

The OUTLOOK

Nutrition Programs

Illinois State Board of Education

IMPORTANT! *The Outlook* Newsletter Available Online Only Beginning in School Year 2009–2010

NOTE: This May 2009 issue of *The Outlook* is the final mailed copy to school food authorities (SFAs). As a “going green initiative,” Nutrition Programs will no longer mail copies of *The Outlook* newsletter to you. We will inform you via email when each month’s issue has been posted online. *The Outlook* newsletter is published August through May annually. You may view and print *The Outlook* newsletters, current, archived, and annual indexes at www.isbe.net/nutrition, click on *Newsletters*.

We will see you in August when *The Outlook* newsletter returns. Have a safe, fun, and healthy summer!

National School Lunch Program Equipment Assistance Grant Available!

Due May 15, 2009

The Illinois State Board of Education (ISBE) is happy to announce it will be accepting applications for the American Recovery and Reinvestment Act of 2009 (ARRA) National School Lunch Program (NSLP) Equipment Assistance Grant! Each school food authority (SFA) participating in the federally funded NSLP is eligible to submit an application to receive an NSLP Equipment Assistance Grant. Priority is given to SFAs seeking equipment assistance for schools with 50 percent or more of their students eligible for free or reduced-price meals.

Visit http://www.isbe.net/nutrition/htmls/nslp_grant.htm for additional information about the grant, program requirements, and to access the grant application. You must complete and submit the NSLP Equipment Assistance Grant to ISBE no later than 5 p.m. on Friday, May 15, 2009. Applications RECEIVED after that time will not be considered.

If you have any questions about the NSLP Equipment Assistance Grant, please contact Stephanie Custer (scuster@isbe.net) or Roxanne Ramage (rramage@isbe.net) at 217.782.2491 or 800.545.7892.

For purposes of compliance with Section 511 of P.L. 101-166 (the “Stevens Amendment”), applicants are advised that 100 percent of the funds for the program are derived from federal sources. The total amount of federal funding involved is \$3,657,300.

MAY 2009 — THE OUTLOOK

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Highlights of School Year 2008–2009

As school year (SY) 2008–2009 ends, it is appropriate to reflect on the highlights of this year for Illinois schools as follows:

- 2 elementary schools achieved *silver status in USDA's national HealthierUS School Challenge Initiative* Bushnell-Prairie Elementary School in Bushnell and Ridgeview Elementary School in Colfax.
- *2nd Annual Illinois School Wellness . . . From A to Z Conference* was held May 5, 2009, recognizing school wellness efforts.
- 22 schools received *School Breakfast Program Start-Up Grants* of up to \$3,500.
- 25 new sponsors came into the National School Lunch Program.
- 35 trainings were conducted statewide by ISBE Nutrition Programs staff covering food safety, the Dietary Guidelines for Americans, basic training, special needs, certification and verification, and more!
- 52 schools/child care centers requested *Loan Library resources*.
- 59 new sites were added in the NSLP.
- 68 recipients of the *Fresh Fruit and Vegetable Program (FFVP) Grants*. (This was the first year the program was offered.)
- 106 schools initiated *School Breakfast Programs (SBP)*.
- 1,191 schools have enrolled in *USDA's Team Nutrition (TN) Initiative*.
- 2,020 subscribers to the Illinois Schools Can! *Illinois NET eNewsletter*.
- \$1.3 million is the amount of *Fresh Fruit and Vegetable Program (FFVP) funding* in SY2008–2009.

Important Dates

May 4–8	National Child Nutrition Employee Appreciation Week
May 5	<i>Illinois School Wellness . . . From A to Z Conference</i> —Decatur, Decatur Conference Center (http://www.actionforhealthykids.org/StateSpecificInfo.php?state=IL)
May 15	NSLP Equipment Assistance Grant application due date
May 16–19	National Restaurant Association Show—Chicago, McCormick Place (http://www.restaurant.org/show/attendees/registration.cfm)
May 25	Memorial Day—Illinois State Board of Education (ISBE) office closed
May 29	Household income eligibility documents for fiscal year 2010 available at www.isbe.net/nutrition
June 1	Deadline to submit the Summer Food Service Program application

Administration

Illinois Direct Certification Program Going Electronic

The Direct Certification Program is a simplified method of determining student's eligibility for free meals through the National School Lunch and School Breakfast Programs or free milk under the Special Milk Program without completing a Household Eligibility Application. In addition, students directly certified to receive free meals or milk are not subject to verification.

