

THE OUTLOOK

Your Guide to School-Based Child Nutrition Programs



May 2012

In this issue.....

ADMINISTRATIVE ALERTS

Community Eligibility Option (CEO) Applications – Due June 30, 2012
Exemptions under the Competitive Food Services Regulation
Expect School Year 2012-2013 Household Eligibility Application Online
School-based Child Nutrition Calendars
Local Wellness Policy Reminder
Claim Common Cent\$: End of Year Reminders
Program Year 2012 Annual Sponsor and Site Application
Household Eligibility Application Materials
Public Announcement
Important Notice Regarding HealthierUS School Challenge Applications
Summer Food Service Mandate
Change to Formulated Grain Fruit Products Crediting for Breakfast

SPOTLIGHT ON SCHOOLS

Illinois Schools Rise to the Challenge
Fresh Fruit and Vegetable Program Grant Recipients

PROFESSIONAL DEVELOPMENT

School-based Menu Planning for School Year 2012-2013 USDA Meal Requirements
First Choice: A Procurement Training for School Food Service Training Announced

THE MELTING POT

Online Food Buying Guide Updated!
New Marketing Resource Available from the National Food Service Management Institute
USDA Farm To School Grants Announced!

CALENDAR OF EVENTS

Administrative Alerts

Community Eligibility Option (CEO) Applications - Due June 30, 2012

The Community Eligibility Option (CEO) is an alternative to collecting, approving, and verifying household eligibility applications for free and reduced price eligible students in high poverty local educational agencies (LEAs) for schools participating in the National School Lunch and School Breakfast Programs. An LEA has the option to participate in CEO for some or all of the schools within that LEA. CEO is a four-year program.

To be eligible for CEO a school must:

- Have a minimum level (40%) '*Identified Students*' as of April 1 in the year prior to implementing the option;
- Agree to serve free lunches AND breakfasts to all students for up to four consecutive years;
- Agree to cover with non-federal funds any costs of providing free meals to all students above amounts provided in federal assistance;
- Not collect free and reduced price applications from households in participating schools during the period of participation in the CEO;
- Count total breakfasts and lunches served to students; and
- NOT be a residential child care institution (RCCI) as that term is set forth in the definition of "School" in 7 CFR 210.2.

If you are interested in learning more about CEO please visit our webpage at:

<http://www.isbe.net/nutrition/htmls/nslp-hhfka-ceo.htm>

The due date to have your application for CEO into ISBE is June 30, 2012.

If you are a current CEO participating school and you wish to increase your claiming percentage, add in additional schools to CEO, or withdraw from CEO the required forms are available at the web link listed above and those forms are also due to ISBE by June 30, 2012.

Exemptions under the Competitive Food Services Regulation

The USDA has released a new technical assistance policy memo on exemptions for foods and beverages sold in competition with the school lunch at <http://www.isbe.net/nutrition/pdf/comp-food-reg-exemptions.pdf>. Note that while exempted foods and beverages can be sold, they are still considered competitive foods (served in competition with school meals) and should therefore be limited. It is important to remember that the exemption of one product does not mean that similar products or a family of products are exempted unless specifically stated in an exemption letter and/or included on the exemption list. Products that have an exemption should match the ingredient statement and portion size that is included on the list.

Expect School Year 2012-2013 Household Eligibility Application Online

The Household Eligibility Application for free and reduced-price meals for the school year 2012-2013 will be posted on our website (www.isbe.net/nutrition) in early June, 2012. All forms used in prior years to create copies for distribution should be discarded. The new application form must be used. 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 the schools begin accepting and processing applications before July 1 annually.

If you have any questions, please contact Nutrition Programs at (800)545-7892, (217)782-2491, or via email at cnp@isbe.net.

School-based Child Nutrition Calendars

Calendars, along with a letter with important announcements (all found in this newsletter), are being mailed out to each school participating in the National School Lunch Program.

