

The OUTLOOK

Nutrition Programs

Illinois State Board of Education



bulletin board

Administration

Proposed Rules Regulating Food Sales in Elementary and Middle Schools—Comment Period

During the March 2008 Illinois State Board of Education meeting, the Board voted to release for public comment rules that govern the sale of food and beverages in participating schools with grades 8 and below. The proposed rules regulating the sale of foods outside of the federal food programs will be published in the Illinois Register soon. The public comment period will run for 45 calendar days. Comments about the proposed amendments can be submitted by email to rules@isbe.com or by regular mail to Sally Vogl, Agency Rules Coordinator, Illinois State Board of Education, 100 North First Street, S-493, Springfield, Illinois 62777-0001. Please check the Illinois State Board of Education’s (ISBE’s) website at <http://www.isbe.net/rules/proposed/default.htm> for further information.

National Child Nutrition Employee Appreciation Week

May 5–9, 2008

Make plans now to recognize and honor your child nutrition employees during National Child Nutrition Employee Appreciation Week, May 5-9, 2008. Visit the School Nutrition Association’s website at <http://www.schoolnutrition.org/CNEA2.aspx?id=2705> for ways to demonstrate your appreciation, and view and print a sample proclamation today.

April 2008 — The Outlook

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Important Dates



- April 15, 2008—Early Bird Registration for the May 6 Illinois School Wellness Conference in Decatur
- May 15, 2008—Early Registration Due Date for the June 17–19 Illinois School Nutrition Association’s Conference in Moline

Attend the Illinois School Wellness Conference From A–Z

May 6, 2008



The Illinois State Board of Education, Divisions of Nutrition Programs and Curriculum and Instruction in cooperation with Action for Healthy Kids–Illinois are sponsoring a one-day wellness conference highlighting successful implementation of school wellness programs involving nutrition, nutrition education, physical activity, and physical education. In addition, to meet Public Act 094-0190's School Health Recognition Program, the conference will recognize and celebrate schools having success with their wellness efforts. Browse an exhibit room for free resources, ideas, and networking. SAVE THE DATE of Tuesday, May 6, 2008, at the Decatur Conference Center in Decatur. Preregistration is recommended at <http://www.actionforhealthykids.org/StateSpecificInfo.php?state=IL>. A registration fee of \$25 includes lunch, refreshments, and materials.

Three Additional Rs—Reduce, Reuse and Restore

“It is not easy being green” is a classic line from Kermit the Frog[®]. It seems green is a popular color these days. Unfortunately, it is not referring to eating more fruits and vegetables. Green is the new word to describe efforts to reduce the effects of climate change and promote preservation of resources. Putting the debate of climate change aside, we are going to discuss the green movement decision making process. School nutrition plays an important role in education of children, but we play an equally important role in the education of reducing waste, reuse of resources and restoring resources. We need to educate our children to be more mindful of resources and not be a throw-away society.

Energy costs have risen and are continuing to increase significantly. When energy costs rise, alternative energy and products reducing energy costs become less cost prohibitive. Less cost prohibitive does not mean cheap or cheaper. Energy efficient products require investment and sometimes significant investment. Investment dollars require significant planning prior to expenditure from the district, board of directors, employees, and students. Planning teams afford opportunity to include many

people outside of the food service area to work together to accomplish the goal of purchasing environmentally friendly products, reducing costs, or saving energy for the district and in the end becoming . . . “green.” A “green” team looks at the budget and future investments to make the most cost effective and future cost saving option available.

All of us play an important role in educating students to make good choices—nutritionally, physical fitness, and now healthier environmental choices for healthier students, employees, and communities.

Additional Websites for Resources

- www.greencleanschools.org—Healthy Schools Campaign's national partnership to promote green cleaning in America's schools.
- www.energystar.gov—ENERGY STAR is a joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy helping us all save money and protect the environment through energy efficiency.

Administration

Record Retention Requirements for Child Nutrition Program Procurement Transactions

All school food authorities (SFAs) are required to retain program-related records for a period of three years from the day the SFA's final allowable payment under the contract has been recorded. This is true regardless of whether the final payment is recorded prior to the expiration of the contract or subsequent to the expiration date.

