



THE OUTLOOK

A Monthly Newsletter for School Nutrition Programs

ANNUAL APPLICATION

Now Available in WINS

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.**

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.

Please Review

- [Program Year 2024 SNP Application Instructions](#)
 - [Recorded Training](#)
 - [Quick Reference Guide](#)

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

- [Recorded training](#)
- [Presentation slides](#)

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.



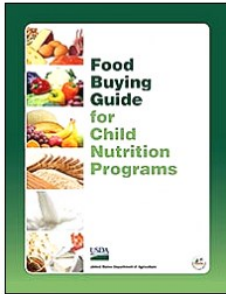
**SCHOOL
NUTRITION
CHAMPION
AWARD**

**Meet the 2023 Nominees
for ISBE School Nutrition
Champion on Pages 4-6!**

NEWS BITES

FOOD BUYING GUIDE

New yields are available in the Food Buying Guide for Child Nutrition Programs Interactive Web-based (FBG) Tool and FBG Mobile App! New yield data is available for these highly requested foods: apple bananas, chokecherries, taro, and fresh apples. Explore the [Food Buying Guide for Child Nutrition Programs](#) today!



GRANT OPPORTUNITY

As part of a cooperative agreement to develop and implement USDA Food and Nutrition Service's (FNS) [Healthy Meals Incentives Initiative](#), **Action for Healthy Kids** is offering competitive grants (up to \$150,000 per SFA) for small and/or rural SFAs to support efforts to improve the nutritional quality of their school meals. The deadline for submitting a [grant application](#) is 4 p.m. CST on May 26. Find out more information at <https://healthymealsincentives.org/>.

WORKSHOP COMING UP

The ISBE Nutrition Department will present webinars on **Direct Certification** and **Certification of Household Eligibility Applications** in August. Links to registration are under What's New? at www.isbe.net/nutrition.



COMMUNITY ELIGIBILITY PROVISION

CEP Application Deadline June 30

It's CEP application time! Now is the time for schools to carefully evaluate the Community Eligibility Provision (CEP) and determine if this is a potential option for your district or even for some schools within your district.



ISBE hosted a CEP webinar in March, and it is available at www.isbe.net/cep, under the "Application Process" section. We strongly encourage any LEA considering CEP to review this webinar, conduct careful financial evaluation, as well as review all the CEP guidance posted online. Understanding CEP and how it works will

help school administrative teams make the best decision for your LEAs. The CEP module in the Web-Based Illinois Nutrition System (WINS) began accepting CEP applications for School Year 2023-24 on April 1. The

deadline for CEP application submission is June 30, 2023. For more information on CEP, visit www.isbe.net/cep.

It is important to note that if you are applying for CEP, the CEP application is completed in WINS. In addition to the CEP application, each LEA, must complete the SNP application annually in WINS.

FOOD DISTRIBUTION PROGRAM

FDP Diversion to Processor Pound Sweep Set for June 30

For those schools that diverted pounds to processors during SY 22-23, please use all pounds by June 30. Pounds remaining in school accounts on June 30, 2023, will be swept to the State of Illinois account.

Check [Processor Link](#) and [K12](#) to review your pound balances, and determine how you can use the pounds prior to June 30. Illinois' full sweep

procedure is available in the [School Nutrition Programs Administrative Handbook](#) (Page O-9).

Please do not view the sweep as punitive, but rather efficient management of funds. The state will gladly provide available state account pounds to any school district that can use them.

If you have questions, please contact fdp@isbe.net.

Help 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. May is a good month to remind sponsors of this program outreach requirement.

The Illinois State Board of Education Nutrition Department has marketing materials available on our Summer Food Service Program (SFSP) Resources webpage to assist with this outreach. Options include social media posts:

- [Facebook Cover Photo](#)
- [Facebook Photo Post](#)
- [Instagram Square Post](#)

- [Instagram Story](#)

There is also a [Postcard](#) and [Flyer](#) that could be printed out and distributed to families and students. You may also request printed copies by emailing summermeals@isbe.net. Other methods to meet the Summer Meals outreach requirement would be to include text on menus and the district website. Sample language is:

FREE SUMMER MEALS IN ILLINOIS: To find a Summer Meals site near you, call (800) 359-2163, text FoodIL to 304-304, or visit SummerMealsIllinois.org.

Sponsors will want to document their outreach each school year. In the event of an Administrative Review, this documentation will be requested.

Looking to Source Local Foods?

ISBE and the Illinois Farm Bureau to Present May 11 Webinar

Join the Illinois State Board of Education Nutrition Department and the Illinois Farm Bureau for a walk-through of the [Illinois Market Maker website](#). This web-based training will be targeted specifically towards schools and provide a hands-on tutorial for navigating this online local foods sourcing system.

The webinar is set for 2-3 p.m. Thursday, May 11. Register online at <https://register.gotowebinar.com/register/3540256348153669461>.

If you are unable to attend the live webinar, it will be recorded and posted to ISBE's [Farm to Child Nutrition Programs \(F2CNP\) webpage](#), along with a variety of additional farm to school information and the most up to date Local Food for Schools (LFS) information.

