



Your Guide to School-Based Child Nutrition Programs

April 2015

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FY 15 IL Free Breakfast and Lunch Reimbursement Rate Change

The fiscal year 2015 State reimbursement rate for the Illinois Free Breakfast and Lunch Program has been dropped to \$.02 effective with the payment of March 2015 claims. February and prior claims for fiscal year 2015 were being paid at a rate of \$.03 per free breakfast or lunch claimed. Due to the smaller appropriation available for the IL Free Breakfast and Lunch program along with an increased number of claims to be paid requires that the reimbursement rate be lowered in order to pay all claims equitably. After all fiscal year 2015 claims are received, a final reimbursement amount will be computed and distributed to all claiming organizations in August.

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Webinar: USDA Issues Professional Standards for School Nutrition Professionals

The USDA Food and Nutrition Service (FNS) released the Professional Standards for State and Local School Nutrition Programs Personnel final rule on March 2, 2015. This USDA final rule establishes professional standards for State and local school nutrition programs personnel in regards to hiring for new School Nutrition Programs Directors and establishes required annual training hours for all School Nutrition Programs Employees. The final rule is effective July 1, 2015.

Staff with ISBE, Nutrition and Wellness Programs Division will host a **webinar on this topic on April 16, 2015 from 9:00am – 10:30am**. More information about the final rule including a summary of the requirements as well as the webinar registration link is available online at <http://www.isbe.net/nutrition/htmls/snp-prof-stds.htm>.

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8th Annual School Wellness Conference

When: Thursday, April 23, 2015 / 8:00AM - 3:30PM

Where: Hilton Garden Inn - 1501 South Neil Street, Champaign, IL Phone: (217) 352-9970

Audience: School Administrators, Physical Education Teachers, School Food Personnel, School Nurses, School Health/Wellness Team Members, Board Members and other leaders of healthcare organizations, Students/Learners, Educators, Community Advocates, Childcare Providers

Agenda: [See the full conference agenda here.](#)

Cost: \$75.00 Early Bird (until March 15, 2015) / \$100.00 Standard (March 16-April 17, 2015)
Registration fee includes continental breakfast, lunch, conference materials and raffle prizes

Registration: <http://www.actionforhealthykids.org/events/event/236>

Hosted by: Action for Healthy Kids (AFHK)

Questions: Contact Ryan Monroe, AFHK Illinois State Coordinator, at rmonroe@actionforhealthykids.org or 563-419-1931.

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Exemption from School Meals' Whole Grain-Rich Requirements for SY2014-2015 and SY2015-2016 - Request for Information from IL Schools

The current whole grain rich requirement for school meals is that ALL grain products offered in the school meal programs must contain at least 50 percent whole-grain meal and/or flour. The remaining 50 percent or less of grains, if any, must be enriched. Foods containing between 50 and 100 percent whole grains are allowable. Schools are not required to offer 100 percent whole grain products.

On February 10, 2015 the USDA issued a policy memo, [SP 20-2015 titled Request for Exemption from the School Meals' Whole Grain-Rich Requirement for School Years 2014-2015 and 2015-2016](#). If Illinois were to offer this exemption and an SFA petitions for and is approved for such exemption, the school/district must comply with the SY2013-2014 requirement to offer at least half of the grains as whole-grain-rich product.

The Illinois State Board of Education, Nutrition and Wellness Programs Division would like your feedback to determine if there is a need to offer this exemption in Illinois schools, with the current limitations from USDA. Please take a few minutes to complete an [online survey](#). Responses will be collected through the end of April 2015.

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Department of Defense (DoD) Fresh Fruit and Vegetables – Unused Funds

For the current school year, ISBE, the USDA, and the Department of Defense (DoD) allowed any school that requested to participate in the DoD Fresh Fruit and Vegetable program to participate. Note that this DoD Fresh Fruit and Vegetable program is not the same as the Fresh Fruit and Vegetable Program competitive grant.

Recent reports from DoD indicate many schools that allocated USDA Foods entitlement to the DoD program have yet to place any orders for fresh fruits or vegetables. **Therefore, as in previous years, there will be unused funds available for use by schools participating in the program. These unused funds will be available in FFAVORS beginning May 1, 2015.**

Schools can see how much money has been allocated by selecting *DoD Fresh Fruits and Vegetables* 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 215-737-8294 immediately and begin placing orders or your entitlement dollars will be spent by other schools participating in the program. We cannot guarantee your funds will be available after May 1, 2015. We also cannot guarantee how long funds will remain after May 1st. **Funds will be available until the state as a whole runs out of money.**

Funds will not be available until May 1st; those of you that have exhausted your funds and are waiting for these additional funds to become available will have to wait until May 1st to place an order for your next normal delivery day.

