

THE OUTLOOK

A Monthly Newsletter for School Nutrition and Wellness Programs

In This Issue...

ADMINISTRATIVE ALERTS

[Program Year 2017 Annual Application – Now Available!](#)
[Year End Claims](#)

PROFESSIONAL DEVELOPMENT

[IL School Nutrition Association Annual Conference](#)
[Procurement in the 21st Century Workshop](#)
[INEP School Nutrition Trainings](#)

WHAT'S COOKING (FOOD SERVICE)

[Looking for New Recipes?](#)
[The CN Label Verification Report](#)

THE MELTING POT

[Celebrate June Dairy Month](#)

USDA FOODS

[Delivery Site Information for USDA Foods](#)

GRANTS

[Fuel Up to Play 60 Grants Available to Help Schools Make Healthy Changes!](#)
[Dollars for Dairy](#)

CALENDAR OF EVENTS

THE ABCS OF SCHOOL NUTRITION FLYER

Program Year 2017 Annual Application – Now Available!

For districts wishing to participate in any of the programs listed below during school year 2016-17, the 2017 application, which covers July 1, 2016 to June 30, 2017 is now available in the WINS system.

- National School Lunch Program
- National School Breakfast Program
- Special Milk Program
- After School Snack Program
- IL Free Lunch Program
- IL Free Breakfast Program
- Seamless Summer Option

Click [here](#) for instructions for completing your 2017 annual application. Instructions are also available in the WINS system under the blue and yellow question mark.

When you are in the WINS system you may notice a button that says “*Renew Application*”, clicking this button will start the 2017 Annual Application renewal. If you are not yet ready to complete your 2017 application, we recommend waiting to click that *Renew Application* button. If you clicked the *Renew Application* button in error, you can always come


back and complete the application when you are ready using the [instructions](#). A recorded walk-through of the application is also available on our [website](#).


If you contract with a Food Service Management Company (FSMC), vendor or another school for your food service, ensure that you have submitted a copy of your contract to our office for approval. Preapproval of your contract will provide for a more streamlined annual application process. If you have not yet submitted your contract to our office, please do so as soon as possible. You can submit your contract via email to kshelton@isbe.net or you can attach your contract to the paper clip icon at the top of the screen in the WINS system. You can still complete your annual application without your contract approved, however the application will be in a pending status. Once your contract is received, reviewed and approved we will enter it into the system and your annual application will be approved. Currently contract reviews are taking approximately 30 days.

*Please note that once you have clicked the Renew Application button in WINS, the system will always default to program year 2017. If you are going into WINS to complete a May or June claim you will need to change the program year at the top of your screen to 2016 in order to access those claims.

If you have any questions, please contact our office via email at cnp@isbe.net or via phone at 800/545-7892 (IL Only) or 217-782-2491.

Year End Claims

As you prepare to end the school year and file your final claims before summer break, take a moment now to ensure that you have the correct serving days approved for each site. If you had to add a few days to your school year due to snow days, you need to update your operating days and participation detail before you file your May or June claim for reimbursement. Instructions on how to add serving days are available inside WINS by clicking on the  icon. They are titled “School Nutrition Programs (SNP) - Adding Serving Days.pptx.”

If you have serving days approved on which you will no longer be serving meals, you may leave those days blank or enter zeroes in those individual days. If you are currently approved to serve for the entire month of June and will not be serving any days in June, we ask that you remove June from your participation. Instructions for removing days of operation are available at the  icon. They are titled “School Nutrition Programs - removing days of operation.”

If you need assistance with your claim please contact Funding & Disbursements Division at 217-782-5256. If you need assistance with updating participation or days of operation please contact Nutrition Programs & Support Services at 1-800-545-7892.

Professional Development

IL School Nutrition Association Annual Conference – June 13-15 – Peoria

The 2016 Annual ILSNA State Conference will be held June 13-15, 2016, at the Peoria Civic Center, Peoria, Illinois. Join our enthusiastic and diverse crowd of school nutrition professionals, industry members, and allied organizations as we come together for a conference experience that is sure to be one of the most informative, engaging and exciting that ILSNA has offered! This year's conference theme is “Putting Our Best Food

Forward.” For more information and to register, go to:

<https://www.regonline.com/builder/site/Default.aspx?EventID=1814157>.