However, when a procurement contract allows for renewals, the three-year retention period begins when the final contract renewal period has expired and/or the final payment is recorded, whichever occurs last. The three-year retention period does not begin with the initial contract execution. Actions such as bid protests, litigation, and audits may result in an extension of this three-year record retention period. In all such cases, the records must be retained until 1) the completion of the action and resolution of all issues arising from it or 2) the expiration of the regular three-year period, whichever occurs later.

Examples of records to be kept include:

- Written rationale for the method of procurement
- Copy of the Invitation for Bid or Request for Proposal

- Selection of contract type (fixed price or cost reimbursable)
- Bidding and negotiation history
- Basis for contractor selection
- Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained
- Basis for award cost or price
- Terms and conditions of the contract
- Any changes to the contract and negotiation history
- Billing and payment records
- History of any contractor claims
- History of any contractor breaches

A Balancing Act

School food service staffs, especially food service managers, are continually performing a balancing act for a number of people. From the business point of view they need to balance income with expenses, and from a health point of view they try to balance healthy choices while being cost effective, and be conscious of other health concerns like calories going in balances calories going out.

The trend in today's school food service atmosphere is doing more with less. Provide more high quality foods while being cost effective, and serving more students with the same or decreased amount of staff. As a food service manager the best approach should be slow steady proactive change. Healthier food choices have been the trend of the last few years and will most certainly continue. Laying out a plan now with smaller objectives designed to attain an end goal of healthier meals will lessen the financial shock, and the reactions students will have to new and different food choices.

For example, whole grain products are a big push right now. One objective would be to use whole grain products in mixed foods first. Typically students will not notice as big of a difference when there are various flavors and textures, such as whole grain spaghetti with meat sauce or pizza with whole grain crust. After all mixed foods are transitioned, start introducing stand-alone whole grain products. You may want to start with foods low in demand like dinner rolls and other bread items. As students palates adjust, they may be more likely to accept the whole grain cookie a semester or two down the line rather than across the board change at the beginning or middle of a school year. The same process could also be used to eliminate fried foods. Going straight from frying to baking all of your typical fried foods could cause an immediate revolt among students. Set a goal of transitioning away from frying foods over a school year. Before

you know it, students will be just as happy with the baked fries as they were when they were fried.

The bonus to this gradual transition approach is a slower rise in food costs. Going from limited amounts of whole grain foods to a majority of foods as whole grains can cause an immediate and dramatic increase in costs. Many schools have also found great success in adding fruit and salad bars. The initial cost can be high with equipment and stocking new foods. Start slow and limit initial food choices on the fruit and salad bars to see what students like. Students that rarely eat broccoli, cauliflower, asparagus, strawberries, or kiwi will feel overwhelmed if they see all of these new items at once. Allow students time to adjust to new foods and expose them to the new foods multiple times before saying a food does not work. This approach can decrease plate/food waste, which will also help your food budgets bottom-line.

Claim Common Cent\$

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

Site and Sponsor Claims for Reimbursement

After you complete your site Claim(s) for Reimbursement on ACES or through a batch process, do not forget to submit your Sponsor Claim for Reimbursement. The sponsor claim consolidates all the site information. The payment process will not begin until the sponsor claim has been successfully submitted. Just open the sponsor claim, verify the figures, and submit to ISBE. If the totals are not correct, you will have to recheck the site claims for errors and revise the appropriate site claim(s). You cannot change any data on the sponsor claim. Even if you have only one site, you must still submit a sponsor claim in order to get paid. Your site claim(s) should move to 'consolidated' status after you submit the sponsor claim. If your site claim is still in 'submitted' status, verify you have submitted the sponsor claim.

If you have any claim questions, please contact Carol Curto or Gladys Rothenberg in the Funding & Disbursement Division at 217/782-5256.

UPDATED: Exemptions to Foods of Minimal Nutritional Value

The sale of foods (and beverages) of minimal nutritional value (FMNV) is prohibited in the food service area during meal periods for schools

participating in federal meal programs. FMNVs include soda water, water ices, chewing gum, and certain candies (hard candy, jellies and gums, marshmallow candies, fondant, licorice, spun candy, and candy-coated popcorn). However, some of these items are allowable if they met certain requirements and were exempted by the United States Department of Agriculture (USDA). The USDA has an updated exemption listing available at <http://www.isbe.net/nutrition/pdf/exemptions.pdf>.

