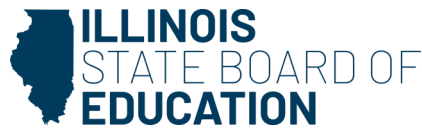




**THE OUTLOOK**  
A Monthly Newsletter for School Nutrition Programs



# IT'S ANNUAL APPLICATION TIME

## Complete the App in WINS by June 30

The School Nutrition Programs (SNP) application for School Year 2025-26 is available in the Web-Based Illinois Nutrition System (WINS). **Sponsors should complete the application by June 30, 2025.**

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 and other resources for the annual application are posted at <https://www.isbe.net/Pages/School-Nutrition-Applications-and-Reports.aspx>.

**INSTRUCTIONS & RESOURCES:** Sponsors should first view the recorded training, as there are new steps in the application and some of the information has changed for Program Year 2026. We ask sponsors to follow the instructions carefully to minimize wait times for assistance.

- [WINS Annual Application SY 25-26 Instructions](#)
  - ◇ [Presentation slides](#)

For those operating the [Seamless Summer Option](#) (SSO), there are extended application instructions available, as well as a recommended introductory training on SSO:

- [Seamless Summer Option Basics](#)
  - ◇ [Presentation Slides](#)
- [WINS Annual Application SY 25-26 With SSO Instructions](#)
  - ◇ [Presentation slides](#)



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](#)

## NEWS BITES

### DEADLINE REMINDER

The **Community Eligibility Provision (CEP)** application closes on June 30, 2025, for School Year 2025-26.

Those interested in applying should review the “CEP for Illinois Schools – Overview and Application Process” webinar. A link to the recorded video and a PDF of the slides is available under the “Application Process” section at <https://www.isbe.net/cep>.

### FOOD DISTRIBUTION PROGRAM

FFAVORS is open for all **Department of Defense (DOD) Fresh** program participants to place orders against the state balance until all School Year 2024-25 funds are expended or until June 30, 2025, whichever comes first. Please note that if you operate the Summer Food Service Program or Seamless Summer Option at your school, you may continue to order DOD for service in these programs. If you have questions, please contact Paula Williams at (217) 782-2491 or [pawillia@isbe.net](mailto:pawillia@isbe.net).

### UPCOMING WEBINAR

The last **ISBE School Nutrition Programs Update** webinar for the spring semester is set for 2-3 p.m. May 7. [Register online](#). If you missed any webinars, you can go to our [SNP Training and Professional Standards webpage](#) to watch the recording and download slides.

### INSTITUTE OF CHILD NUTRITION

The Culinary Institute of Child Nutrition webinar series continues on May 1 with a presentation on “**Reducing Sodium With Scratch Cooking in School Meals.**” The free training is set for 2-3 p.m. [Registration is under way online; click this link](#).

# Direct Certification and Processing HEAs

The Illinois State Board of Education’s Nutrition Department will host four regional workshop locations specific to Direct Certification and certification of Household Eligibility Applications (HEAs). There will be two opportunities in May and two opportunities in August. There is no registration fee for these workshops. Beverage service will be provided. [Registration is under way online](#).

This half-day workshop will be a training on the overall regulations related to the use of the Electronic Direct Certification System and certi-



fication of HEAs. Registration will begin at 8 a.m. with the workshop presented 8:30 a.m. to 12:30 p.m.

Staff members that work directly with the overall certification process at your school district are recommended to attend.

The dates and locations are:

- **May 7, 2025 – Grayslake**
- **May 8, 2025 – Collinsville**
- **Aug. 13, 2025 – Normal**
- **Aug. 14, 2025 – Naperville**

If you have any questions, please contact ISBE staff at (800) 545-7892 or via email at [cnp@isbe.net](mailto:cnp@isbe.net).

## 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 Representative 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](mailto: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](#).**

# Fresh Fruit and Vegetable Program

The Illinois State Board of Education Nutrition Department is accepting applications for eligible schools to participate in the U.S. Department of Agriculture's Fresh Fruit and Vegetable Program in School Year 2025-26.

The [USDA Fresh Fruit and Vegetable Program](#) (FFVP) is a federally assisted program providing free fresh fruits and vegetables to children at eligible elementary schools during the school day at a time outside of the meal periods. The goal of FFVP is to introduce children to fresh fruits and vegetables, to include new and different varieties, and to increase overall acceptance and consumption of fresh, unprocessed produce among children. FFVP also encourages healthier school environments by promoting nutrition education.

