

# THE OUTLOOK

Your Guide to School-Based Child Nutrition Programs



## Child Nutrition Reauthorization Updates

The Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296) brings about many important improvements to the Child Nutrition Programs. To assist schools with implementation, the Nutrition Programs Division at the Illinois State Board of Education has recently updated a summary of the sections of this act that impact school-based programs at [www.isbe.net/nutrition/htmls/hunger\\_free.htm](http://www.isbe.net/nutrition/htmls/hunger_free.htm) (click on *School-Based Child Nutrition Programs*). The USDA continues to issue guidance on these changes, and we will provide updates accordingly. If you have questions, please contact us at (800) 545-7892 or [cnp@isbe.net](mailto:cnp@isbe.net).



## Updates from the USDA Regarding Temporary Approval of Household Eligibility Applications

Recently, the USDA made a change to this process for approval of household eligibility application on a temporary basis. The most recent guidance from USDA states that “temporary approval of an application is no longer applicable because of the year long duration of eligibility provision.” Therefore, please discontinue the practice of approving applications on a temporary basis from this point forward. If the determining official is concerned with the authenticity of the information provided on the application, they may, on a case by case basis, verify the application for cause. Please reference the Administrative Handbook, Verification Section ([www.isbe.net/nutrition/sbn\\_handbook/verification.pdf](http://www.isbe.net/nutrition/sbn_handbook/verification.pdf)) for more information on verification for cause.

### Claim Common Cent\$



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

### How Much Money Will I Get for My Claim?

Once you have successfully submitted the site claim(s) AND sponsor claim for the month, you can check

## JANUARY 2012 — THE OUTLOOK

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online to see if the claim has been processed. In ACES, pull up the sponsor claim for the month you are wondering about. If the Claim Status says 'approved,' the claim has been successfully submitted to our office but has not yet been processed for payment/vouchered. If the Claim Status says 'processed,' it has been processed for payment/vouchered. Once a claim has been vouchered you can expect to receive the funds within approximately five business days.

If you want to see how much money you will be receiving for the claim, you can open the Claim Analysis report once your claim has been processed. In ACES, from the Main Menu, click on Claim Analysis and the system will walk you through, asking for the program year, program name and agreement number. Then you should select the 'Claim and Voucher Analysis' report and the month that you wish to view. The system will open a report summarizing the claim and detailing the payment information. On the top of the report, the voucher date and amounts will be summarized. You can print the report for your files if you wish.

We would like to welcome Nicole Richards to our division. Nicole is replacing Gladys Rothenberg, who retired at the end of November. If you have any claim questions, please contact Sharon Hopson or Nicole Richards at (217) 782-5256.

## 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. ISBE administers the federally-funded School Breakfast Program and the state-funded IL Free Breakfast Program to assist you in implementing a successful program and to supplement the cost of providing the program. Requests for exemptions from this mandate must be sent to your Regional Office of Education no later than Feb. 15 of each year. For additional information on this mandate, including how to determine which schools are mandated, go to [www.isbe.net/nutrition/htmls/hb\\_756.htm](http://www.isbe.net/nutrition/htmls/hb_756.htm).

## REMINDER: Check the Electronic Direct Certification System Monthly!

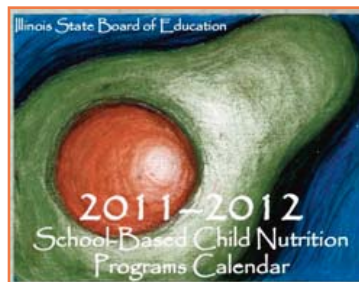
Direct Certification is a simplified process under which LEAs participating in the National School Lunch and/or Special Milk Program must certify children eligible for free school meals/milk. Students who are members of households receiving assistance under the SNAP and/or the TANF are automatically eligible, without submission of a household application, if they are found in the Electronic

Direct Certification System. LEAs must check the Electronic Direct Certification System monthly via IWAS. Guidance on accessing and utilizing this system (including a handbook, video and PowerPoint) is available at [www.isbe.net/nutrition/htmls/dcs.htm](http://www.isbe.net/nutrition/htmls/dcs.htm).