Local Food for Schools (LFS) Updates!

For those of you that have not yet heard of LFS – it is federal funding from the USDA that ISBE will be sub-granting to SFAs to purchase local foods to serve in their National School Lunch and/or School Breakfast programs during the 2023-24 school year and through part of the 2024-25 school year.

- Recorded Webinar Now Available: [Introduction to Local Food for Schools \(LFS\)](#)
- [Funding Allotment form](#) (funding listed by SFA)
- Have you taking the Local Foods Survey for Schools? click [here](#) for more info and a link to the survey.
- LFS Application is in the works and is tentatively planned to go live in mid-May. We will send out a notification once it is available.

If you have any questions please email localfoods@isbe.net.



SCHOOL NUTRITION CHAMPION AWARD

NOMINEES

Congratulations to all of our nominees for the ISBE School Nutrition Award!

This month we are featuring everyone who was nominated before the April 21 deadline.

Later this month we will be naming one of these amazing school nutrition professionals the 2023 School Nutrition Champion!

Thanks to everyone who took time to submit a nomination!

Visit our [School Nutrition and Wellness Champions webpage](#) for more recognition and best practices.

Jeannine **COFFEY**

**Food Service Director,
Herrin CUSD 4**

Nomination Highlights: Jeannine has written and secured ISBE's Equipment Grants and Southern Illinois Healthcare Grants to help supply schools with updated equipment, materials, and resources. Jeannine's dedication to elevate the district's food service program has had a significant impact on the health and wellbeing of students in the district.

Donette **ETTER**

**Head Cook,
North Mac Elementary, North Mac 34**

Nomination Highlights: Donnette provides wonderful events for our students and ensures students' health and well-being is cared for when they visit the cafeteria. Donnette knows each and every student that has special dietary needs and she provides a substitute. She knows every one of these students by name and greets them daily.

Katie **FORD**

**Head Cook,
Shawnee CUSD 84**

Nomination Highlights: Katie's next mission? Offering a salad bar for students and staff. With grant funding, Katie purchased a salad bar station and hopefully will have it up and running for the 2023-2024 school year. Katie is always thinking of ways to improve our nutrition program. ... Her positivity is infectious and very much appreciated. Shawnee CUSD #84 is lucky to have her as part of our school family!



NOMINEES

**SCHOOL
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Pamela **BOYD**

**Food Service Director,
Conrady, North Palos School District 117**

Nomination Highlights: The implementation of the sharing table has created a way for our students of need to get the nutrition they need to be successful at school. We are very grateful for Pam's ongoing service. She maintains an excellent environment for her staff and our students.

Janice **WOLFF**

**Director of Food Services,
Unity Jr. High**

Nomination Highlights: Janice goes above and beyond every day. ... So much work was done behind the scenes on her end to ensure that students that count on us to eat, being in a low income community, received a quality breakfast and lunch on a daily basis.

Lauren **MELTON**

**Head Cafeteria Manager,
All Saints Academy, Diocese of Belleville**

Nomination Highlights: She has brought new and creative meal ideas. She goes out of her way to ensure the students have a variety of fresh fruit available regularly instead of opting for the "easy out" of canned or frozen fruit. Our meal counts have increased since Lauren has taken over our program.

Erin **SELLERS**

**Director of Wellness / Food Service Manager,
Paris District 95**

Nomination Highlights: Erin "believes that all students, regardless of their socioeconomic status or background, deserve access to healthy and nutritious meals." She has "worked to ensure that our school district implements policies and programs that support food security and address food insecurity among our student population."

Julie **TOWERY**

**Head Cook,
Beardstown, District 15**

Nomination Highlights: Julie does research and has continued to keep meals free for all students with grant submissions. She also knows her stuff extremely well as there is little waste and no child goes without a meal.

Pam **FLUEGEL**

**Food Service Manager,
Dakota CUSD 201**

Nomination Highlights: Pam is an extremely hard worker, always going above and beyond for the students and her coworkers. I have never heard anyone more passionate talking about why we are all here, which is for the students. She takes pride in making sure that the meals that are produced are appealing and appetizing for the students.



NOMINEES

**SCHOOL
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Sandra **VOSS**

**Director of Food & Nutrition Services,
Arlington Heights School District 25**

Nomination Highlights: She is a connector, collaborator, and giver. Her most recent endeavor is the collaboration with a school principal, classroom teacher and students with special education needs to grow their own lettuce in 21-26 days using a process where they grow the lettuce in the classroom.

Denise **SIMPSON**

**Executive Secretary,
Valley View School**

Nomination Highlights: Denise has 18 schools in the district and those 17 managers rely on her for all the answers, relating to running a successful kitchen. This year we have incorporated supper meals, which means more reports and monthly claims. ... She truly does at least 25 or more different tasks all day and whatever comes her way.

