

# THE OUTLOOK



*Your Guide to School-Based Child Nutrition Programs*

## July 2014

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## Appreciation Letter from Dr. Janey Thornton, Deputy Under Secretary of USDA

At the end of this newsletter, please find a letter sent by Dr. Janey Thornton, Deputy Under Secretary, to school nutrition professionals. This letter thanks you for your hard work and dedication in implementing the new meal standards, asks for continued support, and pledges ongoing technical assistance and flexibility from USDA.

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## Smart Snacks in Schools – Effective July 1, 2014

On July 1, 2014, the USDA issued Interim Final Regulations on “*Nutrition Standards for all Foods Sold in Schools*” takes effect. These regulations will impact ALL food and beverages sold to students on the school campus during the school day for schools participating in the National School Lunch and/or School Breakfast Programs.

During the June 2014 Illinois State Board of Education (ISBE) Board Meeting, the ISBE took action and implemented Illinois Administrative Rules, Part 305 (emergency rule) in order to provide guidelines to schools for exempted fundraising days. These emergency rules are now in effect (as of June 25, 2014) and will be for a maximum of 150 days. Concurrent-to this emergency rule making, ISBE will issue proposed rules with the same language which will allow for public comment. This will likely occur in early July 2014, and all participating schools will be notified of this rulemaking action and public comments will be accepted.

### Resources

- USDA Smart Snacks Website: <http://www.fns.usda.gov/school-meals/smart-snacks-school>
- ISBE’s Smart Snack Website: <http://www.isbe.net/nutrition/htmls/nslp-usda-nutrition-stds.htm>
- Illinois Administrative Code, Part 305 (Emergency Rule): <http://www.isbe.net/rules/archive/pdfs/305emerg.pdf>

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## Household Eligibility Applications for Families to Participate in School Meal Programs

The Household Eligibility Application for families to complete for SY 14-15 free and reduced-price meals are posted on our website at [http://www.isbe.net/nutrition/htmls/household\\_eligibility.htm](http://www.isbe.net/nutrition/htmls/household_eligibility.htm). One set of materials is for sites participating in National School Lunch Program (NSLP) and School Breakfast Program (SBP) and another set is for sites participating ONLY in Special Milk Program (SMP) and/or Illinois Free Lunch and Breakfast Programs. 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.

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## Sponsor Applications for Sites to Participate in School Meal Programs

SY2014-15 applications for new or continuing sponsors of school meal programs will be released through WINS in late August or early September and will be due in October. Announcement of release along with instructions will be made in upcoming Outlook newsletters.

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## SY14-15 Rates of Reimbursement

The reimbursement rates for School-Based Child Nutrition Programs are typically not released by USDA until early July. Once released, ISBE will post at <http://www.isbe.net/nutrition/htmls/data.htm> (click on "Schools - FY2015" under *Reimbursement Rates*).

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## Community Eligibility Provision – Due Date Extended

Community Eligibility Provision (CEP) is an alternative to household eligibility applications for free and reduced price meals in high poverty local educational agencies (LEAs) or districts and schools. CEP schools use an approved percentage for meal claiming purposes, which is derived from the number of identified students and enrollment as of April 1. Identified students are those that are determined to be eligible for free meals based on documentation from the *Electronic Direct Certification System*, extension of benefits and students deemed homeless, migrant, runaway or are participating in Head Start and signed off on by that programs liaison/coordinator.

All students enrolled in a CEP school receive meals at no cost, the total number of meals is counted each day and the approved claiming percentage is applied to that total number of meals in order to determine how many meals will receive free reimbursement or paid reimbursement. For more information on CEP please visit the [CEP webpage](#). The deadline for applying for participation in CEP has been extended for this year ONLY to August 31, 2014.

