



# THE OUTLOOK

A Monthly Newsletter for School Nutrition and Wellness Programs

## TRAINING 101

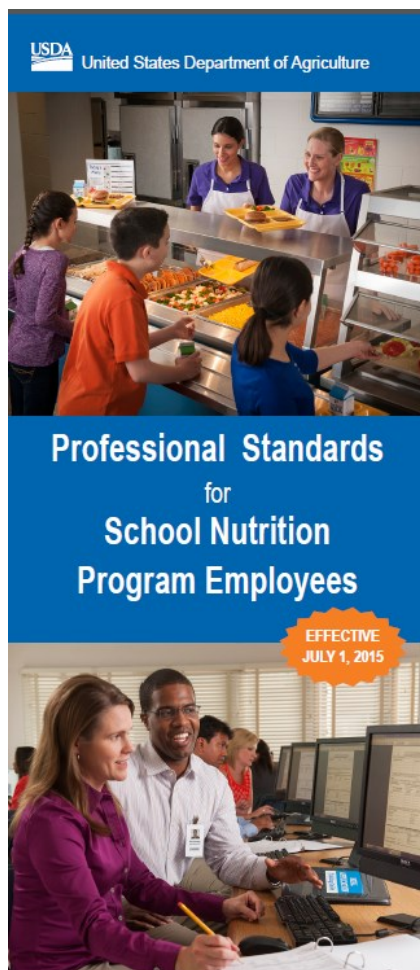
### Know the USDA Requirements for Professional Standards

**A**s part of the Healthy, Hunger-Free Kids Act (HHFKA), the U.S. Department of Agriculture established [Professional Standards for School Nutrition Programs Personnel that set hiring and training requirements](#). (Check out our [School Nutrition Programs Back to School Conference presentation](#) for a full overview of the requirements.)

School Nutrition Program Directors must have at least 12 hours of annual continuing education/training. (These hours are in addition to the food safety training required in the first year of employment.) School Nutrition Program Managers must have at least 10 hours, and School Nutrition Program Staff are required to have six hours. (Part-time employees with less than 20 hours per week are required to have at least four hours.)

Training can be from a variety of sources, including ISBE, the USDA, and professional associations and organizations. ISBE's Nutrition and Wellness Programs Division offers a variety of workshops and webinars each year to help meet training requirements and help build skills crucial for the health of our students.

In case you missed it, ISBE staff recently held "Certification of Household Eligibility Applications" and "Electronic Direct Certification System Overview" webinars. These recorded webinars and many others can be found under the "School Nutrition Programs Archived Webinars and Workshops" tab on our ["Resources, Webinars, and Workshops" page](#). A summary of available training resources is also on Pages 9 and 10 of this issue.



The USDA's Team Nutrition has a variety of resources on Professional Standards for School Nutrition Program Employees, [including this brochure](#) and [a booklet](#) with greater detail.

# NEWS BRIEFS



## CACFP RESOURCES

The U.S. Department of Agriculture recently announced the release of the “**Serve Tasty and Healthy Foods in the Child and Adult Care Food Program (CACFP)**” poster series. Check out these new meal pattern training tools and other resources on the [USDA’s Team Nutrition site](#). Find out more about the CACFP program on the [ISBE website](#).

## CDC HEALTHY SCHOOLS



New CDC Healthy Schools [web pages](#) provide an overview of physical education and physical activity in schools and the **Comprehensive School Physical Activity Program (CSPAP)** framework. They also provide links to youth physical activity facts, youth physical activity guidelines, and a toolkit that highlights strategies schools, families, and communities can use to support youth physical activity.

## SNA NEWS



### National School Lunch Week 2017

will be celebrated Oct. 9-13. The [School Nutrition Association’s](#) free downloadable #NSLW17 tools will help you promote this year’s theme, “School Lunch: Recipes for Success,” and build a celebration full of unique flavors! In other SNA’s **2018 Annual National Conference (ANC)** is set for July 9-12 in Las Vegas. The organization issued a call for proposals. Proposals must be received by Sept. 29.

