



THE OUTLOOK

A Monthly Newsletter for School Nutrition Programs

USDA FOODS SHOW



The Illinois State Board of Education Nutrition Department is very excited to announce that we will be returning to an in-person USDA Foods Show this fall.

The one-day show is set for Thursday, Dec. 8, 2022, at the Wyndham Springfield City Centre (700 E. Adams St. Springfield, IL 62701). The show is free for attendees.

More details, including specific times and available continuing education units, will be coming soon on our [USDA Foods Show webpage!](#)

This year's theme is "Finding a Bountiful Balance."



WHEN: Thursday, Dec. 8, 2022

WHERE: Wyndham Springfield
(IL) City Centre

NEWS BITES

AWARD OPPORTUNITY



The School Nutrition Association is seeking nominations for its annual awards program. Categories for national and regional awards include Director of the Year, Manager of the Year, and Employee of the Year. More information is available [on the SNA website](#).



PROFESSIONAL DEVELOPMENT

The [Institute of Child Nutrition](#) has more Virtual Instructor-Led Trainings scheduled in November and December. The trainings are free but are limited to 25 participants per session. Training topics include “Basic Culinary Math,” “Utilizing the Cafeteria as a Classroom,” and more. ICN is funded by the U.S. Department of Agriculture. Register at <https://theicn.org/vilt/>.

FOOD BUYING GUIDE



The following new food yields are available: frozen cherries, frozen cauliflower rice, frozen diced carrots, frozen legumes (black-eyed peas, navy beans, and garbanzo beans), mini sweet peppers, and pearly farro. A new feature is also available on the [Food Buying Guide](#) (FBG) for Child Nutrition Programs Interactive Web-based Tool and FBG Interactive Mobile App. This new feature allows a Favorites List and Compare Items List to be exported as an Excel file for ease of use.

Apply for a 2023 Farm to School Grant

The 2023 Farm to School Grant Request for Applications is now open! The U.S. Department of Agriculture will award up to \$12 million in competitive grants to eligible entities through the Farm to School Grant Program in FY 2023.

A wide variety of entities are eligible to compete for funding through this grant opportunity, including schools and other institutions operating the National School Lunch Program, School Breakfast Program, Child and

Adult Care Food Program, and/or Summer Food Service Program.

You can get started by visiting the [Grants.Gov webpage](#) and “[Re-sources](#)” webpage.

The USDA has two webinars next month you will want to check out if you are interested in applying.

- “[Getting Familiar With the FY 2023 Farm to School Grant](#),” 1:30 p.m. Nov. 8
- “[Getting Your Grant Package Together](#),” 1:30 p.m. Nov. 9

Watch for USDA Survey on Supply Chain Disruptions

The U.S. Department of Agriculture’s Food and Nutrition Service (FNS) is conducting a web survey of all school food authorities (SFAs) that operate the Child Nutrition Programs and needs your input. The survey seeks to collect information on the continued challenges SFAs are facing due to ongoing food and labor supply chain disruptions, as well as the ways in which the transition to standard operations is impacting student participation in nutrition programs.

Your participation is vital to providing FNS with information they need to support school districts during this difficult time. Please take advantage

of this opportunity to share your experiences from this school year and communicate the specific issues you are facing in your community directly to FNS.

FNS will send you a link to complete the web survey in mid-November.

The survey has a maximum of 31 questions and is estimated to take approximately 20 minutes to complete. Please complete it as soon as you are able.

If you have any questions about this survey, please email cn surveys@usda.gov. Thank you in advance for your participation in this important effort.

Don't Forget Verification

All School Nutrition Programs sponsors who collected Household Eligibility Applications from July 1 to Oct. 1, 2022, must conduct the Verification and complete the Verification Summary Report (VSR).

Please note that sponsors in CEP districtwide do not collect HEAs so they do not have to complete the Verification Process or the VSR.

On Nov. 1, Steps 2-5 open on the VSR in the Web-Based Illinois Nutrition System (WINS) so sponsors can begin reporting the results of the Verification process. You will want to view the [newly posted training on how to submit Steps 2-5 of the VSR](#). These Verification activities should be complete



Visit our [Verification and VSR webpage](#) for trainings, forms, sample letters, and additional resources.

by Nov. 15.

Schools can start collecting Household Eligibility Applications for School Year 2022-23 beginning on July 1, the first

day of the new fiscal year. Then, on Oct. 1, School Nutrition Programs sponsors take a snapshot of benefits, an application count. This data is submitted for step one of the Verification Summary Report. A sample of applications is selected for review.

If you have not started the Verification process, you will want to ASAP because it takes some time after the initial Oct. 1 count to send notices to households and to proceed with the necessary follow-up and final notices.

You'll want to get started with the [SY 22-23 Verification Process and VSR training](#).

There is also a [Verification and VSR FAQs document](#) to assist schools.

PROFESSIONAL DEVELOPMENT

Sign Up for Upcoming Webinars

The University of Illinois Extension's ABCs of School Nutrition initiative recently added three online trainings to the calendar.

"Serve It Safely: Food Handler Training" is scheduled for 2-4:30 p.m. Jan. 11. This training is approved by the Illinois Department of Public Health; participants will receive a certificate good for three years. This training will also be offered on March 14.

