



Your Guide to School-Based Child Nutrition Programs

June 2015

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Needing to Add an Extra Day(s) to the End of Your School Year in WINS?

Once in the WINS system, click the *Sites* tab and select the site you wish to add a serving day to. Click on *Participation Detail* and you should get the screenshot below. (If you don't get this screen click the link that says "Make Bulk Changes".)

NSLP Site Application
1) Site Questionnaire 2a) Participation - Program Selection 2b) Participation - Program Questions 3) Participation Detail

Participation detail

Summary of Monthly Serving Days - 179 [-]

As long as the daily enrollment for a program is larger than 0, you will be able to file a claim for that day. Once the monthly site claim is submitted, the program participation enrollment for the month will be updated to the enrollment number entered on the statistics section of the site claim. You do not need to change each day's enrollment here to match each day you are claiming. Counts in red indicate error(s) are present for the month.

October	22	November	16	December	15
January	19	February	19	March	21
April	20	May	14	June	0
July	0	August	12	September	21

Apply changes to the following days:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Include scheduled days off and holidays

[Go to daily detail](#)
[Go to cap screen](#)

Meals will not be scheduled on days where the district is not in session, as indicated on the school calendar

Program	Meal	First day of meal change	Last day of meal change	Enrollment	Begin time	End time	Meal preparation
<input type="checkbox"/> School Breakfast	Breakfast	10/1/2014	9/30/2015	426	07:30 AM	08:30 AM	Self Prep
<input type="checkbox"/> National School Lunch	Lunch	10/1/2014	9/30/2015	426	11:30 AM	12:34 PM	Self Prep

No interim contracts exist.

Mark the box that says *Include scheduled days off and holidays*. Next, under Program, mark the box of all programs this site participates in. Then in the first day of meal change insert the date you wish to add and then in the last day of meal change insert that same date in (make sure you do this for all of the Programs you wish to add this date to). Then click Save. Repeat this for all of your sites to which you need to add a serving day. See screenshot below.

NSLP Site Application
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Participation detail

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<input checked="" type="checkbox"/> School Breakfast	Breakfast	6/1/2015	6/1/2015	426	07:30 AM	08:30 AM	Self Prep
<input checked="" type="checkbox"/> National School Lunch	Lunch	6/1/2015	6/1/2015	426	11:30 AM	12:34 PM	Self Prep

No interim contracts exist.

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School Year 2015-16 Household Eligibility Application Coming Soon!

The Household Eligibility Application for free and reduced-price meals for the school year 2015-2016 will be posted on our website (www.isbe.net/nutrition) no later than July 1, 2015. 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 each school year, at or near the beginning of the school year. 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.

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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. 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.

ISBE Food Handler Training

On Aug. 27, 2013, the Food Handler Training Enforcement Act was signed into law. This law requires all food service area employees or food handlers that work with open/unpackaged foods, food service equipment or utensils, or any food contact surfaces to receive an approved food handler training.

This training requirement includes school food service staff. School food services and other child nutrition programs are classified as being "non-restaurant" facilities. Food handlers working in non-restaurant facilities must complete an approved training program by July 1, 2016. Additional information regarding the Food Handler Training Enforcement Act is available at http://www.idph.state.il.us/about/fdd/FSSMC_FoodHandler_FAQ_V5_07072014.pdf.

The Illinois State Board of Education (ISBE) Nutrition and Wellness Programs Division has been approved by the IDPH to provide the training to school food service staff. Staff that complete the training and receive a passing grade on the required assessment will receive a certificate that is valid for 3 years. All trainings provided by the ISBE Nutrition and Wellness Programs Division will be free of charge to all school food service and other child nutrition program employees.

Dates and Locations

- June 9 – Kankakee
- June 10 – Joliet (Morning and Afternoon Sessions)
- June 16 – Tinley Park (in conjunction with ILSNA Annual Conference)
- June 22 – Macomb
- August 4 - Pittsfield
- August 5 – Dunlap
- Additional dates and locations will be posted as they become available.

Register for the Tinley Park location via the ILSNA Annual Conference by visiting http://www.ilsna.net/annual_conference.asp.

Register for all other locations by visiting <http://webprod1.isbe.net/cnscaendar/asp/eventlist.asp>.

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)

Register by visiting <http://webprod1.isbe.net/cnscalendar/asp/eventlist.asp>.

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)

Register by visiting <http://webprod1.isbe.net/cnscalendar/asp/eventlist.asp>.

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 6, 2015 – Orland Park (morning session)
- October 7, 2015 – Lisle (afternoon session)
- October 15, 2015 – Bloomington (morning session)
- October 20, 2015 – Mt. Vernon (morning session)

Register by visiting <http://webprod1.isbe.net/cnscalendar/asp/eventlist.asp>.

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Grants, Grants, Grants for School Year 2015-16!

NSLP Equipment Assistance Grants – Deadline June 30, 2015

The IL State Board of Education has released a **Request for Proposals (RFP) for National School Lunch Program (NSLP) Equipment Assistance Grants**. These grants will provide \$950,534 in total to approved School Food Authorities (SFA) on a reimbursement basis to assist in purchasing equipment to serve healthier meals that meet the updated meal pattern requirement, improved food safety, and expand access.