# New USDA Policy Memo Highlights

- ◆ [SP40-2017, 2017 Edition of Accommodating Children With Disabilities in the School Meal Programs](#). This guide provides guidance on the requirement for school food authorities to ensure equal access to Program benefits for children with disabilities, which includes providing special meals to children with a disability that restricts their diet. The guide includes nine major sections: Introduction; Statutory and Regulatory Requirements; Making a Meal Modification; Reimbursement for Modified Meals; Meal Modifications and Substitutions; Meal Service Accommodations; Procedural Safeguards and Training; Non-Disability Situations; and Appendices.
- ◆ [SP38-2017, Compliance With and Enforcement of the Buy American Provision in the NSLP](#). The Food and Nutrition Service has continued to receive a number of inquiries relating to the details and enforcement of the Buy American provision in 7 CFR 210.21(d). This memorandum replaces SP 24-2016, Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, dated February 03, 2016. This guidance provides several updates, including suggested contract language to be utilized in solicitations, and serves to reinforce the importance of the Buy American provision to our economy and its positive effects on small and local businesses.
- ◆ [SP37-2017 Flexibility for Co-Mingled Preschool Meals: Questions and Answers](#). This memorandum provides guidance on meals served to preschoolers when they are in the same service area at the same time as grade K-5 students, and it includes

View all policy memos for the National School Lunch Program, School Breakfast Program, and the Special Milk Program on the [USDA website](#).

Questions and Answers. Additional guidance on the National School Lunch Program’s and School Breakfast Program’s (School Meal Programs) infant and preschool meal pattern requirements will be issued soon.

- ◆ [SP36-2017, 2017 Edition of the Eligibility Manual for School Meals](#). The manual provides comprehensive information on Federal requirements, policies, and procedures, and is intended to help State agencies and local educational agencies accurately determine, certify, and verify children’s eligibility for free and reduced price school meals and free milk. This edition incorporates clarifications requested by State agencies and Food and Nutrition Service Regional Offices, as well as applicable guidance issued since the last revision in July 2016. Notable changes are highlighted throughout the manual. Formatting changes and minor changes to the language are not highlighted, as they do not represent a change in policy.

# Be Up-to-Date on Civil Rights Requirements

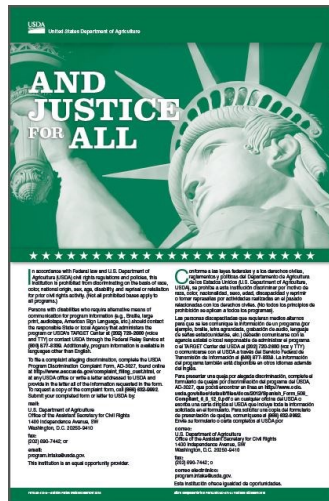
Civil Rights training is required on an annual basis for all front line staff. This annual training helps to ensure that staff understand civil rights related laws, regulations, procedures, and directives. The required topics for training include:

- Collection and use of data
- Effective public notification systems
- Complaint procedures
- Compliance review techniques
- Resolution of noncompliance
- Requirements for reasonable accommodation of persons with disabilities
- Requirements for language assistance
- Conflict resolution
- Customer service

Training materials and a training tracking form are available on our [Civil Rights webpage](#). A recorded training module is available to assist you in completing your requirement for an annual training.

**Training Tips:**

- Utilize the brochure and other materials available on our website.
- Cover the basics and where to locate additional information.
- Provide an understanding of the origin of the requirements.
- Stress recognizing and valuing differences.
- Use relevant examples and situations to illustrate concepts.



**The USDA's "And Justice for All" poster must be prominently displayed and visible to program applicants and participants. They are available free of charge. Send requests to [cnp@isbe.net](mailto:cnp@isbe.net) with the sponsor name, mailing address, and the number of posters needed.**



## Don't Forget the 'Emergency Care for Choking Poster'

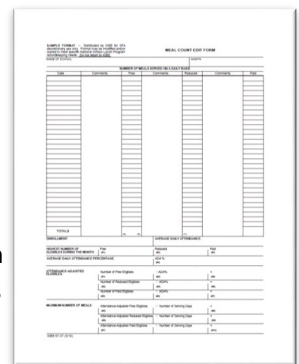
Did you know the Emergency Care for Choking poster is required in all food establishments, including school cafeterias.

The poster is available at no cost from the Illinois Department of Public Health, which can be contacted at (217) 785-2080.

An English and Spanish version is also available on the [IDPH website](#). You'll find it on the right hand side of the page under "Publications."

## Meal Count Edit Form Update!

The [meal count edit form](#) that has been required each month to check daily and monthly meal counts against eligible is **no longer required**. The claim system in WINS currently performs the same edits and therefore, the paper meal count edit form will no longer be required each month.