Effective with the school year 2009–2010, a NEW Electronic Direct Certification Program will be implemented statewide. Last school year, ten school districts were selected to pilot an electronic program and with the success of that pilot, a statewide electronic program was developed. Further guidance regarding this program will be available on our website in early June 2009. The Basic Training (June/July 2009) and Certification and Verification (July/August 2009) workshops planned this summer will provide training on the Electronic Direct Certification Program as well.

NOTE: The eligibility certificates that were mailed to each student receiving Supplemental Nutrition Assistance Program (SNAP, commonly referred to as the Food Stamp Program) and Temporary Assistance to Needy Families (TANF) will NO LONGER be mailed.

If you have any questions regarding the Electronic Direct Certification Program, please contact the Illinois State Board of Education, Nutrition Programs Division staff at 800.545.7892 in Illinois or 217.782.2491 or via electronic mail at cnp@isbe.net.

Expect School Year 2009–2010 Household Eligibility Application Online in May

The 2009–2010 Household Eligibility Application for free and reduced-price meals will be available on our website (www.isbe.net/nutrition) no later than May 29, 2009. All forms used in prior years to create copies for distribution should be discarded. The new application form must be used. We realize schools like to prepare materials before this time for the upcoming school year; however, program regulations require schools to distribute free and reduced-price Household Eligibility Applications *no earlier than four calendar weeks prior to the time the students start school*. Schools cannot send letters home at the end of the current school year for the next school year, nor can

schools begin accepting and processing applications before July 1 annually. If you have any questions, please contact Nutrition Programs staff at 800.545.7892, 217.782.2491, or via email at cnp@isbe.net.



Make Your Plans for Summer Meals

All schools in Illinois with 50 percent or more of the students eligible for free or reduced-price meals AND that have a summer school program, must operate a summer feeding program in summer 2009. Public Act 095-0155, signed by Governor Blagojevich on August 14, 2007, amends the Childhood Hunger Relief Act (105 ILCS 126/20). This amendment requires a school district that meets the above requirements to implement a summer breakfast and/or lunch program for the duration of the summer school program.

The Summer Food Service Program and the Seamless Summer Option are the two federal nutrition programs school food authorities may choose to operate. Schools affected by this law must serve children in the summer school program and those from the community between the ages of 1 and 18 years.

Workshops are offered throughout Illinois to train SFAs on the requirements of each program. Be sure to make plans to attend a workshop this spring so you will be ready to open your doors and serve breakfast and/or lunch to the children in your area. There is no fee to attend the workshops, but registration is required. Dates and registration information for the workshops can be found at <http://www.isbe.net/nutrition/htmls/workshops.htm>.

Can We Donate Leftover Food?

Schools and school food authorities may donate leftover foods also known as unused portions, to appropriate non-profit institutions such as soup kitchens or homeless shelters; this is termed *gleaning*. If a site prepares excess foods that cannot be practicably used for enrolled children, donating those foods to charitable organizations for feeding needy persons is allowed and encouraged. The cost of such donated food is an allowable operating cost of the School Food Service Account. The site should plan

and prepare meals with the goal of serving one lunch and one breakfast (if applicable) per child per day and utilize leftovers at the site if possible. However, with fluctuations in attendance and participation, we recognize that you could have leftovers. If you choose to donate those leftovers, ensure you document the quantity and costs of the foods that were donated, as well as the name(s) of the receiving organization(s) and follow your local health department rules and regulations. If you have any further questions regarding gleaning, please contact our office at 800.545.7892 or cnp@isbe.net.

New Exemption List

Schools that participate in the National School Lunch Program and/or School Breakfast Program are prohibited from selling Foods of Minimal Nutritional Value (FMNV) in the food service area during meal periods. FMNV 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). The United States Department of Agriculture (USDA) does have some items that meet the definition of an FMNV, but the USDA has determined they are exempt from the FMNV and are allowable to sell. The only allowable items are identified on an updated exemption list available on our website at <http://www.isbe.net/nutrition/pdf/exemptions.pdf>.

Issued February 20, 2009, the exemption list includes new items and some have been eliminated. This means you need to check your FMNV against the new exempted list to ensure all items on the previous exemption listing are still on the new exemptions listing. In order for those items to still be allowable, they must be on the most current exemption listing. It is also important to point out that some exempted items have similar products made by the same company. Because the only items that are exempted are specified in the exemption list, if the exact item is not on the exemption list, it is still considered an FMNV. If you have any questions regarding the new exemption list, contact our office via email at cnp@isbe.net or via phone at 800.545.7892.