Local Wellness Policy Reminder

In the August 2011 Outlook, we informed schools of new direction regarding their Local Wellness Policies. In this school year, 2011-2012, schools must inform and update the public about the content and implementation of the Local Wellness Policy by May 2012. The communication must include the extent of compliance, how well the LEA's LWP compares to a national model, and progress in meeting its goals.

Some useful resources to help schools achieve the above are located at http://www.isbe.net/nutrition/htmls/wellness_policy.htm, under Wellness Policy Websites. These include the Wellness School Assessment Tool (WellSat), the Wellness Policy Builder-Kansas State Department of Education, and the Centers for Disease Control and Prevention's School Health Index which is located at <http://www.cdc.gov/HealthyYouth/shi/>.

Claim Common Cent\$: End of Year Reminders

As you wrap up the end of the school year we want to remind you of a few things.

- We ask that you submit all claims as soon as possible especially at the end of the school year. June and prior claims must be submitted by July 30 in order to be included in the proration of Illinois Free Breakfast and Lunch Program payments. Proration is a final payment to use up all state funding in an equitable manner to all sponsors who claimed Illinois Free Breakfasts and Lunches during the year. We must do Proration in early August.
- You may NOT combine serving days from June in the May claim. Each month must be filed separately regardless of the number of serving days.

- If you participate in Summer Seamless for meals served during the summer months do not forget to complete the Summer Seamless addendum form and submit it each month via email, fax, or regular mail. The form is available on our website if you need it.

Please contact Sharon Hopson or Nicole Richards at (217)782-5256 or via email at shopson@isbe.net or nrichard@isbe.net for any claim questions.

Program Year 2012 Annual Sponsor and Site Application

The annual application process for schools to participate in any School-based Child Nutrition Programs will be completed online. Please check our website at <http://www.isbe.net/nutrition> under *What's New*, or watch for email notifications that the Sponsor and Site Applications are available online. Sponsor and site application(s) are to be completed by September 17, 2012.

Household Eligibility Application Materials

The Household Eligibility Application forms and materials for school year 2012–2013 will be available online at http://www.isbe.net/nutrition/htmls/household_eligibility.htm no later than June 1, 2012. Local Education Agencies (LEAs) are required to utilize the current school year's household applications and forms. LEAs cannot send out the Household Eligibility Application any earlier than four calendar weeks prior to the time students start school. Household Eligibility Applications cannot be sent home at the end of the school year for next year nor can the LEAs begin accepting and processing Household Eligibility Applications before the beginning of the federally defined school year, which is July 1.

Public Announcement

Federal regulations require LEAs to submit a public announcement of the federal School-Based Child Nutrition Programs to the local news media. ISBE will submit a statewide public announcement on behalf of all participating School-Based Child Nutrition Programs sponsors for school year 2012–2013. LEAs may still submit public announcements to local employment offices and major employers contemplating large layoffs in the attendance area of the school.

Important Notice Regarding HealthierUS School Challenge Applications

Effective July 1, 2012, HealthierUS School Challenge (HUSSC) applications submitted will be reviewed using new criteria, including breakfast, an "other criteria for excellence" category, updated lunch criteria reflecting NSLP meal pattern requirements, and an Average Daily Participation (ADP) calculation method change. Schools applying for the HUSSC must participate in the School Breakfast Program. Schools must meet two to eight "other criteria" for different award levels. The criteria include program outreach, physical activity, nutrition education, and school and community involvement in wellness efforts. The ADP will be calculated using attendance rather than school enrollment. Please visit http://www.fns.usda.gov/tn/healthierus/hussc_incentives.pdf for more information.