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SY2015-2016 Training Opportunities for School Nutrition Program Sponsors

ISBE's Nutrition and Wellness Programs Division will host a variety of training opportunities for school nutrition program staff for SY2015-2016. There is no registration fee for these workshops. Beverage service only will be available. Please save the date for the workshop(s) in your area that are applicable to your job duties. [Registration is now available online](#). For complete information visit

<http://www.isbe.net/nutrition/> selecting *Upcoming Workshops*. Locations tend to fill up quickly, so complete registration as soon as announced to secure your space.

School Meals Menu Planning 101 (Held in Conjunction with Direct Certification, Certification, and Verification Workshops)

This ½ day workshop will be a beginners level hands-on workshop with menu planning activities geared to the school nutrition personnel that plan the National School Lunch and School Breakfast Program menus. This workshop provides basic information about the breakfast and lunch meal patterns, nutritional requirements, as well as offer versus serve. Each workshop location is limited to 50 attendees, so we request that each school register no more than 2 staff to attend this training.

Dates and Locations

- July 22, 2015 – Lisle (morning session with repeated afternoon session)
- July 23, 2015 – Normal (morning session with repeated afternoon session)
- July 28, 2014 – Fairview Heights (morning session with repeated afternoon session)

Direct Certification, Certification, and Verification (Held in Conjunction with School Meals Menu Planning 101 Workshops)

This ½ day workshop will be a training 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 attend this training session.

Dates and Locations

- July 22, 2015 – Lisle (morning session with repeated afternoon session)
- July 23, 2015 – Normal (morning session with repeated afternoon session)
- July 28, 2014 – Fairview Heights (morning session with repeated afternoon session)

Overview of the Administrative Review Process

This ½ day training will provide sponsors an overview of the Administrative Review (AR) including all USDA checklists and resources. The Administrative Review is an assessment conducted by the Illinois State Board of Education (ISBE) of the School Food Authority's (SFA) administration of the National School Lunch Program (NSLP), School Breakfast Program (SBP) and other school nutrition programs. The objectives of the AR are to determine whether the SFA meets program requirements, provide technical assistance, secure any needed corrective action, and assess fiscal action, if applicable. ISBE must conduct ARs of all SFAs participating in the NSLP and/or SBP at least once during each three-year review cycle period. The first three-year review cycle began SY2013-2014.

Dates and Locations

- October 2015 – To Be Announced

[Register today!](#) If you have any questions, please do not hesitate to contact our staff at (800) 545-7892 or via email at cnp@isbe.net.

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Community Eligibility Provision (CEP) From the Schools Perspective

The Community Eligibility Provision (CEP) is an alternative to collecting household eligibility applications. CEP uses a percentage derived from the number of Identified Students divided by the enrollment and then multiplied by a USDA factor of 1.6 to come up with a percentage. In CEP schools, all students receive breakfast and lunch at no cost, the school keeps track of the number of meals served each day and reimbursement is based on the number of meals served and their CEP

percentage. Identified Students are not the same as the free and reduced eligible numbers, Identified Students include those that are located in your electronic direct certification system, extension of those direct certification benefits and those on a homeless, migrant, runaway or head start listing signed off by that coordinator.

Illinois was one of three states that was selected to participate in CEP from the first year that it was available and the number of schools participating has increased every year. For school year 14-15, Illinois had over 1000 schools in CEP. The CEP program has been very successful in Illinois; however, we know that some schools are tentative to apply for the program. Most schools have the same questions that are holding them back from applying, therefore we would like to go over some of those topics that schools have questions about and we would like to share some feedback from schools currently participating in the CEP.

Information from our CEP Schools:

Jan Miller, Springfield School District

Question: What are the positives to participation in CEP?