## Spotlight on Schools

### Calling All Artists! 2012-2013 Picture of Health School-Based Child Nutrition Programs Calendar

The School-Based Child Nutrition Programs' staff is working on next year's Nutrition Programs' calendar and needs help from your students. The 2012-13 calendar theme is *Picture of Health*. We are promoting healthy



The 2011-2012 calendar cover, drawn by Shannon, a senior at Kankakee High School

habits and would like to have your students draw a picture of their favorite healthy habit. This could be depicted in the food choices they make or the physical activities they do. In addition, we are asking for a few words (no more than 15) describing the benefits of their healthy habit.

Have your students draw a picture of one (1) of their healthy habits following 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. Please no poster board or frames.
  - Use crayons and/or markers (no colored pencils or watercolors please). The more color the better!
  - On the back include:
    - o The student's first name, last name and grade level
    - o The healthy habit that was drawn
    - o A few words describing the benefits of the healthy habit. Please no more than 15 clearly printed words.
    - o Address label, including:
      - School name
      - School contact
      - (the person who oversaw the project)
      - Complete address – including street address, city, state, and zip code
- \*If submitted on an individual basis, include home address and parent name

**Please submit completed projects no later than Tuesday,**

**Jan. 31, 2012,** to:

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

Selected drawings will be displayed in next year’s program calendar (July 2012 – June 2013).

**Important Notice to Submissions!**

- **Incomplete or late submissions will not be considered.** While we understand holiday breaks and snow days occur this time of year, late submissions will not be considered. Please have your selected drawings to our office by Jan. 31, 2012.
- Due to the large number of drawings received in the previous years, we ask that schools who have multiple drawings **select a maximum of 10 student drawings to submit for calendar consideration.** Selections can be done by teachers, administrators, or through a voting system. We encourage you to take advantage of this opportunity to discuss healthy habits and the benefits they offer your students.
- **Ineligible writing or submissions missing required information will not be considered.** It is suggested that typed adhesive labels be used for the address label on the back, or make photocopies with the required information and have students draw on the front. This provides clear information and continuity amongst submissions.
- **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 and encourage healthy habits!

## **Professional Development**

### **2011-12 School Employee Wellness Awards Program Accepting Applications**

Does your school offer you a wellness program? If so, consider applying for recognition in the 2011-12 School Employee Wellness (SEW) Awards Program, sponsored by the Directors of Health Promotion and Education (DHPE). Applications must be submitted by Feb. 15, 2012 online. This award program recognizes schools and school districts that demonstrate commitment to the health of their employees by implementing school employee wellness programs. Awardees will receive special recognition for their efforts that include grants (Bronze \$250, Silver \$500,

Gold \$1,000) to be reinvested in their employee wellness programs.

A webinar is scheduled for 2 p.m. Jan. 4, 2012, hosted by DHPE to review the SEW Awards Program and application. To apply for DHPE’s School Employee Wellness Award Program, or to learn more about school employee wellness programs, visit [www.schoolempwell.org](http://www.schoolempwell.org).

### **Summer – Shining On!**

Who said summer? Although our first snow is in the making, next year’s summer is already work in progress. Trainings for the 2012 summer will be a combination of workshops, webinars and training modules. These workshops and webinars will be posted on the Summer Food Service Program (SFSP) website at [www.isbe.net/nutrition/htmls/summer.htm](http://www.isbe.net/nutrition/htmls/summer.htm) in January 2012. The training modules will be posted to the website by March 1, 2012.