Procurement in the 21st Century Workshop – June 15-16 – Peoria

The Illinois School Nutrition Association (ILSNA), in partnership with ISBE, will offer the Institute of Child Nutrition’s 2-day workshop titled [Procurement in the 21st Century](#) workshop. This sixteen (16) hour training provides general concepts about the procurement of goods, products, and/or services for School Nutrition Programs. Participants will identify key factors for implementing a fair, open, and cost-effective procurement system that supports compliance with federal, state, and local policies. Major topic categories are:

- Procurement Principles
- Competitive Purchasing
- Solicitation for Goods, Products, and Services
- Contracts
- Cooperative Purchasing Groups

This free-of-charge workshop will be held in conjunction with the ILSNA Annual Conference, June 15th (8:30am – 6:30pm) and June 16th (7:30am – 4:30pm) in Peoria, IL. The target audience for the workshop is foodservice directors, assistant directors, supervisors and managers and space is limited to the first fifty (50) registrants.

Attending the [2016 ILSNA Annual Conference](#)? If yes, registration is now available and will include the 2-day *Procurement in the 21st Century* workshop as an option.

For those that are unable to attend the conference, you are still welcome to attend the procurement workshop, free-of-charge. [Please complete registration online via ISBE](#). Any questions of ISBE regarding this workshop, please contact [Roxanne Ramage](#) at (800) 545-7892. If you have any questions regarding the ILSNA Annual Conference or membership, please contact [ILSNA](#) directly at (217) 529-6578.

INEP (Illinois Nutrition Education Programs) School Nutrition Training
Satisfies USDA Professional Standards Requirements



UNIVERSITY OF ILLINOIS
EXTENSION

June 13 – 7:30-11:30am – IL SNA Smarter Lunchrooms Techniques Pre-Conference Workshop

There's still time to register for the Smarter Lunchrooms Techniques pre-conference workshop at the IL School Nutrition Association Annual Conference in Peoria, IL. You will learn about Smarter Lunchrooms concepts and how to implement research-based strategies to engage your school community in your school nutrition program. We look forward to seeing you there!

Register here:

<https://www.regonline.com/builder/site/Default.aspx?eventid=1814157>.

ABCs of School Nutrition - Online Training Portal for IL School Nutrition Professionals!

the ABCs of school nutrition
Professional Standards Portal for Illinois School Nutrition Employees

University of Illinois Extension launched an online training and resource portal specifically for IL school nutrition professionals. This website will be your one-stop shop for face-to-face training opportunities, online courses, webinars, instructional videos, Illinois-specific resources, and more. Visit <http://go.illinois.edu/ABCsofSchoolNutrition>, create a user profile, and stay tuned for more content to be added by the fall!

Contact University of Illinois Extension for Summer and Fall Training!

Schedule **free** in-service training with U of I Extension for the summer and fall months. U of I Extension offers face-to-face training on various topics that meet the USDA Professional Standards.



To inquire about training in your area, please contact us through the [ABCs of School Nutrition](#) website.

Team Up for School Nutrition Success ILLINOIS – Join the Team!

Want to join a motivated & inspired network of Illinois school nutrition professionals? Like the **Team Up for School Nutrition Success ILLINOIS** [Facebook page](#) and get tips, advice, school nutrition news, training and webinar opportunities, and upcoming grant information right at your fingertips! See what other schools are doing in Illinois school nutrition & share what you're doing at your school. Like us today – www.facebook.com/TeamUpforSchoolNutritionSuccessIL.



School Wellness Webinar Series

Our popular school wellness webinar series is back for the 2016-2017 school year starting in September! Make sure your school is “in the know” about these timely topics to help you promote wellness and stay on track with related policies. **As always, our webinar series is available free of charge.** Fall topics include: Farm to School, creating a student nutrition advisory council, school

based food pantries, and assistance with wellness grants. Webinars provide 30-45 minutes of credit toward your USDA Professional Standards requirements. Stay tuned for dates, times, and registration information later this summer. If you'd like to view any of our previous webinars, please contact us through [ABCs of School Nutrition](#).



regarding acceptable documentation during an administrative review. As a result, NETTA created the CN Label Verification Reporting System.

The CN Label Verification Reporting System was developed to assist State agency reviewers, CN program operators, and the food industry to verify the status of a CN Label and the validity of a CN Label copied with a watermark. The new system produces two comprehensive monthly reports:

- CN Label Verification Report - http://www.fns.usda.gov/sites/default/files/cn/cnl_verificationreport.pdf; and
- CN Label Manufacturers Report https://origin.drupal.fns.usda.gov/sites/default/files/cn/cnl_manufacturersreport.pdf.

The CN Label Verification Report includes all information pertaining to the valid CN Label which includes the crediting information (meal pattern contribution statement); label expiration date; and the manufacturer's establishment number. This new online report replaced the previous authorized list published on the CN Labeling Web site (<http://www.fns.usda.gov/cnlabeling/child-nutrition-cn-labeling-program>).

The CN Label Manufacturers Report includes the contact information for all manufacturers that are authorized to produce CN Labeled products. The users will be able to link the manufacturer's list from the CN Label Verification Report.