Answer:

- Not having to approve free/reduced lunch applications. My assistant does not have to spend the first two months of school approving lunch applications along with spending time on the phone trying to get the correct information from the parents. She now spends that time visiting the schools. My managers at the schools are also saving time because they are not constantly trying to get applications or money from the students and parents.
- Students and Parents don't have to worry about getting the free/reduced applications in or making sure their child has enough money on their account for breakfast/lunch.
- Students go through the serving lines so much faster because there is no stopping the line because either the child has not turned in an application or does not have enough money on their account.
- There is less stress on a student that may have a parent that constantly forgets to send money or doesn't remember to get their application in.
- There is less stress on the Principals and secretaries at the schools because parents are not calling with question about applications or money on their child's account.

Question: What are the negatives of participation in CEP?

Answer: The only real negative problem that we have had is the Title One Director and other groups in the district trying to get grant money and they do not understand what low-income figures to use for their programs.

Question: Have you run into any barriers to participation in CEP?

Answer: Our biggest barrier was working with Title One and trying to helping the coordinator understand how the CEP affects the program.

Question: What is your favorite thing about CEP?

Answer: Being able to spend more time on production and menus instead of approving applications and collecting charges.

Michael McKenzie, Peoria School District 150

Question: What are the positives to participation in CEP?

Answer: The main positive I see is the increased participation in the food service program, especially for breakfast. We also have less administrative things to do at the CEP school. No deposits or collections are required.

Question: **What are the negatives of participation in CEP?**

Answer: The only negative I see is the need for a separate Fee Waiver form that can be used to determine waivers of other required fees at a CEP school. It would be much easier to use the standard free/reduced form so that families at CEP and non-CEP schools would use the same form. This would also help with transfers between schools.

Question: **Have you run into any barriers to participation in CEP?**

Answer: Our percentage of Direct Certified students brought our reimbursement to almost 99% so there was no financial barrier to participation. We have had to work hard to educate the public about the program. We have some schools that are not in the program so it is hard to explain how the rules are different at the different schools. One household may have students in different schools where some get free meals and they may have a sibling that gets reduced or paid meals at another school.

Question: **What is your favorite thing about CEP?**

Answer: The ability for us to provide services to an increased number of students, knowing that students are fed and ready to learn in the morning.

Georia Marshall, Murphysboro CUSD 186

Question: **What are the positives about CEP?**

Answer: The positives to participation are numerous, beginning with ALL students being able to receive a breakfast and lunch at no charge. This is a huge help to all parents in our district. With paper work not having to be submitted and processed, has saved time for building secretaries and unit office staff. Not having to notify families of lunch balances and tracking this is a huge time saver. Students are being served quicker without having to stop and count change. End of the year balances for lunch charges are a thing of the past!

Question: **What are the negatives about CEP?**

Answer: Negatives, from my end are none. I'm sure there are some, but how can they outweigh the fact that every student has the opportunity to have a breakfast and lunch?

Question: **What are the barriers to CEP?**

Answer: Barriers were mainly from the community not completely understanding this option that Murphysboro CUSD #186 chose. First parents were confused thinking "How can Illinois afford this? How much will our taxes going to go up?". This I heard over and over. Information was provided to students to take home explaining this option, information was presented during back to school events. It definitely took a while for parents to understand. The next issue had to do with parents and the community thinking that by choosing this option for our district, was the reason the NSLP meal options were changing. Local and national media, in my opinion did much to create this confusion. Overtime the community and parents have definitely embraced this program. I know that the cafeteria staff LOVE it.

Common Questions & Answers:

How does participation in CEP impact Title I?

The total amount of Title I funds should not be impacted, however, participation in CEP may or may not impact your distribution of Title I funds within the district. I highly recommend viewing the United

States Department of Education's guidance on this vary subject. The guidance can be found on our [CEP webpage](#).

How does participation in CEP impact other programs such as E-Rate, Supplemental Education Services (SES), and fee waivers?

The guidance on E-Rate is that you are to use the free and reduced eligibility percentage from the year prior to participation in CEP. As for SES, per guidance from the United State Department of Education and the ISBE we would recommend using an alternative way to gather the low income status of individual students. We do have a sample alternative form that can be used by CEP schools to gather household level data, the form can be found by clicking Demographics at: http://www.isbe.net/sis/html/data_elements.htm. Additionally, for fee waivers the district has a couple of options, they can either waive fees for all students or they can determine eligibility for fee waivers by using the alternative household form mentioned above.

What data do I use to apply for grants?