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## Training Opportunities for School-Based Child Nutrition Programs

### WEBINAR TRAININGS

#### **Upcoming: How to Submit your Claim in WINS**

Monthly claims must be submitted for each approved site and sponsor to report the number of meals/milk served to eligible program participants. Staff with the Funding & Disbursements Division of the Illinois State Board of Education will present a webinar on submission of claims for reimbursement using the Web-based Illinois Nutrition System (WINS) for school-based child nutrition sponsors on **September 3, 2014 at 2:00pm**. In case this date and time is not convenient for you or your staff, this webinar will be recorded and archived for future viewing. To register, click <https://www1.gotomeeting.com/register/827319497>. . Instructions on how to submit your claim in WINS are available online at <http://www.isbe.net/funding/pdf/wins-claim-inst.pdf>.

#### **Archived Webinars**

Webinars from this past year have been recorded and is available for viewing at any time at <http://www.isbe.net/nutrition/htmls/workshops.htm> (under National School Lunch Program). Prior topics archived online include:

- ✓ Benefit Issuance and Meal Counting and Claiming
- ✓ Electronic Direct Certification
- ✓ Certification of Eligibility
- ✓ Verification
- ✓ NSLP/SBP Menu Planning
- ✓ USDA Foods
- ✓ Implementing the School Breakfast Program
- ✓ Paid Lunch Equity
- ✓ Heart Healthy Month - Focus on Fat and Sodium Reduction in School Meals
- ✓ Local School Wellness Policies
- ✓ Electronic Direct Certification

## **IN-PERSON TRAININGS**

ISBE's Nutrition and Wellness Programs Division will host a variety of in-person training opportunities for school nutrition program staff for SY2014-2015. 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](#). Locations tend to fill up quickly, so complete registration as soon as announced to secure your space.

### **School Meals Menu Planning 101**

This ½ day workshop will be a hands-on workshop with menu planning activities geared to the school nutrition personnel that plan the National School Lunch and School Breakfast Program menus. Meal pattern changes required for SY2014-2015 will be included as well as overall meal pattern information. 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 23, 2014 – Arlington Heights (afternoon session)
- July 24, 2014 – Alsip (morning session)
- July 29, 2014 – Marion (afternoon session)
- July 30, 2014 – Collinsville (morning session)
- July 31, 2014 – Normal (morning session)

### **Direct Certification, Certification, and Verification**

This ½ day workshop will cover 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 best to attend this training session.

#### Dates and Locations

- August 13, 2014 – Arlington Heights (afternoon session)
- August 14, 2014 – Lisle (morning session)
- August 21, 2014 – Normal (morning session)
- August 26, 2014 – Marion (afternoon session)
- August 27, 2014 – Fairview Heights (morning session)

### **Hazard Analysis and Critical Control Point (HACCP)-based Food Safety Plan**

This workshop will assist School Food Authorities in meeting the HACCP based school food safety plan requirement. Key elements of a required HACCP – Process Approach based school food safety plan will be discussed.

#### Dates and Locations

- August 13, 2014 – Double Tree, Arlington Heights (morning session)
- August 21, 2014 - Marriott, Normal (afternoon session)
- August 26, 2014 - The Pavilion, Marion (morning 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 15, 2014 – Schaumburg (afternoon session)
- October 16, 2014 – Lisle (morning session)
- October 21, 2014 – Peoria (morning session)
- October 22, 2014 – Fairview Heights (morning session)

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](mailto:cnp@isbe.net).

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## CLAIM COMMON CENT\$ - SUMMER REMINDERS

As you submit claims during the summer months 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. July 2013 – June 2014 claims that will calculate an IL Free Lunch and Breakfast reimbursement must be submitted by July 30, 2014 and in approved/paid status in order to be included in the final proration of Illinois Free Breakfast and Lunch Program. 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 complete Proration in Early August. Once proration is completed for the FY, there will be no money left to disburse for June and prior claims submitted.
- If you participate in Summer Seamless for meals served during the summer months don't forget that you must be approved for Summer Seamless for each appropriate site and have participation detail completed for the days that you will be claiming summer meals.
- Please contact Funding & Disbursements at 217-782-5256 for any claim or payment questions.

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## Fresh Fruit and Vegetable Program Grantees Announced

Nearly 104,000 students enrolled in the 2014-2015 Fresh Fruit and Vegetable Program (FFVP) will receive fresh fruits and vegetables during the school year as students enrolled in the USDA's Fresh Fruit and Vegetable Program Grant schools. Visit the following link to view the 2014-2015 FFVP grantees. [http://www.isbe.net/nutrition/htmls/ffv\\_program.htm](http://www.isbe.net/nutrition/htmls/ffv_program.htm).