SFSP webinars for 2012:

SFSP Food Contracts part 1 of 2 (The IFB process—over \$100,000)	Jan. 19, 2012	2-3:30p.m.
SFSP Food Contracts part 2 of 2 (Reviewing forms and the Renewal Process)	Jan. 26, 2012	2-3:30p.m.
Current SFSP Sponsor Training (Review of Regulations, New Developments, etc)	Feb. 22, 2012	2-3:30p.m.
SFSP Claims for Reimbursement (Step by Step through a Claims for Reimbursement)	April 4, 2012	2-3:30p.m.
Current SFSP Sponsor Training (Review of Regulations, New Developments, etc)	April 20, 2012	2-3:30p.m.

All webinars will be taped and posted on the website so they may be referenced at a later date.

#### **SFSP New Sponsor Workshops for 2012:**

Springfield – March 29, 2012, at the Northfield Inn Suites and Conference Center  
Alsip – April 12, 2012, at the Double Tree Hotel



Fairview Heights – April 19, 2012, at the Four Points Sheraton

Willowbrook – May 17, 2012, at the Holiday Inn Hotel

All new sponsors and those sponsors who were new in 2011 must attend one of the New Sponsor Workshops listed above. Each new sponsor must also complete the webinar on Claims for Reimbursement and the training module for Civil Rights in order to participate in the 2012 SFSP.

### SFSP training modules for 2012:

- Administrative Labor Worksheet
- Civil Rights Training
- Getting to know your Sample Forms
- Menu Planning – including Offer vs. Serve
- Preparing your online Budget
- Tips on approving Household Income Applications
- Walking through your Online Application

These modules will be at your fingertips to assist in program knowledge and compliance.

### Put your Local Wellness Policy into Action

Interested in learning how to put the new, expanded rules for local wellness policies into action at your school? Schedule the Illinois Nutrition Education and Training NET Program's updated *Putting your Local Wellness Policy into Action* onsite training for your staff. Hear about the latest additions to the local wellness policy rules. Discover strategies and tools to implement and evaluate your school wellness policy. Learn about effective nutrition education programs and physical activity resources you can use in the classroom and tools for wellness policy evaluation. Walk away with an action plan template to help kick-start your wellness policy. To schedule training visit [www.KidsEatWell.org](http://www.KidsEatWell.org) or call (800) 466-7998.

### Education and Training Materials Database – Help is Just a Few Keystrokes Away

USDA's Healthy Meal Resource System offers an education and training materials database site to search for foodservice and nutrition related topics. Visit the comprehensive database at [http://healthymeals.nal.usda.gov/schoolmeals/Resource\\_Cafe/Resource\\_Search.php](http://healthymeals.nal.usda.gov/schoolmeals/Resource_Cafe/Resource_Search.php). Viewers can search

by three categories, USDA Team Nutrition materials, National Food Service Management Institute (NFMSI) resources or State Developed Team Nutrition Materials, as well as a variety of different formats such as newsletters, brochures, videos or reports. Bookmark this useful URL today!

The screenshot shows the USDA Team Nutrition Resource Library website. At the top, there is a navigation bar with links: Home, About, News, Topics A-Z, Get Connected, Chefs Move to Schools, Help, and Contact Us. Below the navigation bar is a search bar and a 'Resource Library' section. The 'Resource Library' section includes a search box, a 'Browse by Subject' menu with options like Recipes, Menu Planning, Resource Library, HealthierUS School Challenge Resources, Chefs Move to Schools, Farm to School, State Sharing Center, and Professional and Career Resources. There is also a 'Search by Keyword' section with a list of keywords: Childhood Overweight and Obesity, Cooking with Kids, Cultural / Ethnic Resources, Dietary Modifications / Special Needs, Farm to School, Food Allergies, Food Safety, Fruits and Vegetables, Hand Washing, Menu Planning, School Gardens, School Nutrition Environment, and Spanish Language Materials. There are also links to view only USDA Team Nutrition materials, NFMSI materials, and State Developed Team Nutrition materials.

