

THE OUTLOOK

Your Guide to School-Based Child Nutrition Programs



Healthy, Hunger-Free Kids Act of 2010 Passed

The Healthy, Hunger-Free Kids Act was signed by President Obama on December 13, 2010, reauthorizing the Child Nutrition Programs.

The Healthy, Hunger-Free Kids Act of 2010 will improve the quality of school breakfasts, lunches and other foods sold in schools while also strengthening nutrition programs that serve young children, including Women, Infants, and Children (WIC) and the Child and Adult Care Food Program (CACFP).

The bill is an important advancement of the Obama Administration's goal of solving the problem of childhood obesity within a generation, which First Lady Michelle Obama has championed through the Let's Move! Initiative.

Watch for further information in upcoming *Outlooks*.

Important Public Health Notice Issued Regarding Norovirus



The Illinois Department of Public Health (IDPH) reports a marked increase in reported outbreaks of Norovirus in schools and daycare facilities. The Norovirus is a very contagious

acute gastrointestinal virus characterized by diarrhea, vomiting, and stomach pain. ISBE has posted IDPH's guidance on limiting the spread of the virus and exclusion recommendations for children and staff in schools and daycare facilities at <http://www.isbe.net/esd/pdf/Norovirus.pdf>. Staff involved in food preparation should be restricted from preparing food for **48 hours** after symptoms stop. The staff may perform other duties not associated with food preparation 24 hours after symptoms have stopped.



JANUARY 2011 — THE OUTLOOK

WHAT'S NEW

Healthy, Hunger-Free Kids Act of 2010 Passed	1
Important Public Health Notice Issued Regarding Norovirus..	1

TAKING CARE OF BUSINESS

School Breakfast Program Mandate	2
Eligibility of Expanded Learning Time Programs for Afterschool Snack and Supper Service in NSLP and CACFP	2
How to Ensure a Tip-Top Review (Part Two)	2
On-Site Review Requirements—Complete No Later than February 1	3
Claim Common Cent\$—Severe Need Breakfast Reimbursement— How Do I Qualify?	3

USDA FOODS

School Year Annual Commodity Order Period is Here	4
New Items Offered on the School Year 2012 Annual Order Form	4

SPOTLIGHT ON SCHOOLS

944 HealthierUS Schools Certified Nationally as of December 20, 2010	4
Kudos to the 1,325 Illinois Team Nutrition Schools	4
Reminder! HealthierUS School Challenge Mini-grants Due January 14.....	4

FLAVOR OF THE MONTH

Menu Tips from HealthierUS Certified Schools	5
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PROFESSIONAL DEVELOPMENT

Date Saver!—School Nutrition Association's Annual Conference.....	5
--	---

THE MELTING POT

Loan Library Selection of the Month!— <i>Take Ten!</i>	5
Calling All Artists!.....	5
Does Your Food Service Operation Cycle?	6
Who Are You Going to Call? In the Division of Nutrition Programs.....	6
Join <i>The Outlook</i> Newsletter List Serve	7

CALENDAR OF EVENTS.....

.....	7
-------	---

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Taking Care of Business

School Breakfast Program Mandate

The Childhood Hunger Relief Act (Public Act 096-0158) mandates that a school must provide a breakfast meal if it had 40 percent or more students eligible for free or reduced-price lunches in the preceding school year. Requests for exemptions from this mandate must be sent to your Regional Office of Education no later than February 15 of each year. For additional information on this mandate, including how to determine which schools are mandated, go to http://www.isbe.net/nutrition/htmls/hb_756.htm.

Eligibility of Expanded Learning Time Programs for After-School Snack and Supper Service in NSLP and CACFP

Recent guidance from the USDA on the Afterschool Snack and Supper Service has extended the types of programs that may qualify for reimbursement. Educational programs are evolving and many programs are aimed at serving at-risk children by operating expanded learning times longer than the traditional school day. “Expanded learning time” is a common term used in the education arena to describe schools or school districts that add significantly more school time for academic and enrichment opportunities to improve student achievement.

Therefore, a school operating longer than the traditional school day may be eligible for afterschool snack reimbursement through the National School Lunch Program (NSLP) or the Child and Adult Care Food Program (CACFP), provided that it operates a school day that is at least one hour longer than the minimum number of school day hours required for the comparable grade levels by the local educational agency in which the school is located. All other program requirements for determining eligibility for snack and supper afterschool care programs remain the same.