"Food Allergies in School Nutrition" is set for 2-4 p.m. Jan. 19. Participants will review the differences between food allergies, intolerances, and food-related autoimmune issues; common allergens and how to identify them on nutrition labels; avoiding cross-contamination; and more.

[Registration for the trainings is under way online.](#)

ISBE partners with the U of I Ext. to provide free resources and trainings to support School Nutrition Programs in Illinois.

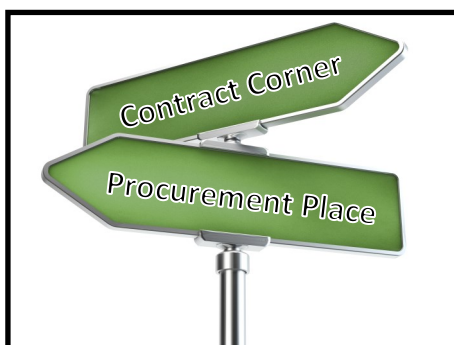
CULINARY INSTITUTE OF CHILD NUTRITION: ICN recently announced an upcoming webinar. **"Successful Implementation of Culturally Inclusive School Meals"** is set for 2 p.m. Nov. 3. This webinar is part of ICN's Culinary Institute of Child Nutrition Webinar Series. [Registration is online.](#) The Institute of Child Nutrition is funded by the U.S. Department of Agriculture.

ISBE UPDATE: The next ISBE Update from the Nutrition Department is scheduled for Nov. 30. A registration link is available at www.isbe.net/nutrition. In case you missed it, a recording and a PDF of the slides of the last ISBE Update on Oct. 26 is available at www.isbe.net/snpb2s.

Procurement Procedures

Each School Food Authority (SFA) is required to have its own documented procurement procedures in place that are compliant with federal regulations (2 CFR 200.318) and all applicable state and local laws and regulations. Procurement procedures are written standards by which the SFA conducts all purchases made with funds from their nonprofit school food service account. An SFA's procurement procedures may vary from SFA to SFA because they are specific to the interworking of each SFA. Therefore, what works for one SFA may not work for another SFA. With that in mind, below is a summary of the minimum content requirements for an SFAs procurement procedures. For more in-depth descriptions of each requirement visit [2 CFR 200.318](#).

- Must provide for the SFA to have oversight procedures and documentation requirements related to all school nutrition programs procurements/purchases.
- Must have written standards of conduct covering conflicts of interest that prohibit officers, employees and agents from soliciting or accepting gratuities, favors or anything of monetary value from con-



If you have any questions, please feel free to reach out to our staff at nutritionprocurement@isbe.net.

- tractors or parties of subcontracts.
- Must avoid acquisition of unnecessary or duplicate items.
- Must award contracts only to responsible contractors.
- Must require maintenance of records sufficient to detail the history of all procurements.
- Must require the performance of a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold, including contract modifications and
- Must take steps to assure that small, minority and women's businesses enterprises and labor sur-

plus firms are used when possible.

ISBE does have a couple of sample or template procurement procedures that an SFA may use and modify in order to include the specifics of their SFA, as long as the modification still meet all of the required subject areas. This document is a sample and is not intended to be all-inclusive. This document does not replace pre-issuance contracts with Vendors and Food Service Management Companies as required by ISBE. The SFA is ultimately responsible to ensure that the local procurement procedures comply with all Federal Regulations, State Rules and Regulations, and local procurement policies.

- [Sample Procurement Procedures: SFSP/CACFP \(ISBE\)](#)
- [Sample Procurement Procedures: SNP \(ISBE\)](#)
- [Sample Procurement Procedures: SNP \(ADE\)](#)

When writing and using the SFAs written procurement procedures, these are supposed to be used to guide the SFA in conducting a procurement that follows all applicable rules, regulations and guidance and should be written in a user friendly manner that is easy to follow.

In Case You Missed It: Team Nutrition Webinar

The recording of the Aug. 31 webinar on "Back to School Success With Team Nutrition's Menu Planning Tools and Resources" is now available for all school nutrition professionals.

Two versions of this U.S. Department of Agriculture Team

Nutrition webinar recording are available:

- English captioned: <https://www.youtube.com/watch?v=2HCHSorXFMo>
- Spanish captioned: https://www.youtube.com/watch?v=3SLFOvi_D-g



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Events, Meetings, and Deadlines

- Nov. 3 – [“Successful Implementation of Culturally Inclusive School Meals”](#)
- Nov. 8 – ISBE offices closed for General Election Day
- Nov. 8 – [“Getting Familiar With the FY 2023 Farm to School Grant”](#)
- Nov. 9 – [“FY 2023 Farm to School RFA: Getting Your Grant Package Together”](#)
- Nov. 11 – ISBE offices closed for Veterans Day
- Nov. 24-25 – ISBE offices closed for Thanksgiving
- Nov. 30 – [ISBE Update](#)

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?

- [FOOD RECALL: Bob Evans Italian Sausage Products Shipped to Retail Locations](#)
- [Sign Up for Free Institute of Child Nutrition Trainings](#)
- [ABCs of School Nutrition Trainings Announced](#)
- [SFAs Tentatively Selected for SY 22-23 Administrative Review](#)

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

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