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## Join Team Nutrition Today!

Over 1,700 schools in Illinois are Team Nutrition Schools. Enrolling is simple-either use the online enrollment form or download the School Enrollment Form (PDF), complete it and then fax it to 703-305-2549 or mail it to: Team Nutrition, 3101 Park Center Drive, Room 632, Alexandria, VA 22302. The forms are available at <http://www.fns.usda.gov/tn/join-team>. There is no charge to enroll.

Team Nutrition resources are developed with a focus on five behavior outcomes:

- Eat a variety of foods
- Eat more fruits, vegetables and grains
- Eat lower fat foods more often
- Get your calcium-rich foods
- Be physically active



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## Kidseatwell.org Website Closes Effective July 1<sup>st</sup>

The former Illinois Nutrition Education and Training Program URL, [www.kidseatwell.org](http://www.kidseatwell.org), will no longer operate effective July 1, 2014. Please remove any links referencing this URL in your documents or on your website.

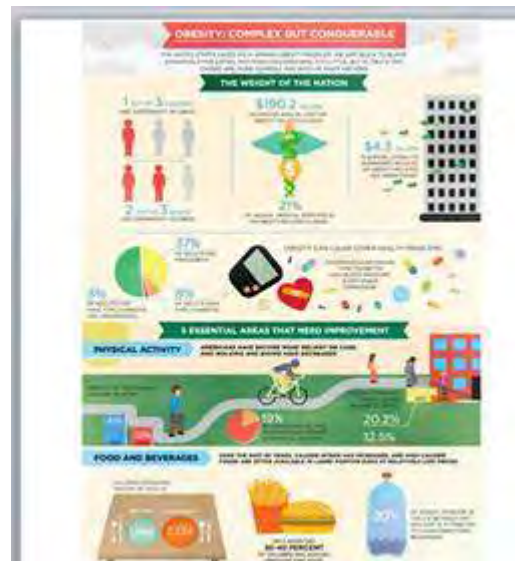
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## ***Obesity: Complex But Conquerable*** **Infographic - Available in Spanish**

The infographic above in Spanish developed by the Institute of Medicine is available from ISBE.

Email [cnp@isbe.net](mailto:cnp@isbe.net) to request copies. Please provide

- contact name,
- mailing address, and
- number needed (shipped in packets of 10 each)



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## Bookmark Special Events for School Year 2014-2015

The School Nutrition Association has announced the themes for National School Lunch Week and National School Breakfast Week. Details with Web site links are detailed below. Mark the dates below in your calendar, gather your committee, and begin to plan how your school will be celebrating SY15 special events.

	<p>October 13-17, 2014 National School Lunch Week (NSLW)</p> <p><i>GET IN THE GAME with SCHOOL LUNCH-</i></p> <p><a href="http://www.schoolnutrition.org/Level2_NSLW2014.aspx?id=19888">http://www.schoolnutrition.org/Level2_NSLW2014.aspx?id=19888</a></p>
	<p>March 2-6, 2015 National School Breakfast Week (NSBW)</p> <p><i>Make the Grade with School Breakfast-</i></p> <p><a href="http://schoolnutrition.org/Content.aspx?id=20151">http://schoolnutrition.org/Content.aspx?id=20151</a></p>
	<p>May 4-8, 2015 School Nutrition Employee Week</p> <p>School Nutrition Association</p> <p><a href="http://www.schoolnutrition.org/Level2_SNEW2013.aspx?id=18422">http://www.schoolnutrition.org/Level2_SNEW2013.aspx?id=18422</a></p>

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### New ToolKit: Increasing Access to Drinking Water in Schools



Centers for Disease Control and Prevention (CDC) has released a new tool kit, [Increasing Access to Drinking Water in Schools](#), helps schools make the healthy choice the easy choice for all students by ensuring access to free drinking water as an alternative to sugar-sweetened beverages before, during, and after school. The [easy-to-use tool kit](#) includes needs assessment tools, implementation strategies, and evaluation guidance to improve access to drinking water as part of a healthier nutrition environment in schools.