Please review the updated After-School Snack Service in NSLP Fact Sheet available online at http://www.isbe.net/nutrition/pdf/afterschool_fact_sheet.pdf. For more information about the CACFP At-Risk After-School Snack and Supper Program Fact Sheet online at http://www.isbe.net/nutrition/pdf/child_at_risk.pdf.

How to Ensure a Tip-Top Review (Part Two)

This is the second part of the series of articles on “How to Ensure a Tip-Top Review”- working toward

compliance. Here are some tips on how to prepare for a National School Lunch Program (NSLP) Administrative review. These reviews are actually called “CRE” (Coordinated Review Effort) reviews. The cycle for the reviews is every four-to-five years. When your district’s cycle approaches, an announcement letter will be sent with a checklist provided. An Illinois State Board of Education (ISBE) monitor will call to schedule the review dates. This Administrative Checklist can be found at: http://www.isbe.net/nutrition/pdf/nslp_review_checklist.pdf.

As noted in the November article, the first article addressed the LEA responsibilities. This second article addresses the responsibilities of the sites and the third part will deal with more general areas.

For further information on the CRE review, go to pages 4-6 at the following link: http://www.isbe.net/nutrition/sbn_handbook/reviews.pdf.

After each area, there will be a link to the administrative handbook for further information.

Site Responsibilities:

Meal Counting and Claiming

1. Meal counts must be taken at point of service.
2. Meal counts must be accurately consolidated DAILY, at the end of each meal service, based on menu planning approach.
3. Sites should be mindful of their daily counts to ensure that there are not any problems with claiming meals in excess of the highest number of eligibles (per category). Meal count edits conducted at the end of the month can help identify these errors or other potential issues.
4. To ensure proper meal counts, the LEA must conduct “On-site Reviews” (for LEAs with more than one feeding site) no later than February 1 (this remains on file at the LEA).
5. Sample Form: http://www.isbe.net/nutrition/sbn_handbook/benefit.pdf.

Menus

During an Administrative Review, the monitor will look at the menu for the month of review as well as the day of review. Here is what will be needed for each:

1. Month of Review:
 - a. Menus must be on file for all meal services claimed: breakfast, lunch and snacks. If part

of other Child Nutrition Programs, e.g. CACFP At-Risk Snacks/Suppers; must have menus for them as well.

- b. Depending on menu planning approach; ensure menus contain all the daily and weekly required food components.
 - c. If NuMenus, a weekly nutritional analysis must be available for the month of review and it must meet all requirements.
2. Day of Review
- a. All required components must be available for students based on the menu planning approach during the entire meal service.
 - b. Each meal counted on the day of review must contain the required number of components whether the site implements “Offer vs. Serve” or not.
 - c. Portion sizes must be served based on a current planned and complete production record and nutrient analysis.
 - d. Medical exception statements must be on file for students with disabilities or special dietary needs in which meal accommodations are made.

Production Records, Standardized Recipes, and Nutritional Information

1. Production Record must be on file for the month of review and the day of review.
2. Production Records must contain the required information.
3. Standardized recipes must be on file and must be current and complete.
4. Nutritional information in the form of CN labels, nutrient labels or processed product information must be on file.
5. Sample Form:
http://www.isbe.net/nutrition/sbn_handbook/menu_planning.pdf.

Watch for part three, the final article in this series, in the February 2011 *Outlook*. It will cover more general areas.

On-Site Review Requirements—Complete No Later than February 1

National School Lunch Program (NSLP) regulations require each School Food Authority (SFA) with more than one site where reimbursable meals are served to annually review each site’s meal count and claiming procedures. This is a reminder that On-Site Reviews must be completed by February 1 of each school year. Documentation must

be maintained on file at the site or SFA office for three years plus the current year. The review must be conducted by SFA personnel and may not be conducted by contracted parties. See Reviews section of the Basic Training Manual at <http://www.isbe.net/nutrition/htmls/workshops.htm>.

Claim Common Cent\$



Funding & Disbursement Services Division
Phone 217/782-5256
Fax 217/782-3910

Severe Need Breakfast Reimbursement— How do I Qualify?