Breakfast Start-Up Grant Recipients Final Documentation Available

Attention, 2009 School Breakfast Program Start-Up Grant recipients! The final documentation that includes the Final Narrative and Expenditure Report are available at http://www.isbe.net/nutrition/pdf/start-up_report09.pdf. This documentation is a requirement of the grant and is due no later than June 30, 2009.

Claim Common Cent\$

Funding and Disbursements Division
Phone: 217.782.5256
Fax: 217.782.3910



Year-End Reminders

With the end of the school year quickly approaching, do not forget to file your monthly Claim for Reimbursement by the 10th day of the following month. In addition, all claims for June and prior must be received by August 1 in order to be included in the year-end proration payment for Illinois free funding and the fourth quarter payments for State Breakfast Incentive funding.

Also, remember you can no longer combine June Claims for Reimbursement with May's Claims for Reimbursements nor August with September. **A separate Claim for Reimbursement must be submitted for each month regardless of the number of serving days.** You may submit your June claim after all serving days are completed. You do not have to wait until the calendar month is complete. For example, the last day meals were served is June 10; you may file your June claim on June 11. You do not have to wait until the end of the month.

If you have any claim questions, please contact Carol Curto or Gladys Rothenberg in Funding and Disbursements at 217.782.5256.

Food Distribution

United States Department of Defense Fresh Fruit and Vegetable Program Unused Funds

Unused funds are now available for use by other schools participating in the Fresh Fruit and Vegetable Program. Funds will be available until the entire state's funds are spent.

For the current school year, the United States Department of Defense (DoD) 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 ICS. Recent reports from DoD indicate many schools that have money allocat-

ed 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 215.737.3676 to begin placing orders.

School Year 2010 Deliveries

School year 2010 will begin with August 2009 deliveries. Schools will be able to go on the Illinois Commodity System (ICS) and look at the commodities allocated to them for this first delivery period of July 13, 2009. During the period of July 13 through July 20, changes can be made to the allocation if needed. Also, please be sure to check the delivery schedule located on the Food Distribution Program's homepage to find out when your first delivery of SY2010 will be. If your scheduled delivery date for August 2009 is before you will be in session or before you need commodities, be sure to mark "Do Not Deliver" during the July 13–20 adjustment period. Have a great summer and be sure to contact the Food Distribution Program staff at 217.782.2491 if you have any questions.

Excess Inventory at Processors

Pursuant to the new procedures relating to excess inventory at processors, we have implemented a new module on the Illinois Commodity System. The new module is located under the *Annual Order Forms* main menu option on ICS and is called *Excess Processing*. We currently have chicken, cheese, and peanut butter available.

Any excess inventory is listed by the processor and can be claimed by any school that does not have excess inventory at processors. The inventory will be offered on a first come, first served basis. Those schools claiming pounds should be familiar with commodity processing procedures and end product distribution.

Excess inventory from processors could come at any time so we advise checking the list on a weekly if not daily basis as we anticipate any inventory that comes along will be claimed quickly.

The excess inventory procedures can be found on the Food Distribution Program's website by selecting *Inventory Level Procedures at Further Processors Letter*.

If you have any questions about the procedures or the module, please call Food Distribution Program staff at 217.782.2491.

Commodity Values for Auditors

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.

The needed information is very easy to locate, and we suggest this 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 ICS website at <http://webapps.isbe.net/ics> under *Reports*, then select *Bulletin Report*.

In the *Contract Summary for School Year 2009* section, the value of commodities allocated for that year will be the total of the amounts shown as *A PAL Allocated*, *B PAL Allocated*, *Processing Deductions*, and *Total Bonus Deductions*. For your convenience, this total is on the bulletin as well; *Total PAL Deductions + Total Bonus Deductions*. If you received DoD fresh fruits and vegetables, you need to include that value as well. You need to access this information from the DoD ordering system.

We ask that schools provide this information to auditors when requested.

Food Service and Nutrition

Trimming the Fat: One More Step Toward Healthy School Meals

According to the Dietary Guidelines for Americans 2005 (DGA), “most Americans need to decrease their intakes of saturated fat and trans fats, and many need to decrease their dietary intake of cholesterol.” The reason for concern is evidence shows that saturated fat, trans fat, and cholesterol increase risk for heart disease. How do you feel your school is doing in meeting the USDA saturated fat standard or the DGA for trans fat and cholesterol?

While progress has been made in reducing the saturated fat content of school meals, a 2004–2005 national survey found that less than two out of three schools met the saturated fat standard.