# Welcome Back!

## USDA's Team Nutrition Offers Resources for the New School Year



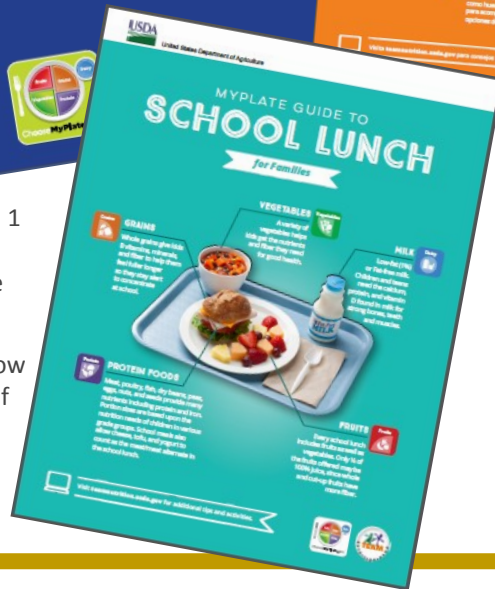
**S**chool Year 2017-18 is right around the corner and many schools are already busy preparing for an academic year filled with fun learning experiences for students to enjoy. Remember that [Team Nutrition](#) has training materials that help schools integrate nutrition education into the classroom while also making connections in the cafeteria, at home, and throughout the community.

Team Nutrition is an initiative of the USDA Food and Nutrition Service to support Child Nutrition Programs through training and technical assistance for foodservice, nutrition education for children and their caregivers, and school and community support for healthy eating and physical activity.

Here are some of the great resources:

- [Discover MyPlate: Curriculum Training for Teachers](#): Use this training to help boost educators' confidence in teaching nutrition concepts and conducting food preparation activities with kindergarteners. Slides and handouts for the teacher training can be found [here](#). After the training, teachers can get started with the [Discover MyPlate: Nutrition Education for Kindergarten](#) kit, which includes a [teacher's guide](#) explaining the six lessons and how they help to meet educational standards.
- [Serving Up MyPlate: A Yummy Curriculum](#): MyPlate kits are available for three levels: Level 1 (Grades 1-2), Level 2 (Grades 3-4), and Level 3 (Grades 5-6). Each kit includes a teacher's guide with three lessons.
- [MyPlate Guide to School Lunch Infographic](#): Show parents, students, and teachers how a variety of healthy foods from each MyPlate food group is included as part of a school lunch.

- [MyPlate Guide to School Breakfast Infographic](#): Highlight healthy foods that are part of a balanced school breakfast. Learn about why eating breakfast is important for learning, and how parents can help their child eat a healthy breakfast at school.
- [From East to West, Eat What's Best: A Pen Pal Program](#) is a great activity for kicking off the school year. Help students connect with their peers in a different part of the United States to share information about their favorite fruits, vegetables, and whole grains. Find this and other events ideas for the entire year in the [Team Nutrition Popular Events Idea Booklet](#).



Schools participating in the National School Lunch Program are invited to [sign up as Team Nutrition Schools](#).

# Menu Boards for NSLP, SBP Schools

**W**ith feedback from Illinois school nutrition professionals, a menu board below has been designed. The menu board total size will be 26 inches wide and 32 inches tall and will securely hold four standard letter-sized sheets of paper horizontally. This will allow the menu planner to customize the menu board to meet specific needs. Some schools may include a breakfast menu, a lunch menu, information about Offer Versus Serve, and meal prices. Some schools may include a lunch menu, meal prices, a nutritional fact sheet, and reimbursable meal combinations. The flexibility is built in.

The initial mailing of the menu boards occurred in August 2017, and we anticipate additional menu boards available. If you would like to request a menu board for a National School Lunch and/or School Breakfast Programs school, please complete the [online survey](#) as soon as possible. The number of menu boards are limited, therefore orders will be filled first in the order they are received.

**Menu Boards are intended for schools participating in the U.S. Department of Agriculture's National School Lunch and/or School Breakfast Programs only.** Orders for non-participating schools will not be filled.

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



Menu board supplies are limited and will be available on a first-come, first-served basis. Get started at <https://www.surveymonkey.com/r/MBSEPT17>.

## IL-IA 2017 School Wellness Conference Scheduled for Nov. 2

**T**he early bird registration deadline is Sept. 15 for the [Illinois-Iowa 2017 School Wellness Conference](#), which is scheduled for 8 to 3 p.m. Thursday, Nov. 2, in Rock Island.

