30 or July 31, 2022. Please submit your Contract Renewal Agreement Form along with all required documentation to nutritionprocurement@isbe.net prior to the current contract expiration.

REMINDER: Deadline May 31

ATTENTION ADMINISTRATORS, SCHOOL NUTRITION PROFESSIONALS, AND EDUCATORS: Do you have a group of high school students interested in culinary arts? Are you looking for a fun project for your class or student group? The Illinois State Board of Education Nutrition Department is excited to announce a grant opportunity that will see high school students developing National School Lunch Program recipes that celebrate Illinois agriculture.

ISBE is seeking Request for Proposals (RFP) for the opportunity. A technical assistance webinar for the School Year 2022-23 Team Nutrition School Meals Recipe Development Grant was held April 27. In case you missed it, a recording is available at <https://attendee.gotowebinar.com/recording/6249999448423786497>, and a PDF of the presentation is online

at <https://www.isbe.net/Documents/042722-TN-grant-webinar.pdf>.

Successful grant candidates will collaborate to guide students with recipe development and plan related activities such as field trips and local taste tests. As a culmination to the project activities, ISBE will host a recipe tasting event for all grant recipients to celebrate the students' efforts and bring participants together to sample recipes created by themselves and their peers. Recipes will focus on locally produced vegetables such as pumpkin, corn, lima beans, green peas, asparagus, green beans, and winter squash. ISBE will encourage SFAs to incorporate the unique food practices found in their geographic area when developing recipes.

Applicants must be a School Food Au-

thority (SFA) in Illinois with a high school (grades ranging from 9-12) for which the high school:

- participated in the National School Lunch Program (NSLP) during School Year 2019-20; and
- participated in NSLP or SSO lunch for School Year 2021-22 and will continue to operate such a program during School Year 2022-23.

Please review the RFP and view the webinar for more information. Visit <https://www.isbe.net/Pages/team-nutrition.aspx> for resource links.

The deadline to apply for the grant RFP is 4 p.m. May 31, 2022. Each applicant may request up to \$10,000. There will be a maximum of 20 recipients. For more information, visit [ISBE's Team Nutrition page](#).

Questions? Email cnp@isbe.net.

Civil Rights Nondiscrimination Statement Update

On May 5, the U.S. Department of Agriculture's Office of Civil Rights released two memos ([CRD01-2022](#) and [CRD02-2022](#)) clarifying the prohibitions against discrimination based on sex in all Food and Nutrition Service programs to prohibit discrimination on the basis of gender identity and sexual orientation. Due to this clarification, the USDA has updated the Nondiscrimination Statement that is required on all documents, websites and training materials that promote the federal Child Nutrition Programs.

Next steps for School Food Authorities (SFA's):

- 1) Update any of your documents, websites and training materials that contain the Nondiscrimination Statement with the [new Nondiscrimination Statement](#).
- 2) Do NOT throw away your current And Justice for All posters. Per USDA guidance these posters are still in com-

pliance and should remain in use until you receive a new poster. ISBE plans to do a mailout to all participants once we receive the posters from the USDA. Please be patient, printing of the new posters may take some time and ISBE will ensure that we get the new posters to you once we have received them from the USDA.

3) Ensure that staff are trained on this clarification: *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.*

ISBE staff will be working to update our website, documents, and training materials as well. If you have any questions please reach out to our office via cnp@isbe.net.



**Illinois State
Board of Education
Nutrition Department**

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Events, Meetings, and Deadlines

- **May 30** – ISBE offices closed for Memorial Day
- **May 31** – [Team Nutrition School Meals Recipe Development Grant deadline](#)
- **June 2** – [CICN Webinar: Small Hacks for Big Impact](#)
- **June 17** – [Supply Chain Assistance Funds attestation statement deadline](#)
- **June 20** – ISBE offices closed for Juneteenth
- **June 30** – [School Nutrition Programs Annual Application deadline](#)
- **July 4** – ISBE offices closed for Independence Day

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 ICN Virtual Instructor-Led Trainings](#)
- [Paid Lunch Equity Update](#)
- [Purchasing Equipment Process Overview](#)
- [Fiscal Year 2023 Income Eligibility Guidelines](#)

Watch for our latest news and posts under What's New? 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

This institution is an equal opportunity provider.