Maria **NATERAS**

**Executive Secretary,
Boilingbrook High School, Valley View SD 365U**

Nomination Highlights: Every year has it's twists and turns and Maria is on top of it year after year, especially when it comes to Household Eligibility Applications. Maria is an outstanding person, great communications with parents. Dedicated to the position she holds.

Roberta **BROWN**

**Food Service Manager,
Jesse White Learning Academy, Hazelcrest SD 152 1/2**

Nomination Highlights: Ms. Brown always makes sure every student has a nutritious meal. She also supported a cooking class after school to help students learn to make healthy meals and taught them about the safety precautions of the kitchen. ... There is nothing Brown doesn't do to ensure our student's food needs are met.

Erin **CHRISTOPHER**

**Food Service Manager
Coal City School District 1**

Nomination Highlights: Mrs. Christopher is not only an amazing leader for the cafeteria employees, she is a leader that is focused on the students. She cares about the nutritional value of their meals and also for their mental and emotional health.

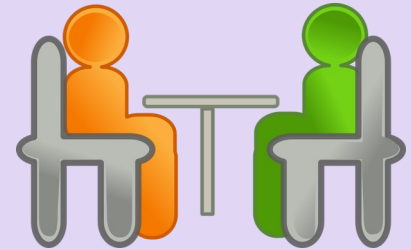
Sarah **WININGER**

**Food Service Director, Head Cook, Dishwasher
Grand Prairie Elementary School,
Grand Prairie SD 6**

Nomination Highlights: She is well known for her "homemade mashed potatoes" (frozen/cubed commodity potatoes as the base and instant potatoes as the secondary) and her "homemade granola bars" (commodity oats and honey as the base). If this is not enticing enough, check out her green beans if you ever have a chance to visit our school.

SAVE THE DATES!

Our annual **School Nutrition Programs Back to School Conference** will be back in-person July 25-26 in Springfield. Pre-conference sessions will be scheduled for July 24. Watch for details coming soon at www.isbe.net/snpb2s.



The conference is free and includes sessions on menu planning, USDA Foods, procurement, administrative reviews, resource management, and more.

We look forward to connecting with school nutrition professionals from across Illinois in July 2023!

Paid Lunch Equity Tool for SY 23-24

The Paid Lunch Equity (PLE) Calculator for School Year 2023-24 is available online at <https://www.isbe.net/Pages/Nutrition-Resource-Management.aspx> under the PLE section, along with U.S. Department of Agriculture guidance and an exemption form.

PLE is a requirement under Section 205 of the Healthy Hunger-Free Kids Act of 2010 for all schools with pricing programs that participate in National School Lunch Program. The purpose of PLE is to increase paid meal prices to be more equal with funds brought in from free and reduced-price meal reimbursements. SFAs with a negative balance will be required to complete the PLE tool increase lunch prices as indicated on the tool. **The maximum the state agency can require the**

School Food Authority to increase is \$0.10. However, each SFA may increase beyond the \$0.10 requirement.

PLE EXEMPTION: Any SFA with a positive or zero balance in its nonprofit school food service account as of June 30, 2022, is exempt from PLE pricing requirements found at 7 CFR 210.14 (e) for SY 23-24. SFAs that had a negative balance in the nonprofit school food service account as of June 30, 2022, must follow PLE requirements when establishing their prices for paid lunches in SY 23-24. Read the USDA's full [PLE Guidance for SY 23-24](#).

To be considered for the exemption for SY 23-24, SFAs will need to submit the [SY 23-24 Exemption Form](#), which includes instructions. Please scan the completed and signed form and email it to pleexemption@isbe.net. Be sure

to maintain a copy for your records. The PLE exemption form is **REQUIRED** to hold lunch prices at current level. Failure to submit a PLE exemption and not raising lunch prices will result in a citation upon next review.

ADULT MEAL PRICING: Based on FNS Instruction 782-5 Rev. 1, adult meals must be priced to include Entitlement and Bonus. Entitlement and Bonus includes Planned Assistance Level of \$0.43 and menu certification of \$0.08 for total of \$0.51, with a round down of \$0.50. For 2023-24 school year, adult prices must be no less than \$0.50 above the Highest Paid Student in the school food authority.

For additional questions, please reach out to the Resource Management team at pleexemption@isbe.net.



**Illinois State
Board of Education
Nutrition Department**

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Events, Meetings, and Deadlines

- **May 10** – [Healthy Meals Incentives Grants FAQ Webinar](#)
- **May 10** – [USDA Revision to Meal Patterns Proposed Rule comment deadline](#)
- **May 11** – [“Sourcing Local Foods Using Illinois Market Maker” webinar](#)
- **May 29** – ISBE offices closed for Memorial Day
- **June 30** – [Community Eligibility Provision \(CEP\) application deadline](#)
- **June 30** – [SNP Annual Application Deadline](#)
- **July 24-26** – [SAVE THE DATES! ISBE SNP Back to School Conference](#)

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?

- [Paid Lunch Equity Tool for School Year 2023-24](#)
- [Local Foods for Schools Cooperative Agreement Program](#)
- [Action Steps Required for Second Round of Supply Chain Assistance Funds](#)

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

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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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