The conference will be hosted by the Action for Healthy Kids teams in Iowa and Illinois. Conference sessions

highlight successful school health and wellness-related outreach in schools, innovative projects that improve the overall health of the school community, and emerging issues impacting school health and wellness.

A [Pre-Conference School Health Team Training](#) is scheduled for 4-8 p.m. Wednesday, Nov. 1.

Check out ISBE's [School Nutrition and Wellness Champions webpage](#). The

page recognizes excellence in the field, highlighting best practices and award-winners from across the state.



# All About The Outlook

Make Sure Everyone on Your Staff is Getting Our Monthly Newsletter

**T**he Outlook is the ISBE Nutrition and Wellness Programs Division's monthly newsletter for School Nutrition Programs. The publication is an important resource for school nutrition professionals to keep up with U.S. Department of Agriculture and state regulations, upcoming webinars and events, best practices and recognition, and much more.

The PDF document is distributed through the IWAS (ISBE Web Application Security) system in WINS (Web-based Illinois Nutrition System) to district superintendents (authorized representatives), sponsor contacts, and sponsor claim contacts.

The authorized representative must be the individual that



is legally and financially responsible for the administration of the entire school district and is used by all divisions of the Illinois State Board of Education. If you have an update to the individual that is legally and financially responsible for the district you will want to change that information through the [Entity Profile System](#). The other contacts can be edited in WINS by clicking the edit icon above the current names listed.

The Outlook is also distributed through a listserv. Anyone can sign up by sending the email addresses to be added or removed to Tim Murphy at

[tmurphy@isbe.net](mailto:tmurphy@isbe.net).

Issues are archived online at <https://www.isbe.net/Pages/Nutrition-and-Wellness-Newsletters.aspx>.

## Register for the 'Enhancing P.E. in Illinois: Updates, Next Steps, and a Success Story!' Webinar

**T**he Illinois Public Health Institute will be co-hosting a webinar entitled "Enhancing P.E. in Illinois: Updates, Next Steps, and a Success Story!" with the Illinois State Board of Education from 2-3 p.m. Tuesday, Sept. 19.

Geared toward school administrators, this webinar provides an overview of the enhanced P.E. intervention and new P.E. requirements, implementation guidance, updates from ISBE on the first round of fitness testing and a district success story.

**Target audience:** School superintendents, administrators, principals, curriculum staff, and P.E. teachers.

The webinar will be recorded. One CPDU is available. [Register online.](#)

## Cook Up Something New This School Year

**T**he U.S. Department of Agriculture's [Team Nutrition](#) has more fantastically fun and nutritious USDA recipes ready for you to try!

Featuring legumes, whole grains, and dark green, red, and orange vegetables, these recipes are standardized to yield 25-50 servings for CACFP and 50-100 servings for schools, and provide updated crediting information for use in Child Nutrition Programs.

Check out these new recipes for schools:

- [Vegetable Quesadilla](#)
- [Chinese Style Vegetables With Tofu](#)
- [Whole-Grain Dinner Rolls](#)
- [Spiced Oatmeal](#)





# Summer Success!



## Summer Food Service Program and Summer Seamless Option Step Up When School Not in Session

**T**hanks to everyone who helped bring Summer Meals to children across Illinois! ISBE's Nutrition and Wellness Program's Division counts on the help of School Food Authorities to cooperate with Summer Food Service Program sponsors to inform families of the availability and location of free summer meals for students when school is not in session.

ISBE teams up with partners and sponsors to offer free meals to children each summer at more than 2,000 sites across Illinois. Participants can call (800) 359-2163, text "FoodIL" to 877-877, or visit [SummerMealsIllinois.org](http://SummerMealsIllinois.org) to find the closest meal sites. ISBE's partners, No Kid Hungry and the Illinois Hunger Coalition, staff the hotline and texting numbers, referring families to feeding sites during the summer months.

Please make a note to help us spread the word next summer season and enjoy these images from Summer Meals 2017!



Chicagoland Summer Meals sites held a family kick-off event on June 23 in Horner Park.



ISBE staff joined the Greater Chicago Food Authority on Aug. 8 for a Summer Meals breakfast event. Many Summer Meals sites incorporate activities with nutritious food.

The Jesse White Tumblers perform at a Summer Meals kick-off event on June 23 in Chicago's Horner Park.