Each school food authority (SFA) participating in the federally-funded National School Lunch Program (NSLP) is eligible to submit an application for schools under its jurisdiction. An SFA is defined as a governing body which is responsible for the administration of one or more schools and has the legal authority to operate the NSLP therein. Priority will be given to SFAs 1) whose applying schools have higher percentages of students eligible for free and reduced-price meals. (If needed, refer to the FY2015 eligibility listing posted online at http://www.isbe.net/nutrition/htmls/eligibility_listings.htm); 2) that did not receive equipment assistance grants in any of its schools since FY2009. (If needed, refer to the [SFAs Previously Funded](http://www.isbe.net/nutrition/htmls/nslp_grant.htm) listing at http://www.isbe.net/nutrition/htmls/nslp_grant.htm); 3) that demonstrate high need, i.e., are able to show schools for which they are applying are in an underserved area, have limited access to other resources/funding to purchase equipment, current equipment is outdated, non-functioning or non-existent; 4) that demonstrate how these funds will improve the quality of school meals; 5) that commit to implementing strategies for adopting smarter lunchrooms; 6) whose applying schools participate in the School Breakfast Program (SBP); and 7) whose applying schools are self-operated and/or satellite meals to other schools participating in NSLP.

The grant period will begin no sooner than July 1, 2015, and will extend from the execution date of the grant agreement until June 30, 2017. All funds must be expended by the end of the grant period and the final Claim for Reimbursement for NSLP Equipment Assistance Grant funds, including invoices, must be received no later than July 31, 2017.

This FY2016 Equipment Grant RFP is posted at http://www.isbe.net/nutrition/htmls/nslp_grant.htm and the **deadline to apply is June 30, 2015**. Additional information on the NSLP is available at http://www.isbe.net/nutrition/htmls/national_school_lunch.htm.

If you have questions regarding this grant, please email Shawn Backs at sbacks@isbe.net or call (217) 782-2491.

Dollars for Dairy – Deadline June 19, 2015

Does your school need money? St. Louis District Dairy Council is accepting applications for **Dollars for Dairy** grants to help schools increase participation in school meals or promote dairy items like smoothies, parfaits, or single-serve yogurt and cheese. Consider alternative breakfast programs such as Breakfast in the Classroom or Grab and Go Breakfast to improve participation and reach more students with a healthy breakfast.

Visit www.stldairycouncil.org/Community-Programs/Dollars-For-Dairy to download the 2-page Dollars for Dairy Application and to get more ideas on how to use funding. Don't delay, the **deadline is June 19, 2015**.

Fuel Up to Play 60 - Deadline June 16, 2015

Looking for funding opportunities to improve the healthy eating and physical activity opportunities in your school? Up to \$4,000 per year is available to qualified K-12 schools enrolled in Fuel Up to Play 60 to kick start healthy changes in school year 2015-16.

Qualified schools must:

- Be enrolled in Fuel Up to Play 60
- Have a registered program advisor
- Participate in the National School Lunch Program

For application details visit: <https://school.fueluptoplay60.com/funds/introduction.php>.

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Fresh Fruit and Vegetable Program SY2015-2016 Grantees Announced

Over 104,000 students enrolled in over 212 sites representing 30 different sponsors in Illinois were recently notified of their award of the 2015-2016 Fresh Fruit and Vegetable Program (FFVP) grant. Program funds will be used to provide servings of fresh fruits and vegetables to students at no charge during the school year at times other than the meal periods. Complete program requirements as well as the list of awarded schools is available online at http://www.isbe.net/nutrition/htmls/ffv_program.htm.

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IL School Nutrition Association Annual Conference – June 15-18, 2015

The **ILSNA 2015 Annual Conference** is taking place on 6/15/2015 - 6/18/2015 at: Tinley Park Convention Center - 18451 Convention Center Drive - Tinley Park, Illinois 60477 - 708-342-485. **[Click Here for More Information!](#)** Reserve your spot at a reduced early bird rate! Early bird rates end May 31, 2015.

Special request from one of their General Session Speakers.

Margo Frazier is working on her presentation and would love to incorporate some pictures of Illinois School Food, kitchens, marketing, and staff if possible. You can send them to her at margofrazier@gmail.com or you can post your pictures to her Facebook Page: *I Am Not Just the Lunch Lady*.

Questions?? Contact Tamiko Kinkade, ILSNA Executive Director, 217-529-6578 or info@ilsna.net.

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School Nutrition Association Annual Conference – July 12-15, 2015

Explore. Discover. Inspire. That's the name of the game at the 69th Annual National Conference, July 12-15, 2015! Join more than 6,000 attendees including school nutrition, industry members and allied organization representatives at SNA's premiere school nutrition event of the year. Come prepared for a fun, educational and thought-provoking experience in beautiful Salt Lake City. For schedule and registration, visit <https://schoolnutrition.org/ANC2015/>.

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Did You Know June is Dairy Month?

It's a month to spread the word about the benefits of dairy foods and recognize the farmers who produce such a wholesome product.

The Midwest Dairy Council is offering an [online toolkit](#) to help you and your schools. The toolkit includes a variety of customizable materials like Nutrition fact sheets, Trivia questions, Newsletter and Blog content, and suggested social media posting and graphics. Also, Dairy Farm Family videos, Farming Facts, Activity Sheets, Lesson Plans and much more are available on our [Midwest Dairy website](#).



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Calendar of Events

June 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
- 17 ISBE Board Meeting - Oswego
<http://www.isbe.net/board/default.htm>



Nutrition and Wellness Programs

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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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