A School Food Authority (SFA) may be eligible for a higher rate of reimbursement for breakfasts served to eligible children in the current school year based on USDA criteria for *severe need*. Severe need reimbursement is for sites serving breakfast to a large number of low income students. To be eligible for Severe Need Breakfast (SNB) reimbursement, a site must meet the following criteria:

- Forty percent or more of the lunches claimed at the site in the second preceding school year were served free or at a reduced price, and
- The site is participating in or initiating a School Breakfast Program.

Sponsors will automatically receive the higher rate of reimbursement for each eligible site. Eligibility is shown on the site application which is completed annually through Child Nutrition ACES in IWAS. Claim fields for SNB will be displayed on the site claim for eligible sites and will be automatically filled in based on the number of free and reduced breakfasts claimed.

The SFA must maintain documentation of all costs associated with the School Breakfast Program. The funds reimbursed for severe need may only be expended in those sites approved for the additional funding.

If you have any questions regarding claims or payments, please contact Gladys Rothenberg or Sharon Hopson at 217/782-5256 or via email at grothenb@isbe.net or shopson@isbe.net.

USDA Foods

School Year Annual Commodity Order Period is Here

The Illinois Commodity System (ICS) began accepting orders December 20, 2010 for next school year. The deadline for placing your SY2012 order is **Friday, January 21, 2011**.

Schools that choose to divert commodities to processors need to watch the ICS message board carefully at the end of January for important news regarding processors who are getting trucks of commodities and those that are not. Orders placed with processors that do not get trucks can be changed to those processors that are getting trucks from **January 31st through February 6th**. If you placed an order with a processor that did not get a truck, that order will be deleted.

Please contact the Food Distribution Program at 217/782-2491 if you have any questions regarding the annual order process.

New Items Offered on the School Year 2012 Annual Order Form

We have added six new items on the PAL annual order form. A721 Canned Beef, A364 Cherries IQF, A504 Raisins, A745 Tuna Pouch, A360 Apricot Halves and B351 Whole Wheat Flour. You can order any of these new items by selecting the *Annual Order Form* option on the *Annual Order Form* main menu on the Illinois Commodity System (ICS).

Spotlight on Schools

944 HealthierUS Schools Certified Nationally as of December 20, 2010

USDA's HealthierUS School Challenge (HUSCC) is a voluntary school nutrition and wellness initiative to improve student health and well-being. HUSCC schools have demonstrated a commitment to providing their students with a healthy school environment. The latest drum roll for the HUSCC certified schools reached over 900 schools in December 2010. USDA announced that 944 awards have been presented in 38 states. Since the HUSCC inception, four Illinois schools have attained HUSCC certification. They are Namaste Charter School

and the Academy for Global Citizenship (Chicago Public Schools District #299)- Gold Award of Distinction, Bushnell-Prairie Elementary School (Bushnell-Prairie City Community Unit School District 170) Silver Level, and Ridgeview Elementary School (Ridgeview Community Unit School District 19) Silver Level.

To view the award-winning schools by state, go to <http://www.fns.usda.gov/tn/healthierus/awardwinners.html>.

Kudos to the 1,325 Illinois Team Nutrition Schools



Enhance Your Local Wellness Policy By Joining Team Nutrition

Over 1,300 schools in Illinois have joined USDA's Team Nutrition initiative since its inception in 1995. Team Nutrition's (TN) goal is to improve children's life-long eating and physical activity habits through nutrition education based on the principles of the Dietary Guidelines for Americans and the Food Guide Pyramid. Did you know that joining Team Nutrition can be one of your Local Wellness Policy strategies? Team Nutrition schools receive a free resource kit of promotional materials to help implement TN in your schools. Joining is easy! Learn more at <http://teamnutrition.usda.gov/team.html>.

Reminder! HealthierUS School Challenge Mini-grants Due January 14

One of the goals of the national *Let's Move!* Initiative is to double the number of schools that meet the HealthierUS School Challenge criteria **during the next school year**. To assist this effort, Illinois NET Program plans to award 13 competitive mini-grants of \$3,500 to schools that submit winning applications by January 14, 2011. Use the funding to support the cost of training for staff and learning resources. The application process is very easy!

The benefits to schools include financial incentives for Challenge award schools and state and national acknowledgement! It also gives you a chance to put a healthier meal program in place in advance of possible new rules. Visit www.kidseatwell.org/HUSCCMiniGrants2010-2011.html to download the grant application.