**Illinois State  
Board of Education**  
*Nutrition & Wellness  
Programs Division*

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)

## Events, Meetings & Deadlines

- Sept. 4 – ISBE offices closed for Labor Day  
Oct. 9 – ISBE offices closed for Columbus Day  
Oct. 9-13 – [National School Lunch Week](#) (School Nutrition Association)  
Nov. 2 – [Illinois-Iowa 2017 School Wellness Conference](#) (Action for Healthy Kids)

Please note this is not a complete list of Nutrition Wellness Programs Division events, meetings, and deadlines. Visit us online at [www.isbe.net](http://www.isbe.net).

## What's New Online?

- [School Year 2017-18 Household Eligibility Documents](#)
- [Fiscal Year 2018 Income Eligibility Guidelines](#)
- [Tentative List of SFAs to Receive an Administrative Review in SY 2017-18](#)
- [CACFP Meal Pattern Training](#)
- [SNP: Back to School Conference presentations archive](#)
- [Whole Grain-Rich Product and Milk Exemption Request](#)
- [Accommodating Children With Disabilities in the School Meal Programs](#)

Visit the Nutrition and Wellness Programs Division at <https://www.isbe.net/Pages/Nutrition-and-Wellness.aspx>.

## Non-Discrimination Statement

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at <https://www.ascr.usda.gov/how-file-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
2. **Fax:** (202) 690-7442; or **Email:** [program.intake@usda.gov](mailto:program.intake@usda.gov).

*This institution is an equal opportunity provider.*





## SCHOOL NUTRITION PROGRAMS

# TRAINING RESOURCES



## ISBE Nutrition and Wellness Programs

ISBE's Nutrition and Wellness Programs Division offers a variety of workshops and webinars throughout the year. Watch for new upcoming events on our [School Nutrition Programs webpage](#) under the "Training Opportunities" tab, where you will also find a link to archived training videos and presentations. Here is a look at some of the [SNP archived webinars](#) available to catch you up to speed on topics and meet [Professional Standards for all School Nutrition Programs Employees](#) annual training hours.

### **NSLP and SBP Verification Process**

This training is on the overall regulations related to the use of the Electronic Direct Certification System, certification of Household Eligibility Applications and Verification efforts. Staff that work directly with the overall certification process at your school district would be the best persons to view this training session.

### **Community Eligibility Provision Overview**

Learn the qualifications for the Community Eligibility Provision and how you can determine if CEP would be beneficial to your school and how it impacts other programs in your school district.

### **Direct Certification**

The use of the Electronic Direct Certification System is required by the USDA to certify students with SNAP, TANF, Income Eligible Medicaid, Foster, Homeless, Migrant, and Head Start status. Direct certification provides free meal benefits without the completion of the Household Eligibility Application. This webinar provides an overview of this system.

### **Certification of Household Eligibility Applications**

Households annually apply to each participating school to receive free or reduced price meal benefits via the completion of a household eligibility application (HEA). This webinar provides an overview of the process used by participating schools to distribute, review, and approve/deny such HEAs.

### **Introduction to School-Based Child Nutrition Programs**

This overview is great for new staff to learn the basics on such topics as USDA Foods, Menu Planning, and more.

## Paid Lunch Equity

Paid Lunch Equity (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.

## HealthierUS School Challenge: Smarter Lunchrooms

Learn about this voluntary certification initiative recognizing schools enrolled in the U.S. Department of Agriculture's Team Nutrition that have created healthier school environments through promotion of nutrition and physical activity.

## How to Submit Meal Claims in WINS

Staff with ISBE's Funding & Disbursements Division present this webinar on submission of claims for reimbursement using the Web-based Illinois Nutrition System (WINS).

## Contact Information

◆ **NUTRITION & WELLNESS PROGRAMS:** Contact us for information related to rules and regulations of the School Nutrition Programs, program implementation information, menu planning, food safety, USDA Foods, contracts, administrative reviews, and technical assistance with the operations of your school meal program.

**Website:** [www.isbe.net/nutrition](http://www.isbe.net/nutrition)

**Administrative Handbook:** [www.isbe.net/nutrition/sbn\\_handbook/toc.htm](http://www.isbe.net/nutrition/sbn_handbook/toc.htm)

**Phone:** (800) 545-7892 or (217) 782-2491

**Email:** [cnp@isbe.net](mailto:cnp@isbe.net)

◆ **IWAS HELPDESK:** Contact the IWAS helpdesk for assistance with your IWAS account, IWAS login and password questions, access to systems and general IWAS, or WINS system technical assistance.  
**Phone:** (217) 558-3600

◆ **FUNDING & DISBURSEMENTS DIVISION:** Contact the Funding and Disbursements Division with questions regarding your claims for reimbursement and payment information.