Pizza products, salad plates/salad bars, hamburgers and cheeseburgers, 2% milk, and condiments/spreads were the top sources of saturated fat in school meals. Knowing where most of the saturated fat is coming from will allow you to be particularly vigilant in comparing the saturated fat content of these products and in serving less foods and

beverages high in saturated fat.

What about cholesterol and trans fats? Nearly all schools serve lunches consistent with the 2005 DGA regarding cholesterol. Data on trans fats in school meals is not included in the national survey,* but USDA recommends child nutrition staff take steps to offer foods with no trans fats. According to the DGA, “processed foods and oils provide approximately 80 percent of trans fats in the diet.”

Here are some excellent ways to ensure school meals contain less saturated fat, cholesterol, and trans fats:

- Serve only 1% and nonfat milk and milk products.
- Read and compare Nutrition Facts labels. Choose foods lower in saturated fat, cholesterol, and trans fats.
- Revise your purchase specifications to buy products with less fat, saturated fat, cholesterol, and trans fats.
- Serve fewer high-fat breakfast meat products.
- Serve more lean meat, poultry, and fish products versus breaded and processed meat products.
- Drain cooked meat.
- Use low-fat cheese in cooking. When purchasing prepared cheese sauces or mixes, choose those lowest in fat and saturated fat.
- Use reduced-fat or fat-free salad dressing for salad bars, prepared salads, and raw vegetables for dipping.
- Incorporate more legumes (dried beans and peas) into your lunch entrée offerings. For recipes like Baja Bean Tacos or Bean Burritos, visit the USDA Recipe Finder at <http://healthymeals.nal.usda.gov/schoolmeals/Recipes/recipefinder.php/> or visit the new Beans section on the USDA Healthy Meals Resource System at http://healthymeals.nal.usda.gov/nal_display/index.php?info_center=14&tax_level=1.
- Use pan sprays instead of fat to coat pans and try butter-flavored cooking sprays or seasoning instead of butter for flavor.
- Use fats that contain less saturated fat, trans fat, and cholesterol in food preparation like vegetable oils in place of solid shortening, margarine, and butter.
- Chill soups and remove the excess fat layer that settles at the top.

- Decrease or eliminate the use of higher-fat baked goods.

Taking these steps now will ensure your Child Nutrition Program is well positioned to meet anticipated new recommendations for school meals. For more information on planning meals that reflect DGA principles, visit www.kidseatwell.org/stepup.html.

*Third School Nutrition Dietary Assessment Study

2009–2010 Special Observances Dates/Themes Announced

The School Nutrition Association has announced the 2009–2010 National School Lunch Week and the National School Breakfast Week themes. Bookmark their respective websites to use for planning, promoting, and publicizing your special events. Each site contains recipes, menus, logos and artwork, suggestions for events, proclamations, and much more!

- *National School Lunch Week* (NSLW) is October 12–16, 2009, and the theme is “All-Star School Lunch.”
- *Illinois School Breakfast Week* is November 16–20, 2009.
- *Illinois School Breakfast Week* (ISBW) is celebrated in conjunction with *American Education Week*. Visit the National Education Association’s website at www.nea.org for more information. This year’s theme is “Great Public Schools: A Basic Right and Our Responsibility.”
- *National School Breakfast Week* (NSBW) is March 8–12, 2010, and the theme is “School Breakfast—Ready, Set, Go!”

Please bookmark www.schoolnutrition.org/nsbw.



Join Free Team Nutrition Program

To get a jump-start for school year 2010, consider enrolling in USDA’s Team Nutrition (TN) Initiative. Joining Team Nutrition is the first simple step an elementary school can take toward achieving the bronze, silver, or gold level of the HealthierUS Challenge Initiative. Almost 2,000 schools in Illinois have joined the Team Nutrition

program since its inception in 1996 to help schools with the School Meals Initiative for Healthy Children. Team Nutrition schools receive resources that have been developed and tested nationally. Enrollment is simple; visit their website (<http://teamnutrition.usda.gov/>) to enroll in Team Nutrition.

Grants, Awards, and Honors



School Breakfast Program Start-Up Grants Available!

We are pleased to announce the availability of grants to promote start-up funding for implementing School Breakfast Programs. The state-funded School Breakfast Program Start-Up Grant is designed to assist schools in overcoming some of the barriers associated with starting a new program and provides up to \$3,500 per school for eligible costs.

This school year, 16 school districts representing 22 schools received the grant and started a School Breakfast Program. These schools used grant funding to purchase items such as:

- Point-of-service software
- Two-door coolers
- Food warmers
- Rolling carts
- Garbage cans
- Stack ovens
- Toasters
- Menu boards
- Cereal dispensers
- Outreach materials

For sites to be eligible for the grant, they must start a School Breakfast Program within 12 months, or start the current year and operate a School Breakfast Program for at least 20 service days and three years thereafter, and begin the program during the school year in which they

apply. Priority is given through October 1 to schools with 40 percent or greater free and reduced-price eligibility.