Food Distribution

Westland Meat Company Recall

For clarification regarding the Westland Meat Company recall, Illinois received one truckload of the A608 beef subject to the recall. That truckload was received in the Lanter warehouse in January 2007 and subsequently delivered to approximately 200 Illinois schools in March 2007. If you were one of these 200 schools, you would have received an email notification regarding this USDA beef on January 31, 2008, from ISBE.

Illinois received five trucks of the A594 beef which was diverted to the processors Advance Foods, Kings Command, and JTM Food Group. If you were one of those schools that diverted beef to these processors, you would have received an email notification regarding this USDA beef on February 6, 2008, from ISBE. Also, if you divert to Pierre Foods, there is a list of products that contain Westland Meat Company meat. At this point in time, these are the only known trucks and products of beef subject to the recall that Illinois received.

You can find all the detailed information regarding the recall at <http://www.isbe.net/nutrition/default.htm>.

New Ordering System for Department of Defense Fresh Fruit and Vegetable Program

The Department of Defense (DoD) has recently initiated a new system for placing your fresh fruit and vegetable orders. Instructions for using the new FFAVORSWeb online ordering system have been emailed to all DoD participants. All participants should now have access to this system with a new UserID and password. Participants should no longer be using TapIt to order fresh fruits and vegetables. Should you have any questions regarding the new FFAVORSWeb, please contact

the following people from the DoD:

Pam Hamlett—215/737-3676

Pat Scott—215/737-3601

Gail Labroschiano—215/737-8760

Jane Boyle—215/737-5573

You may continue contacting ISBE at 800/545-7892 if you have any questions regarding the DoD program.

Also regarding the current school year, the Department of Defense allowed participation in the program to all schools that requested to participate subject to a \$500 allocation floor. ISBE allocated the money we could spend with DoD amongst all schools that selected *Yes* under *Fresh Fruits and Vegetables Participation* on the Annual Order Forms menu option on Illinois Commodity System (ICS). Recent reports from DoD indicate many schools that have money allocated to them have yet to place any orders for fresh fruits or vegetables. Schools can see how much money has been allocated to them by selecting *Fresh Fruits and Vegetables Participation* on the Annual Order Forms menu option on ICS. Those schools that have not spent any of the money allocated to them are advised to contact DoD at one of the numbers given above to begin placing orders or risk having the money used by other schools participating in the program. Unused funds will be available for use by other schools participating in the program beginning April 1, 2007.

Print and Save Your April Bulletin Report

All schools are audited each year by their own independent auditors. Part of this audit includes the value of USDA commodities allocated to your school. It is the responsibility of each school to provide the needed information for the auditors, including the information regarding USDA commodities and the amount received from the Department of Defense Fresh Fruit and Vegetable Program.

The needed information for commodities is easy to locate, and we suggest this information be given to the school bookkeeper by the end of each school year. The information is available on the Monthly Commodity Bulletin for April, which is located on the Illinois Commodity System website under Reports, then select Bulletin Report.

In the Contract Summary for School Year 2007 section, the value of commodities allocated for that year will be the total of the amounts shown as A

PAL (Planned Assistance Level) Allocated, B PAL Allocated, Processing Deductions, and Value of Bonus Commodities. If you received DoD fresh fruits and vegetables, you will need to include that value as well. You need to calculate this from your DoD invoices.

Please provide this information to auditors when requested.

Food Service and Nutrition

Illinois NET Takes Action on Survey Results

In a recent statewide survey, three out of four food service staff respondents indicated they were in need of training for staff and effective parent/community awareness in order to develop and implement their local wellness policy. They also expressed a need for effective ways to promote healthy food choices to students in the cafeteria. The goal of the Illinois Nutrition Education and Training (NET) Program is to meet these high priority needs.

To meet staff training needs, a series of free onsite local wellness policy trainings is available through the Illinois NET Program. Key nutrition education, physical activity, and nutrition guideline resources and strategies are discussed to help you meet legislative requirements. Additional training opportunities are available to assist teachers in integrating nutrition throughout the curriculum. A new food service workshop focusing on effective tactics to positively market healthy food choices and create an eye appealing serving line is available in May. See the article below, *New NET Program Provides Recipe for Success*. For descriptions of all Illinois NET Program workshops or to schedule free training for your school or district, visit www.kidseatwell.org or call 800/466-7998.