(Please note, the FFVP application is unrelated to DOD Fresh (FFAVORS), which is part of the [Food Distribution Program](#). FFVP is a limited program that operates separately from the National School Lunch and School Break-

fast Programs (NSLP/SBP). Additional information about FFVP can be found on ISBE's [Fresh Fruit and Vegetable Program webpage](#).)

**Program Eligibility:** Schools participating in the National School Lunch Program that have 50% or greater free and reduced-price eligibility percentage and serve students enrolled in elementary grades 8 or below are eligible to apply. Schools with the highest free and reduced-price eligibility percentage have the greatest chance of being selected for the program. [Potential applicants should review the USDA's Fresh Fruit and Vegetable Program - Handbook for Schools](#) to ensure an understanding of program requirements. Applicants must provide assurance they will operate FFVP in accordance with the program guidelines.

**Application Submission and Deadline:** Sponsors with eligible schools that wish to participate should access the FFVP Application link in the sponsor tasks tab in their program year 2025

School Nutrition Programs Application in WINS and refer to the [application instructions](#). FFVP applications must be **completed no later than May 9, 2025**, for consideration. Sponsors will be notified via email on whether their schools are selected for the program. If selected, schools must be prepared to begin the program at the start of School Year 2025-26.

**School Selection:** Selection of schools for participation in FFVP is determined by priority given to elementary schools with the highest free and reduced-price eligibility percentage. Schools that have the same free and reduced-price eligibility percentage are ranked from lowest to highest enrollment to allow the maximum number of schools to be allocated funding. Funding for this program is limited. The number of schools selected will depend on the amount of funding provided for the program year.

Questions about FFVP or the application can be directed to Emily Durbin at [edurbin@isbe.net](mailto:edurbin@isbe.net) or (217) 782-2491.

# School Breakfast Program Expansion Grant

The Illinois State Board of Education (ISBE) is seeking applications for the Fiscal Year 2026 School Breakfast Expansion Grant. **The application deadline is 4 p.m. May 8, 2025.**

The key objectives of the grant are to improve quality and nutritional standards of breakfast food served using less sodium and sugar and serving a variety of protein sources, whole grains, milk, fruits, and vegetables; establish, maintain, or expand a School Breakfast Program within qualifying schools; and increase School Breakfast Program participation in qualifying schools.

Eligible applicants of this funding opportunity are Local Education Agencies (LEAs) in Illinois that are also an approved School Food Authority (SFA) with a qualifying

school or group of qualifying schools. The term "qualifying school" means a school in severe need. This includes only schools (having a School Breakfast Program or desiring to initiate a School Breakfast Program) in which 40 percent or more of the National School Lunch Program (NSLP) lunches served to students at the school were served free or at a reduced-price in the second preceding school year.

A list of schools that qualify is available to download on ISBE's [School Breakfast Program webpage](#), where you can also find links to the Notice of Funding Opportunity/Request for Proposals (NOFO/RFP) and the grant application. For full details and requirements, those interested in this opportunity should review the NOFO/RFP document in its entirety, prior to submitting an application. Only one application may be submitted per SFA.



**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](mailto:cnp@isbe.net)  
Web: [www.isbe.net](http://www.isbe.net)

## Announcements, Events, & Deadlines

- May – National Egg Month, Recipe Highlight: [Breakfast Bowl](#)
- May 1 – [SFSP new sponsor application deadline](#)
- May 2 – [School Lunch Hero Day](#)
- May 7 – [“ISBE SNP Update” webinar](#)
- May 8 – [School Breakfast Program Expansion Grant deadline](#)
- May 9 – [Fresh Fruit and Vegetable Program deadline](#)
- May 26 – Memorial Day (ISBE offices closed)
- June – Turkey Lovers Month, Recipe Highlight: [Barbecued Turkey on a Bun](#)
- June 19 – Juneteenth (ISBE offices closed)
- June 30 – [CEP application deadline](#)
- June 30 – [Deadline to complete the Annual SNP Application in WINS](#)



*Please note this is not a complete list of events, meetings, and deadlines. Visit the ISBE Nutrition Department at [www.isbe.net/nutrition](http://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](mailto:program.intake@usda.gov)

*This institution is an equal opportunity provider.*