### Win Partners in Nutrition Education by Alerting Teachers to this New Resource

A new eCourse, *Raise the Grade with Nutrition Education*, from the Illinois Nutrition Education and Training Program will help teachers improve student health and educational success. This interactive online course will give K-12 teachers what they need to teach effective nutrition education – in a fun way! *Raise the Grade with Nutrition Education* will give teachers the knowledge and free resources they need to:

- use simple, actionable messages to teach students how to make healthy choices;
- find an effective nutrition education curriculum or program that works;
- incorporate hands-on activities in the classroom that make learning fun;
- work together with parents and school foodservice staff to reinforce healthy choices.

Teachers taking this course will learn to empower their students to make healthy choices while earning CPDUs from their computer. This course has been funded by a USDA Team Nutrition training grant. To access the course, visit [www.KidsEatWell.org](http://www.KidsEatWell.org).

## Is Your School Interested in Taking the HealthierUS School Challenge?

Learn all you need to know to submit an award worthy HealthierUS School Challenge (HUSSC) application. Take away resources and success stories from Illinois schools that have successfully met the Challenge criteria.

### SAVE THE DATE!

**What:** Step Up and Stand Out: Join the HealthierUS School Challenge Webinar

**Who:** The Illinois Nutrition Education and Training Program

**When:** Thursday, Feb. 23, 2012; 2-3 p.m.

**Where:** Watch from your computer!

**How:** Go to [www.KidsEatWell.org](http://www.KidsEatWell.org) for more information

The HealthierUS School Challenge is a voluntary initiative program from the USDA. The program recognizes schools that have created a healthier school environment with nutrition education, physical education, and physical activity. This project has been funded at least in part with federal funds from the U.S. Department of Agriculture.

## National School Breakfast Week: School Breakfast – Go for Gold

March 5-9, 2012

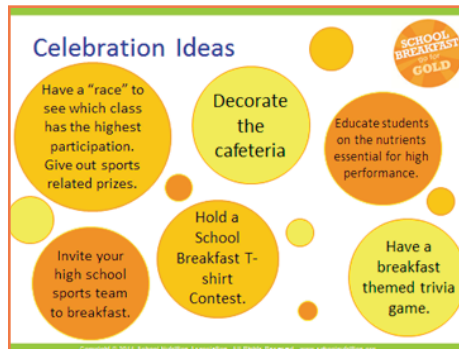


Join the thousands of individual schools celebrating National School Breakfast Week this March 5-9, 2012. Visit the School Nutrition Association's webpage ([www.schoolnutrition.org/Level2\\_NSBW2012.aspx?id=15458](http://www.schoolnutrition.org/Level2_NSBW2012.aspx?id=15458)) for the National School Breakfast Week menus, tools and resources, a school breakfast T-shirt design contest, sweepstakes, and much more!

Among the tools and resources, a Certificate of Recognition is available to acknowledge individuals who have made concerted efforts related to their school's meal programs and services. The certificate can be individualized for your own schools circumstances.



Share the School Breakfast Coloring Sheets and the School Breakfast Word Search with your educators. View the two presentations, one for school foodservice and the other to engage teachers, administrators, and the school community in the NSBW events.



Good Luck with your NSBW preparations!

## Calendar of Events – February 2012

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) For more information, click on *Reviews* at [www.isbe.net/nutrition/sbn\\_handbook/toc.htm](http://www.isbe.net/nutrition/sbn_handbook/toc.htm)
- 10 Submit Claim for Reimbursement
- 13 Lincoln's Birthday — ISBE Office Closed
- 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](http://www.isbe.net/nutrition/htmls/summer.htm).
- 15 Due date for School Employee Wellness Award Program application ([www.schoolempwell.org](http://www.schoolempwell.org)).
- 20 Washington's Birthday (Presidents' Day)—ISBE Office Closed
- 22 Current SFSP Sponsor Webinar—(Review of Regulations, New Developments, etc)

## Join *The Outlook* Newsletter List Serve

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Share this newsletter link with staff in your school.

[www.isbe.net/nutrition/htmls/newsletters.htm](http://www.isbe.net/nutrition/htmls/newsletters.htm) .

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