Drinking water in place of sugar-sweetened beverages can help students stay hydrated and may improve cognitive function. Children and adolescents spend much of their time at school, and by providing access to healthier choices, students can stay healthy and ready to learn.

School health councils, nutrition services providers, principals, teachers, parents, and other school staff can follow [key steps](#) and use the [planning guide and resources](#) to:

- Meet USDA [Smart Snacks in School](#) requirements to provide free drinking water in the National School Lunch Program and the School Breakfast Program.
- Help make free drinking water readily available across the school campus.
- Promote water as a healthy beverage.

**Share this message** through your networks and use the sample social media below to help spread the word.

- **State education and health agencies** can provide professional development and technical assistance to support schools and districts in meeting federal requirements and implementing strategies.
- **Schools and districts** can provide professional development on the tool kit, conduct a needs assessment of current drinking water policies and practices, and develop a school water access plan.
- **Parents** can make sure children take refillable and reusable water bottles to school, and bring them home to be washed regularly.

**Stakeholders**, such as public health partners, community members, and university staff, can support schools in implementation and evaluation efforts.

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## New Team Nutrition Middle School Posters Available

USDA has developed four middle school posters with the following themes, to encourage healthy eating habits and physical activity for tweens. Poster Themes:

- You Control You (Girl, Milk)
- You Control You (Boy, Breakfast)
- Power Up! (Sports)
- Power Up! (Video Game)

<http://www.fns.usda.gov/tn/middle-school-posters>



Ordering Information: Schools, child care centers, and summer meal sites that participate in the USDA Child Nutrition programs (e.g., National School Lunch Program, School Food Service Program, etc.) may request free print copies of these posters. All four posters come together as a set. More than one copy of the posters may be ordered. The order form is located at: <http://tn.ntis.gov/>

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## Reserve the Power Panther Mascot Costume for Your Special Event Now!



Are you planning a Special Event this fall or winter? Do you have a date confirmed? Consider reserving the USDA's Power Panther Mascot Costume now, rather than later. Request the costume by sending an email to [cnp@isbe.net](mailto:cnp@isbe.net) with Power Panther in the message box. Tell us the date of the event, the contact information-name, phone number and address to ship the costume. You will be contacted if the costume is available. There is no fee to reserve the costume. Schools may use it for a two-week period.

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## Seventh Annual Wellness Conference Presentations Posted

If you missed out on the Seventh Annual School Wellness Conference held in Champaign on April 30, 2014; you may still learn about the topics via the recently posted link of the presentations posted by Action for Healthy Kids Illinois. The presentations are sorted by track topic: Breakfast, Coordinated School Health, Early Childhood, Nutrition, Physical Activity and School Health Services and available at <http://www.actionforhealthykids.org/component/content/article/38/1168>.

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## Calendar of Events

### July 2014

- 4 Independence Day, Friday—ISBE Office Closed
- 10 Begin submitting June claims for reimbursement. ALL June child nutrition program claims (original and revised) must be received by ISBE no later than July 30, 2014 to be eligible for IL Free prorated funds.
- 13-16 School Nutrition Association Annual National Conference—Boston  
<http://docs.schoolnutrition.org/meetingsandevents/anc2014/index.asp>
- 23 NSLP School Meals Menu Planning 101—Arlington Heights, Double Tree  
Register at <http://www.isbe.net/nutrition/> (under Upcoming Workshops)
- 24 NSLP School Meals Menu Planning 101—Alsip, Double Tree  
Register at <http://www.isbe.net/nutrition/> (under Upcoming Workshops)
- 29 NSLP School Meals Menu Planning 101—Marion, The Pavilion  
Register at <http://www.isbe.net/nutrition/> (under Upcoming Workshops)
- 30 NSLP School Meals Menu Planning 101—Collinsville, Double Tree  
Register at <http://www.isbe.net/nutrition/> (under Upcoming Workshops)
- 30 Deadline for submitting June claims to be eligible for IL Free prorated funds
- 31 NSLP School Meals Menu Planning 101—Normal, Marriott  
Register at <http://www.isbe.net/nutrition/> (under Upcoming Workshops)