Flavor of the Month

Menu Tips from HealthierUS Certified Schools

To assist schools to prepare for the HUSSC requirements specific to the menu, USDA has posted the following HealthierUS School Challenge menu tips from some of the HUSSC certified schools.

- Make sure to coordinate in advance with suppliers to stock new menu items for HUSSC requirements. (Mike Herman, Food Service Director, [Central Elementary, TX](#))
- Begin with a 50/50 romaine and iceberg mix for salad then gradually move toward a 70/30 blend. ([ISD 196, MN](#))
- Replace $\frac{3}{4}$ of the fat in baked goods with pureed beans and the kids don't even notice! ([Gooding Elementary, ID](#))
- Promote new menu items by making announcements to both students and parents. ([Gooding Elementary, ID](#))
- Create recipes for beans and lentils and provide them to food managers. Allow schools to serve the unsold items as a free choice the day after they are menued.
- Use nutrition education about specific beans to generate excitement and encourage students to try different things. Incorporate information about the culture in which the bean is a popular component, nutrition facts, and recipes. Include this as part of a monthly nutrition newsletter to all schools so they can put it in their school newsletters! (Barbara Griffiths, Food and Nutrition Supervisor, [ISD 196, MN](#))



- Introduce local lunch days, highlighting locally grown food. Discuss nutritional information about that product, provide recipes and serve it during lunch. It is an exciting way to introduce different foods while buying local. ([ISD 196, MN](#))
- Hold a taste test with a local bakery to allow students and parents to sample different types of breads and grains. This, along with a gradual movement toward incorporating whole grains into the menu, can increase student acceptance. ([ISD 196, MN](#))

- Use National School Lunch Week as a time to introduce new foods and menu items. When students ask, you can reply, "It's National School Lunch Week. Everyone in the Country is doing it!" ([Sublette Elementary, KS](#)).

Professional Development

Date Saver!—School Nutrition Association's Annual Conference

School Meals Fuel for Thought, We think school food because kids can't think without it! is this year's

61st Illinois School Nutrition Association's conference's theme. The conference will be held June 21-23, 2011 in Moline, Illinois. Visit the Illinois School Nutrition Association's website at www.ilsna.net for further information.



The Melting Pot

Loan Library Selection of the Month!—Take Ten!

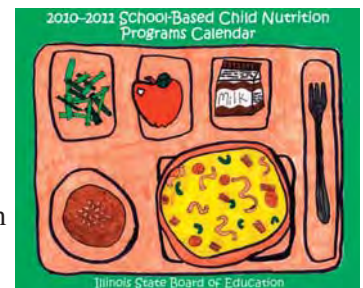
As the New Year begins, many individuals make resolutions to begin or improve physical activity in their daily lives. This month's loan library selection is *Take 10!* developed by the International Life Sciences Institute. The Take Ten! is a classroom-based physical activity curriculum which incorporates 10 minutes of physical activity into the learning objectives, to help children meet their recommended daily physical activity requirement and develop lifetime healthy behaviors. The Take Ten! loan library items are 315 through 321 for kindergarten through grade five.



To order the *Take 10!* curriculum, go to www.kidseatwell.org and click on Nutrition Education Loan Library.

Calling All Artists!

The School-Based Child Nutrition Programs' staff is working on next year's Nutrition Programs' calendar and needs help from your students. This year we



are promoting healthful eating habits and will be creating a calendar full of fruits and vegetables. We would like to have your students draw a picture of their favorite fruit(s) and/or vegetable(s). In addition, we are asking for ten words describing healthy eating habits!

Have your students draw a picture of their favorite fruit(s) and/or vegetable(s) and have them follow the guidelines below.

- Artwork is to be done on a white piece of paper (8½” x 11”); have them utilize as much of the paper as possible.
- Use crayons and/or markers (no colored pencils please). The more color the better!
- On the back include:
 - o The student’s first name, grade level, school, and city
 - o The name of the fruit(s) and/or vegetable(s) that were drawn
 - o Ten words describing healthy eating habits

Please submit completed projects by Friday, February 4, 2011, to:

Nutrition Programs Division—Calendar
 Illinois State Board of Education
 100 North First Street (W-270)
 Springfield, Illinois 62777-0001



Selected drawings will be displayed in next year’s program calendar (July 2011 – June 2012). Incomplete or late submissions will not be considered. Drawings will not be returned.