Summer Food Service Mandate

This is a reminder to schools about Public Act 096-0734, which amends Section 20 of the Childhood Hunger Relief Act (105 ILCS 126/20). This amendment requires a school district to implement a summer breakfast and/or lunch program for the duration of the summer school program in all schools where 50 percent or more of the student population is eligible for free or reduced-price meals AND that have a summer school program. This amendment applies to all schools that meet the above criteria, including those schools not currently participating in any federal Child Nutrition Program. The legislation along with question and answers are accessible at www.isbe.net/nutrition on the National School Lunch Program website under *Public Act 096-0734—Summer Food Service Program* or on the Summer Food Service Program webpage under *Regulations and Policies* and then click on *Public Act 096-0734—Summer Food Service Program*.

Two federal Child Nutrition Programs administered by the Illinois State Board of Education, the National School Lunch Program's Seamless Summer Option (SSO) and the Summer Food Service Program (SFSP) assist school districts in implementing a successful program and in supplementing the costs of providing meals to students during the summer.

Seamless Summer Option (SSO) application(s) is available in IWAS at the site level and must be submitted prior to the program start date to ensure all meals are eligible for reimbursement. The SSO application is found inside the IWAS site application in the drop down under *select a link*. A training module for SSO is available online on the Seamless Summer Option webpage: http://www.isbe.net/nutrition/htmls/seamless_summer.htm.

Summer Food Service Program (SFSP) application is available in IWAS and sponsor applications must be submitted no later than June 15, 2012. New sponsors should follow the new sponsor link and are required to attend a full-day training (under the *Workshop Information* link); current sponsors can rollover their previous year applications and update for the current year. All applications must be approved before you can claim any meals. Our website link is <http://www.isbe.net/nutrition/htmls/summer.htm>.

Staff from our Nutrition Programs Division is available at (800)545-7892 or (217)782-2491 for technical assistance with reimbursement or program operations.

Note to CEO Districts: A school building(s) participating in the Community Eligibility Option (CEO) and conducting a summer school program must operate a summer breakfast and/or lunch program. CEO buildings conducting a summer school program without completing the *opt-out* provision must apply for SSO or SFSP to implement a summer breakfast and/or lunch program.

Change to Formulated Grain Fruit Products Crediting for Breakfast

The USDA recently released a memo SP 26-2012, effective July 1, 2012 regarding formulated grain fruit products. It states that formulated grain fruit products will no longer be allowed to satisfy both the grain and fruit components of the School Breakfast Program (SBP). These products are highly fortified and often do not contain any actual fruit ingredients. Formulated grain fruit products must be individually wrapped and bear a label that states "This product conforms to U.S.D.A. Child Nutrition Programs specifications. For breakfast, it meets the

requirements for fruit/vegetable/juice and one bread/grain alternative”. This statement will ONLY be on formulated grain fruit products. Any products that have this statement can only count towards the grain requirements; they will no longer be allowed to count toward the fruit requirement. There are no changes in crediting of the traditional grain-fruit bars listed in Exhibit A of the Grains/Breads instruction at. http://teamnutrition.usda.gov/Resources/FBG_Section_3-GrainsBreads.pdf.

Spotlight On Schools

Illinois Schools Rise to the Challenge!

Eighteen schools throughout Illinois were awarded USDA Team Nutrition mini-grants from the Illinois Nutrition Education and Training Program last year. The mini-grants assisted schools in applying for the HealthierUS School Challenge (HUSSC) award. The HUSSC is a USDA recognition program that recognizes schools that have created a healthier school environment with healthy foods, nutrition education, physical education, and physical activity. Following is a sample of activities undertaken at two of the schools.

Chenoa Elementary, Chenoa, IL

- Foodservice staff introduced a new healthy hummus recipe by providing samples to students and the hummus addition was a success.
- They made excellent use of whole grain commodities including spaghetti, rotini and tortillas to meet HUSSC menu requirements.