Two exceptional resources are listed on the Illinois NET Program's website to assist in building parent and community awareness of local wellness policies. *Tapping into Power: Engaging Parents in the Fight against Childhood Obesity* is a key resource created by Action for Healthy Kids detailing why parent involvement is imperative to the success of a local wellness policy. *We CAN!* is a national advocacy program for families and communities to boost children's activity and nutrition. Both resources are accessible on the recently revised local wellness policy webpage at www.kidseatwell.org/LocalWellnessPolicy.html.

Promoting healthy food choices in your school

has just been made easier thanks to a USDA Team Nutrition grant. The Illinois NET Program developed a new series of Step Up Illinois School Meals webpages in collaboration with Action for Healthy Kids—Illinois, Illinois School Nutrition Association, and the Illinois State Board of Education, which you will certainly find useful. The newly launched webpages were designed specifically to give Illinois food service staff a head start in aligning school meals with the dietary guidelines. The website contains key resources, including promotion plans for marketing healthful food choices such as fruits, vegetables, whole grains, low-fat and nonfat dairy foods. You can browse Step Up Illinois School Meals at www.kidseatwell.org/StepUp.html.

If you still cannot find what you need to be successful with your local wellness policy, do not hesitate to call the Illinois NET Program at 800/466-7998 for free assistance.

New NET Program Provides Recipe for Success

How do you get students to select more whole grain foods, opt for low-fat milk options, or choose more fruits and vegetables?

As you know, adding more healthful food items to your menus many not be enough. New food options require proper promotion to ensure student acceptance. A new workshop focusing on marketing healthful foods is being developed by the Illinois Nutrition Education and Training Program and will be available this May. The workshop will help you positively promote nutrient-rich menu options and create a more eye appealing serving line. You will also discover classroom and home nutrition connections to reinforce these healthy food choices.

For more information or to schedule free training, call the Illinois NET Program at 800/466-7998.

Grants, Awards, and Honors

Palatine Community Consolidated School District 15 Winner of Milk Merchandiser

New Merchandiser Makes Milk Cool and Keeps It Cold for Students Helping Them to Achieve Daily Calcium Requirements

Providing nutritious meals that feed students' bodies and minds is the goal of all school nutrition professionals. But recently, Bobbi Desprat,

Palatine District 15 Winner Milk Merchandiser

continued from preceding page

School Nutrition Director in the Palatine Community Consolidated School District 15, went the extra mile.

Desprat participated in a Cold Milk Survey sponsored by the Midwest Dairy Council® to ensure that milk, which is an essential part of all school meals, is served cold. As a result, she was named the winner in a drawing for a free glass-door milk merchandiser.

Valued over \$1,200, the milk merchandiser is a refrigerated commercial cooler that provides an eye-catching tool to make milk “cool” and motivate students to choose it. In addition the new equipment will keep milk cold, storing it at the optimum temperature at which it should be served (between 35° and 40°F).

Although the national Cold Milk Survey drawing is over, school nutrition professionals are still encouraged to use the Survey and Cold Milk Fact Sheet to evaluate and record their schools’ milk and cooler temperatures. Go to www.NutritionExplorations.org to download these tools and record your schools’ results.

CALENDAR OF EVENTS —MAY

- Complete the Meal Count Edit prior to submission of the Claim for Reimbursement
Submit Claim for Reimbursement
- 5–9 National Child Nutrition Employee Appreciation Week
- 6 Illinois School Wellness Conference—Decatur, Decatur Conference Center
- 14–16 57th IASBO Annual Conference and Exhibitions—Peoria, Hotel Pere Marquette
- 15 Deadline for early bird registration for the Illinois School Nutrition Association’s Conference
- 17–20 National Restaurant Association Show—Chicago, McCormick Place (<http://www.restaurant.org/show/attendees/registration.cfm>)
- 26 Memorial Day—ISBE office closed
- 31 Household income eligibility documents for fiscal year 2009 available at www.isbe.net/nutrition



Illinois State Board of Education

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