**Guidance Document:** [www.isbe.net/funding/pdf/wins-claim-inst.pdf](http://www.isbe.net/funding/pdf/wins-claim-inst.pdf)

**Phone:** (217) 782-5256

◆ **DATA ANALYSIS DIVISION:** For assistance in updating official school records such as schools name, address, phone number, fax number, or administrator information, contact the Data Analysis Division staff that work with the Entity Profile System (EPS).

**Help Document:** [www.isbe.net/research/pdfs/eps-guide.pdf](http://www.isbe.net/research/pdfs/eps-guide.pdf)

**Phone:** (217) 558-3600 or (217) 782-3950.



University of Illinois Extension

# the **ABCs** of school nutrition

Professional Standards Portal for Illinois School Nutrition Employees

Funding provided by the Illinois State Board of Education



## New Menu of Training Options Coming Soon!



We are working on revamping our in-person training options to better meet your needs and kick off the school year right! In the meantime, our online self-paced modules and recorded webinar-style trainings are still available through the "Online Courses" tab on our website (you must be logged in to view the full menu). If you are having trouble printing certificates or accessing any of our courses, please e-mail us at [schoolnutrition@illinois.edu](mailto:schoolnutrition@illinois.edu)!

Access all of our online courses at <http://go.illinois.edu/abcsofschoolnutrition>



### Welcome to the Meal of the Month Club!

Congratulations to Lemay Middle School (West Chicago, IL) for winning August's Meal of the Month contest! Their complete reimbursable meal of chicken enchiladas with brown rice, carrot sticks, fresh pear, and low-fat milk is colorful, combines different textures, and includes a promotional sign to draw attention to the combo!

#### *Want to win \$100 of nutrition swag for your school?*

Submit photos of your healthy, beautifully plated school meals to [schoolnutrition@illinois.edu](mailto:schoolnutrition@illinois.edu) or share on our Facebook, Twitter, or Instagram pages!

**SEPTEMBER ENTRIES DUE 9/22, 5:00 PM**



### FEATURED SCHOOL RECIPE - Fiesta Wraps!

From the USDA Mixing Bowl: "This delicious main dish features a quinoa and black bean filling seasoned with spices, lime juice, and a medley of carrots, red peppers, red onions, and reduced-fat cheddar cheese." Scaled for 50 or 100 servings!

Get the recipe here: <https://whatscooking.fns.usda.gov/quantity/child-nutrition-cnp/fiesta-wrap-0>





# Spotlight on Success!



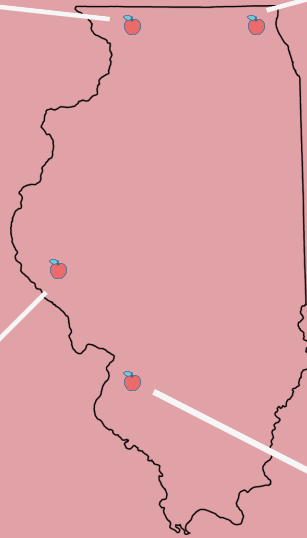
Staff from 7 districts attended an ABCs of School Nutrition Learning Institute in August (Pearl City, IL), earning 6 hours of USDA Professional Standards Credit!



Illinois Hunger Coalition partnered with us for Nutrition Essentials 101 in Grayslake. Participants learned about wellness policies, Smarter Lunchrooms, and more.



Staff from Western School District in Pike County made sodium-free ranch seasoning and other recipes in their "Spice it Up!" training.



After scoring Gold on their Smarter Lunchrooms assessment earlier this year, William-Holliday Elementary is ready for SY 2017-2018 with a freshly decorated cafeteria!

Does your district need nutrition guidance? We can help with Breakfast After the Bell, Smarter Lunchroom strategies, grant applications, staff training, and more.

E-mail us today to get connected with your local ABCs of School Nutrition staff!



## STAY IN TOUCH!

E-mail: [schoolnutrition@illinois.edu](mailto:schoolnutrition@illinois.edu)

Website: <http://go.illinois.edu/abcsofschoolnutrition>

Sign up for our monthly e-newsletter: [http://eepurl.com/csOT\\_9](http://eepurl.com/csOT_9)

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