Woodstock CUSD #200, Woodstock, IL

- Students chose “GO, SLOW, WHOA” foods out of newspaper ads and glued the appropriate foods to green, yellow, and red banners. The banners will be displayed in the cafeteria.
- Taste tests of healthy foods were scheduled for the middle and high school students.
- The [Fuel Up to Play 60](#) program was used in all schools to help meet HUSSC nutrition education and physical activity requirements.
- Students analyze the school lunch menu in the classroom using MyPlate.
- School nurses work with parents and students to train for a five-kilometer event to promote family fitness use the [Couch to 5 K \(C25K\) Program](#).

Fresh Fruit and Vegetable Program Grant Recipients

Congratulations to recipients of the FY2013 Fresh Fruit and Vegetable Program (FFVP) grant! A list of selected schools will be available in May 2012, at http://www.isbe.net/nutrition/htmls/ffv_program.htm.

Professional Development



New USDA Meal Pattern and Menu Planning Workshop

The Illinois State Board of Education's Nutrition Programs Division will offer this two hour hands-on training for school menu planners to help them develop cycle menus that meet the new Meal Pattern and nutrition standards at various locations throughout the state. An emphasis on the vegetable subgroups, whole grain rich items, and offer versus serve will be provided.

- May 8 – Galesburg - Morning and Afternoon Sessions
- May 9 – Bloomington - Morning and Afternoon Sessions
- May 10 – Quincy
- May 15 – Springfield - Morning and Afternoon Sessions
- June 5 – Freeport
- June 6 – Chicago Heights - Morning and Afternoon Sessions
- June 7 – Lombard
- June 19 – Oakwood
- June 20 – Centralia
- June 21 – Edwardsville

Pre-registration is required. Please visit <http://webprod1.isbe.net/cnscaendar/asp/EventList.asp>.

First Choice: A Procurement Training for School Food Service Training Announced

The Nutrition Programs Division of the Illinois State Board of Education is happy to announce a training opportunity related to general food service procurement planned for June 2012. Trainers with the National Food Service Management Institute (NFSMI) will offer the 2 ½ day First Choice Procurement Training on June 5-7, 2012 in Springfield. Space is limited. Registration is available online at <http://webprod1.isbe.net/cnscaendar/asp/eventlist.asp>.

The second edition of the *First Choice: A Purchasing Manual for School Food Service* (available online at <http://www.nfsmi.org/ResourceOverview.aspx?ID=64>) will be used for this training. The second edition updates procurement information and integrates food safety information to assist purchaser in establishing procedures to assure receipt of a safe product. Procurement requirements will be explained including steps in purchasing, regulations, market place environment, product movement, bid units, specifications, brand approval, obtaining prices, monitoring cost, product testing, receiving and storage and purchasing cooperatives.

The Melting Pot

Online Food Buying Guide Updated!

The USDA has updated the online Food Buying Guide to assist schools with the meal pattern requirements. The new Food Buying Guide has separated the fruits and vegetables. Additionally, the vegetable section can be searched by Sub-Category (dark green, starchy, etc.). The updated online version is available at: <http://fbg.nfsmi.org/descriptions.aspx?group=2>

New Marketing Resource Available From the National Food Service Management Institute

Consider using the following two fact sheets, *Develop a Brochure to Showcase Your Program*, and *Marketing Your School Nutrition Program*, to help market the school foodservice and nutrition programs services in School Year 2013. Take time now to develop a brochure to inform your students and their families about the new changes to your menu. Read the fact sheet, *Marketing Your School Nutrition Program*, to learn about creative ways to get your message out to the community. Find both of these fact sheets at <http://www.nfsmi.org/News.aspx?article=93>.

USDA Farm To School Grants Announced!

The Healthy Hunger Free Kids Act (HHFKA) of 2010 established that Farm to School Grants would be made available to assist with planning and implementation of Farm to School initiatives. Grant funds will be made available on a competitive basis, subject to availability of federal funds. Applicants are encouraged to first submit a Letter of Intent and then apply for either a Planning Grant or an Implementation Grant. Planning grants are expected to range from \$20,000 to \$45,000 and represent approximately 25 percent of the total awards. Implementation grants are expected to range from \$65,000 to \$100,000 and represent approximately 75 percent of the total awards. For both types of grants, the applicant must provide at least 25 percent of the costs of the grant project as the Federal share of costs for this grant cannot exceed 75 percent of the total cost of the project, as required by the HHFKA.