What's Cooking (Food Service)

Looking for New Recipes?

The USDA has a variety of cookbooks available on their website. [Click here](#) to find a recipe book which focuses on USDA Foods, recipes developed by kids, White House recipes and more!



NOW AVAILABLE! – The CN Label Verification Report

The Nutrition, Education, Training, and Technical Assistance (NETTA) Division in FNS' Child Nutrition Programs has taken great strides to address concerns expressed by state officials, school program operators, and the industry

The Melting Pot

Celebrate June Dairy Month

Jump start your farm to summer program by celebrating June Dairy Month. Midwest Dairy Council has developed a comprehensive online [toolkit](#) that includes information on dairy nutrition,



farmer features, videos, dairy trivia and much more. As you join us in celebrating dairy's nutrition, affordability and sustainable impact take the [Dairy 3 for Me pledge](#) and encourage others to get the recommended three servings of dairy every day.

USDA Foods

Delivery Site Information for USDA Foods

Are you going to have a change in delivery site information for USDA Foods next school year? Possibly consolidating, annexing, closing a building or opening a new one?

To make everything go as smooth as possible, all changes need to be made on the Illinois Commodity System (ICS) prior to July 5th for the August delivery. The ICS Delivery Site Change form is available on the FDP website at www.isbe.net/business.htm. If you need to make a change, please complete the form and fax it to our office no later than July 5th to be effective for the August delivery.

If you need assistance, please contact the Food Distribution Program staff at 1/800-545-7892 prior to July 5th.

Grants

Fuel Up to Play 60 Grants Available to Help Schools Make Healthy Changes!

Whether you're just starting out with Fuel Up to Play 60 or looking to expand an initiative that's already in motion, to help students to get active and fuel their body with the right foods, funding opportunities (up to \$4,000 per school) for Fuel Up to Play 60 can help! This competitive grant opportunity is available to K-12 schools enrolled in Fuel Up to Play 60 and is designed to fund activities that lead to lasting change within the

school environment. To get started schools will choose one Healthy Eating Play and one Physical Activity Play from the 2016-2017 Fuel Up to Play 60 Playbook. [Click here to learn more and to view helpful application tools.](#) **The deadline to apply is June 15, 2016.**

Fuel Up to Play 60 is the in-school nutrition and physical activity program from National Dairy Council, Midwest Dairy Council and the National Football League in collaboration with USDA and has helped make wellness a part of the game plan in nearly 73,000 schools across the country.



Dollars for Dairy

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. Click [HERE](#) to download an electronic version of the easy-to-complete 2-page application and to get more ideas on how to use funding. Don't delay; the **deadline is June 17, 2016.**



Calendar of Events

JUNE 2016

June	Dairy Month
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
13	Illinois School Nutrition Association Pre-Conference Workshop – Peoria
13-15	IL School Nutrition Association Annual Conference – Peoria
15	Fuel Up to Play 60 Grants – DEADLINE
15-16	<i>Procurement in the 21st Century</i> Workshop – Peoria
16	ISBE Board Meeting – Springfield http://www.isbe.net/board/default.htm
17	Dollars for Dairy – DEADLINE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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the **ABCs** of school nutrition

University of Illinois Extension has partnered with the Illinois State Board of Education to become a provider of professional development opportunities for school nutrition professionals across the state.

3 Ways to Receive Assistance and Training



1: On-Site Training

Our educators can come to your school district and provide in-person training to staff on a wide range of topics to satisfy the USDA Professional Standards.



2: Live and Recorded Webinars

Webinars take place during the 1st Wednesday of each month from 3-3:30 p.m. CT during the school year (September-May). You can receive USDA Professional Standards credit for live and recorded webinar viewing. For a list of recorded webinars and to sign-up for the live series, contact us through the ABCs of School Nutrition Website (listed below).



3: Online Training

Online courses are available on relevant school nutrition topics at our website, the ABCs of School Nutrition. Create an account to get started:
<https://extension.illinois.edu/abcsofschoolnutrition/>

Areas of Training for School Nutrition Success

Menu Planning	Cashier/Point of Service	Program Management
Nutrition Education	Purchasing	Smarter Lunchrooms
General Nutrition	Receiving and Storage	HR and Staff Training
Food Production	Food Safety/HACCP	Serving Food
Meal Patterns/ Reimbursable Meals	Free/Reduced Price Meal Benefits	Communications and Marketing

For More Information, Contact Us Through our Website:
<https://extension.illinois.edu/ABCsofschoolnutrition>



Professional Standards Portal for
Illinois School Nutrition Employees:
<https://extension.illinois.edu/abcsofschoolnutrition/>