In most cases, you will use the individual schools CEP percentage, which is determined by taking the number of Identified Students dividing it by the enrollment and multiplying by 1.6. In CEP, schools have the option of being individual in CEP or grouping schools together and using that group percentage for claiming meals. If schools are grouped they only use that group percentage for claiming meals, grants, Title I and other programs would use the individual schools percentage not the group.

For more information, resources and recorded trainings please visit the [CEP webpage](#) and if you have questions please email Lindsay Blough at lblough@isbe.net or call 800/545-7892. The application to start of implementation of CEP next school year is currently available on the CEP webpage and is due by June 30, 2015.

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Summer Meal Service Requirement

If a public school building with 50% or more students eligible for free or reduced-price meals plans to operate a summer school program, a summer breakfast and/or lunch program must be offered and open to the community for children 18 years of age and under. (Public Act 96-0734 http://www.isbe.net/nutrition/htmls/summer_regs_policies.htm)

If you are uncertain if this requirement applies to you, visit our checklist at <http://www.isbe.net/nutrition/PDF/sfsp-requirements.pdf>

ISBE administers two federal nutrition programs to assist in implementing a successful program and to supplement the cost of providing the program:

National School Lunch Program's Seamless Summer Option (SSO) –

- A *Program Overview* webinar covering the regulations and procedures for operating an SSO site is available at http://www.isbe.net/nutrition/htmls/seamless_summer.htm To ensure all meals are eligible for reimbursement, sponsors must update individual site questionnaire(s) in the Web-based Illinois Nutrition System (WINS) to include SSO prior to the program start date or by June 15, 2015, whichever comes first.

- A brief webinar providing instructions on updating your National School Lunch Program site questionnaire to include SSO is available at http://www.isbe.net/nutrition/htmls/seamless_summer.htm

Summer Food Service Program (SFSP) –

- Further information about this program is available online at: <http://www.isbe.net/nutrition/htmls/summer.htm> . To ensure all meals are eligible for reimbursement, Sponsor Questionnaires must be submitted for SFSP in the Web-based Illinois Nutrition System (WINS) prior to the program start date or by June 15, 2015, whichever comes first. For SFSP questions, contact Amy Bianco or Naomi Greene at 800/545-7892 or email abianco@isbe.net or ngreene@isbe.net.

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USDA Farm to School Census

The USDA has issued the second biennial Farm to School Census. Back in 2013 we learned that more than 40,000 schools, serving 23.5 million students, were “bringing the farm to school.” A lot can change in two years and we’re excited to receive updated information through the 2015 USDA Farm to School Census.

The census information was emailed out to Food Service staff from the Illinois State Board of Education in late March or you can access the census at <https://www.surveymonkey.com/r/2015F2SCensus>.

Not Sure If You Participate in Farm to School Or Need Assistance Completing the Census?

Is your school district working hard to teach students more about food? You might be engaged in Farm to School! If your district has a garden (or wants to have a garden), works with distributors to procure locally grown foods, or teaches nutrition in the classroom, you have the opportunity to show off. The USDA’s Farm to School Census is now open and waiting for your response. We need your input to find out where we can grow Farm to School programs in the state. If you have any questions or need help with the survey questions, please get in touch with the Illinois Farm to School Network, lydia@sevengenerationsahead.org.

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Newly-Released Resources on Local Wellness Policies

Local school wellness policies ([wellness policies](#)) provide an opportunity to create a healthy school environment where students are [ready to learn](#).

CDC and researchers with the [Bridging the Gap’s \(BTG\)](#) National Wellness Policy Study have developed resources with updated data from the 2012-2013 school year (SY):

- Series of [7 local school wellness policy briefs](#) with updated data from SY 2012-2013 and highlighting opportunities to support wellness policies through evidence-based strategies.
- A PowerPoint® presentation, [School District Wellness Policies: Where do they Stand and What do you Need to Know?](#), to be used by stakeholders as an easy-to-use resource to present the research findings, recommendations, resources and other information found in the briefs.



CDC and [USDA](#) have developed a compilation of 11 stories to help schools and districts implement wellness policies:

- [Putting Local School Wellness Policies into Action: Stories from School Districts and Schools](#) provides examples of steps and strategies used to implement wellness policies, including activities in key areas such as improving school meals and increasing physical activity levels among students.