More information on the grants is available on our Farm to School webpage at:

http://www.isbe.net/nutrition/htmls/farm_school.htm.

The USDA has planned two webinars to provide more information regarding these grants:

- May 15, 2012 at 1:00 EST for Implementation grants
 - May 17, 2012 at 1:00 EST for Planning grants
- Important Dates:
- May 18, 2012: (suggested) Letter of Intent Deadline
 - June 15, 2012: Proposals Due to USDA
 - October 1, 2012: (pending the availability of federal funds) Awards announced and funds available

Calendar of Events

May 2012

- 3 Fifth Annual IL School Wellness and Recognition Conference – Crowne Plaza, Springfield
http://take.actionforhealthykids.org/site/Clubs?club_id=1121&pg=main
 - 5 School Grants for Healthy Kids Application Due
<http://www.actionforhealthykids.org/upcoming-events/grant-opportunities/school-grants-for-healthy.html>
 - 8 New Meal Pattern Training for Schools – Galesburg
<http://www.isbe.net/nutrition/> - *Upcoming Workshops*
 - 9 New Meal Pattern Training for Schools – Bloomington
<http://www.isbe.net/nutrition/> - *Upcoming Workshops*
 - 10 New Meal Pattern Training for Schools – Quincy
<http://www.isbe.net/nutrition/> - *Upcoming Workshops*
 - 7-11 School Nutrition Employee Appreciation Week
http://www.schoolnutrition.org/Level2_SNEW2012.aspx?id=16922
 - 10 Submit Reimbursement Claim
 - 15 New Meal Pattern Training for Schools – Springfield
<http://www.isbe.net/nutrition/> - *Upcoming Workshops*
 - 17 SFSP New Sponsor Orientation in Willowbrook
<http://www.isbe.net/nutrition/htmls/summer.htm> - *Workshop Information*
 - 28 Memorial Day - ISBE office closed
-

June 2012

- 5-7 First Choice: A Procurement Training for School Food Service – Springfield
<http://webprod1.isbe.net/cns/calendar/asp/eventlist.asp>
- 5 New Meal Pattern Training for Schools – Freeport
<http://www.isbe.net/nutrition/> - *Upcoming Workshops*
- 6 New Meal Pattern Training for Schools – Chicago Heights

<http://www.isbe.net/nutrition/> - *Upcoming Workshops*

- 7 New Meal Pattern Training for Schools – Lombard
<http://www.isbe.net/nutrition/> - *Upcoming Workshops*
 - 5-7 First Choice: A Procurement Training for School Food Service – Springfield
<http://webprod1.isbe.net/cnsalendar/asp/eventlist.asp>
 - 10 Submit Reimbursement Claim
 - 12-14 First Choice: A Procurement Training for School Food Service – Joliet
<http://webprod1.isbe.net/cnsalendar/asp/eventlist.asp>
 - 19 New Meal Pattern Training for Schools – Oakwood
<http://www.isbe.net/nutrition/> - *Upcoming Workshops*
 - 20 New Meal Pattern Training for Schools – Centralia
<http://www.isbe.net/nutrition/> - *Upcoming Workshops*
 - 21 New Meal Pattern Training for Schools – Edwardsville
<http://www.isbe.net/nutrition/> - *Upcoming Workshops*
 - 26-28 IL School Nutrition Association – Crowne Plaza – Springfield
http://www.ilsna.net/annual_conference.asp
-

July 2012

- 4 Independence Day – ISBE Office closed
- 15-19 School Nutrition Association's Annual Conference – Denver Colorado
<http://docs.schoolnutrition.org/meetingsandevents/anc2012/>