If your school meets the criteria and is interested in starting a School Breakfast Program, visit our webpage at http://www.isbe.net/nutrition/htmls/breakfast_state.htm for the School Breakfast Program Start-Up Grant application. Funding for the School Breakfast Program Start-Up Grant is contingent upon approval of fiscal year (FY) 2010 state appropriation for this program.

Training, Tips, and Tools

Upcoming Basic Training Workshops

June Through August

While you are enjoying your well-earned summer break, please remember to schedule a day to attend our National School Lunch Program *Basic Training* workshops. We

recommend everyone attend, but extend a special invitation to two specific groups of individuals. The first group includes individuals new to the school nutrition programs and seasoned individuals who have not attended training in several years. The second group includes individuals within schools that have not had an Administrative Review in four or five years. The *Basic Training* workshops will assist you in preparing for the Administrative Review and on how to avoid citations and fiscal assessments. Go to www.isbe.net/nutrition and click on *Special Events and Workshops* to register for the workshops.

Child Nutrition Employee Appreciation Week Has Arrived

Visit the School Nutrition Association's website at www.schoolnutrition.org for a sample press release and proclamation. Consider sending your food service and nutrition staff an email card during Child Nutrition Employee Appreciation Week from <http://cards.123greetings.com/cgi-bin/newcards/showthumbs1.pl?q1=CNEAW&cus=yes&log=cnew2>.

CHILD NUTRITION EMPLOYEE APPRECIATION WEEK



Illinois State Board of Education

Jesse Ruiz, Board Chair
Dr. Christopher Koch, State Superintendent

OFFICIAL PROCLAMATION

WHEREAS nutritious meals at school are an essential part of the school day; and

WHEREAS the staff of the State of Illinois school meals and nutrition departments are committed to providing healthful, nutritious meals to the state's children; and

WHEREAS the men and women who prepare and serve school meals help nurture our children through their daily interaction and support; and

WHEREAS the week of May 4–8, 2009, is Child Nutrition Employee Appreciation Week;

NOW THEREFORE, be it resolved that the Illinois State Board of Education, Nutrition Programs Division expresses its deep appreciation to these valuable employees and commends their good work on behalf of children.

Calendar of Events—June Through August

June

- Submit Claim for Reimbursement Complete the meal count edit prior to submission of the Claim for Reimbursement
- 1 Deadline to submit the Summer Food Service Program application
- 2 Menu Planning and Dietary Guidelines Training—Marion
- 3 Menu Planning and Dietary Guidelines Training—Collinsville
- 4 Menu Planning and Dietary Guidelines Training—Normal
- 10 Menu Planning and Dietary Guidelines Training—Kankakee
- 11 Menu Planning and Dietary Guidelines Training—Rockford
- 16–18 Illinois School Nutrition Association’s Annual Conference—Oakbrook Terrace
- 23 Basic Training—Fairview Heights
- 25 Basic Training—Peoria
- 30 School Breakfast Program Start-Up Grant recipients final documentation due date
- 30–July 2 School Nutrition Association 63rd Annual National Conference—Las Vegas, Nevada

July

- Submit Claim for Reimbursement
Complete the meal count edit prior to submission of the Claim for Reimbursement
- June 30–2 School Nutrition Association 63rd Annual National Conference—Las Vegas, Nevada
- 3 Independence Day Holiday—ISBE office closed
- 8 Basic Training—Kankakee
- 9 Basic Training—Arlington Heights
- 11–15 Society for Nutrition Education’s Conference—New Orleans, Louisiana
- 13–20 Make changes, if needed, for August commodity deliveries
- 28 Certification of Eligibility and Verification Training—Carbondale
- 30 Certification of Eligibility and Verification Training—Normal

August

- Submit Claim for Reimbursement
Complete the meal count edit prior to submission of the Claim for Reimbursement
- 5 Certification of Eligibility and Verification Training—Carol Stream
- 6 Certification of Eligibility and Verification Training—Rockford

The Outlook Available Online Did you know you could download copies of *The Outlook* at www.isbe.net/nutrition/? Click on *Newsletters*, and then *NSLP The Outlook*. Archived copies back to school year 2000 are available.

www.isbe.net/nutrition-Your link to the Child Nutrition Programs in Illinois



Illinois State Board of Education

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