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Multi-Million Dollar Youth Fitness Campaign Comes to Illinois

Fitness Icon Jake Steinfeld and Governor Bruce Rauner Open National Champion Schools Nominations for Elementary and Middle Schools in Illinois

Fitness icon, Jake Steinfeld, Chairman of the National Foundation for Governors' Fitness Councils has declared war on childhood obesity. To help combat this disease, he's bringing the Foundation's multi-million dollar physical fitness campaign to Illinois and has engaged Governor Rauner to spearhead their efforts. The campaign encourages elementary and middle school educators to think outside the box by implementing innovative ideas in fitness and nutrition for their students. The nomination process opens today at www.natgovfit.org and will run through mid June. Three schools, selected by the National Foundation, will be deemed *National Champion Schools* and will each be awarded \$100,000 state-of-the-art Live Positively™ Fitness Centers.

"Childhood obesity rates in Illinois are some of the highest in the nation, so when Jake Steinfeld said he wanted to bring his *National Champion Schools* campaign to our state, I jumped at the opportunity," said Governor Bruce Rauner. "Jake and the National Foundation for Governors' Fitness Councils, has had a huge impact on the fight against childhood obesity in every state Jake has visited. The great state of Illinois is excited to join forces with Jake to help turn the tide against this epidemic. I encourage every elementary and middle school in the state to take part in this terrific campaign."

The National Foundation for Governors' Fitness Councils program will make its way into all 50 states in the coming years. What sets it apart from other initiatives is that it does not rely on taxpayer dollars or state funding, making it even more attractive to cash-strapped states. Each fitness center is financed through public/private partnerships with companies like The Coca-Cola Company and Nike. In addition, TuffStuff Fitness International equips all of the fitness centers. The National Foundation's goal is to build a nation of the fittest, healthiest kids in the world.

"For many, change can be difficult. It's often easier to stay with the status quo. Yet, change can also be the start of something new and exciting. The National Champion Schools campaign is that change," said Jake Steinfeld. "When you have the right tools and the inspiration, anything is possible. Today, we are changing the way our kids think about fitness and physical activity. We're changing their habits and in the process changing their lives! And now, Illinois schools have a great opportunity to make a change that will have a lasting impact on kids well into their future. Academics and fitness go hand in hand. We're not only building bodies, but most importantly we are building confidence self esteem in these terrific kids. By placing fitness centers in elementary and middle schools, we are certain to see positive, healthy changes. Our children are our most precious resource and by providing them with a strong foundation in health and fitness, we can feel confident that they'll excel beyond their wildest dreams."

Physical activity and exercise are shown to help prevent and treat more than 40 chronic diseases, enhance individual health and quality of life, and reduce health care costs. In schools, studies show

that physical activity improves academic achievement, increases confidence and self-esteem, reduces discipline problems, cuts absenteeism, and fosters better interpersonal relationships.

For more information about the National Foundation for Governors' Fitness Councils or to download a nomination form, visit www.natgovfit.org.

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Save the Dates to End Hunger

Annual Illinois Hunger Summit – Tuesday, May 5, 2015 – Hilton Hotel in Springfield, IL
This is a great opportunity to network and learn more about ending hunger.

Annual Lobby Day – Wednesday, May 6, 2015 – State Capitol in Springfield, IL
This is a great opportunity to meet with elected officials to discuss solutions to ending hunger in our community.

Questions? Contact Rebecca Frazin at 773-843-2846 or rfrazin@gcfd.org

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Calendar of Events

April 2015

- 10 Begin submitting last month's child nutrition claims for reimbursement in WINS through IWAS. ALL child nutrition program claims (original and revised) must be received by ISBE no later than 60 days from the last day of the month you are claiming. Due dates for reimbursement claims are listed at http://www.isbe.net/funding/pdf/nutrition_claim_due_dates.pdf
- 16 Webinar: USDA Issues Professional Standards for School Nutrition Professionals
9:00-10:30 am
<http://www.isbe.net/nutrition/htmls/snp-prof-stds.htm>
- 18 ISBE Board Meeting - Springfield
<http://www.isbe.net/board/default.htm>
- 23 8th Annual School Wellness Conference - Champaign
<http://www.actionforhealthykids.org/events/event/236>



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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the [State Information/Hotline Numbers](#) (click the link for a listing of hotline numbers by State); found online at http://www.fns.usda.gov/snap/contact_info/hotlines.htm.

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