Thank you for your help in making next year’s calendar a success. We are excited to see your students’ masterpieces!

Does Your Food Service Operation Cycle?

When you hear these two words together, food service and cycle; what comes to mind? Not biking, or even recycling, but does your school food service operation use a Cycle Menu? If not, consider this helpful tool to increase efficiency and effectiveness. A cycle menu is a series of menus planned for a specific period of time. Cycle menus not only reduce menu planning time, but offer other advantages including:

- Streamlines purchasing procedures.
- Helps standardize food production. Employees become more proficient after they prepare same item repeatedly.

- Helps the food service become more efficient.
- Serves as a training tool.
- Helps minimize menu errors.
- Aids in evaluating food service, especially as a forecasting tool.

Late winter or early spring is a great time to plan your school food service cycle menu. Make 2011 the year you implement a cycle menu! You do not have to limit a cycle menu to just lunch service, consider developing a cycle menu for your breakfast service as well.

Chapter Four in USDA’s *The Menu Planner for Healthy School Meals* offers tips to maximize the use of cycle menus effectively. Remember to plan for special events and holidays, as well. http://teammnutrition.usda.gov/Resources/menuplanner_chapter4.pdf.

WHO ARE YOU GOING TO CALL? In the Division of Nutrition Programs

The Division of Nutrition Programs, Illinois State Board of Education administers the following school-based Child Nutrition Programs.

School-Based Child Nutrition Programs	
NSLP National School Lunch Program	NSLP After-School Care Program
SBP School Breakfast Program	SMP Special Milk Program
Illinois Free Lunch and Breakfast Program	SSO Seamless Summer Option

Our central phone number 217/782-2491 which directs you to our receptionist. If you know your contact, it is helpful to ask for him/her directly. Please see the listing below to help identify whom to ask for when calling the Division of Nutrition Programs.

PHONE NUMBER: 217/782-2491, 800/545-7892 (IL only)
 FAX: 217/524-6124

E-mail: cnp@isbe.net

Nutrition Programs Division Administrator: Chris Schmitt

Nutrition Programs Supervisor: Mark Haller

WEBSITE Division Homepage: www.isbe.net/nutrition

Nutrition Program Principal Consultants, School Meals

- | | |
|--------------------|-----------------------------------|
| 1. Lindsay Blough | 5. Chad Martel |
| 2. Stephanie Hinds | 6. Roxanne Ramage |
| 3. Denise LeFever* | 7. Shawn Rotherham |
| 4. Joan Love | *Foodservice Management Contracts |

USDA Foods and Illinois Commodity System Webpage:
www.isbe.net/business.htm

USDA Foods: Jim Copp, Julie Flentje, Angie Hancock

Our mailing address is: Illinois State Board of Education,
Nutrition Programs, 100 North First Street, W-270, Springfield,
Illinois 62777-0001.

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To receive monthly notices of *The Outlook* newsletter link, join *The Outlook* List Serve. Email: Outlook10-join@list.isbe.net and type only the e-mail address to be added in the message section. A confirmation will be sent to the e-mail address provided. School staff listed as the contact person on NSLP site and/or sponsor applications are already on *The Outlook* List Serve. For questions regarding *The Outlook* newsletter or list serve, please e-mail Joan Love at jlove@isbe.net or call 800/545-7892 (in Illinois) or 217/782-2491.

The Outlook is published ten times per year, January through May, for those participating in School Nutrition Programs, by the Nutrition Programs, Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001. FAX number 217/524-6124; TOLL FREE number 800/545-7892, <http://www.isbe.net/nutrition/>, Christine Schmitt, Division Administrator.

Calendar of Events – February 2011

Complete the meal count edit prior to submission of the Claim for Reimbursement

- 1 Deadline for multi-site sponsors to complete On-Site Reviews (Keep on File at School)
- 10 Submit Claim for Reimbursement
- 13–20 Make changes, if needed, for March commodity deliveries
- 15 School district must declare a plan to have a summer meals program for each school that meets the requirements of Public Act 096-0734
- 15 Sign up for Sumer Food Service Program (SFSP) training if participating in the SFSP. Visit www.isbe.net/nutrition/htmls/summer.htm.



Share this newsletter link with staff in your school.

www.isbe.net/nutrition/htmls/newsletters.htm .



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