### **Nutrition and Wellness Programs**

Illinois State Board of Education  
100 North First Street, W-270  
Springfield, IL 62777  
Phone: 800/545-7892 or 217/782-2491  
Fax: 217/524-6124  
Email: [cnp@isbe.net](mailto:cnp@isbe.net)

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*If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*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](http://www.fns.usda.gov/snap/contact_info/hotlines.htm) (click the link for a listing of hotline numbers by State); found online at [http://www.fns.usda.gov/snap/contact\\_info/hotlines.htm](http://www.fns.usda.gov/snap/contact_info/hotlines.htm).*

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United States Department of Agriculture

Office of the Secretary  
Washington, D.C. 20250

JUN 27 2014

Dear Colleague,

I would like to take a few minutes to thank you for the incredible achievements you, as school nutrition professionals, have accomplished in response to the Healthy, Hunger-Free Kids Act of 2010. I also want to ask for your continued support as we move forward this school year with implementing additional provisions of this important law.

As you know, one major goal of the legislation was to help reduce childhood obesity and its associated health risks by helping schools across the country provide healthful meals and snacks to America's children during the school day. Nearly one third of children in the U.S. are at risk for preventable diseases like diabetes and heart disease because they are overweight or obese. Their ability to learn in the classroom, grow up healthy and reach their fullest potential depends on what we do right now to secure their future. We do not have the luxury of time on our side.

Using independent, expert recommendations from the Institute of Medicine, USDA developed new requirements to ensure our kids are offered nutritious options while at school. More than 90 percent of schools report that they are meeting the updated nutrition standards. As a result, schools are providing more fruits, vegetables, whole grains, and lean proteins, in age-appropriate portion sizes. Students are trying a variety of foods they may be seeing for the first time, paving the way for a lifetime of healthy habits.

These changes are working, and we expect to see continued improvements over time. Change can be difficult for anyone in any situation; we know that the generational changes we are seeking take time to implement. We also know there have been challenges, including the fact that food costs are up nationwide. As with everything we do, our attitude toward change is often indicative of the results we'll see. These changes have definitely been easier for some than others, but those who believe they will never be successful are likely setting themselves up for failure.

Your feedback has been vital to the continued success of the programs, and has resulted in many of the flexibilities that USDA has offered. When we first proposed the new meal patterns, your comments and input resulted in a more phased-in approach to the breakfast and lunch changes (including more time for the second sodium limit), removal of the requirement to offer meat at breakfast, and no limits on starchy vegetables. Based on your feedback, we also dropped the proposal for students to take a full serving of fruits and vegetables, and updated the final rule so that students must only take ½ cup of either fruits *or* vegetables under Offer versus Serve.

When you asked to serve larger servings of grains and proteins within the overall calorie caps, we responded with that flexibility in the first year of implementation. Making that change permanent took a few more steps and a little more time, but we were able to do so earlier this year. We did the same for frozen fruit. Based on your input, frozen fruit with a small amount of sugar can now be served in school meals. When we heard the serious concerns about the availability of whole grain-rich pastas, we allowed schools that were having difficulty in getting acceptable products to use traditional pastas for an additional two years. We are also working with industry to ensure that by that time, whole grain-rich pastas suitable for school foodservice will be more widely available.

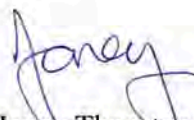
Communication is more critical than ever right now, and we encourage you to keep us informed of your progress, as well as challenges that you may be facing.

USDA is committed to work closely with our schools to ensure success. We have a variety of resources on our website to support your efforts. These online resources provide guidance on how to boost student acceptance of fruits and vegetables, integrate more whole grains, prepare foods with less sodium, and encourage kids to make healthier snack choices. The website also houses success stories and best practices that you, on the front lines, have shared.

I look forward to seeing those of you who are able to attend the School Nutrition Association's Annual National Conference (ANC) this year in Boston. USDA staff will be there to provide you with program updates and technical assistance. We will also address your questions on a wide variety of topics that include the meal patterns, Smart Snacks, and the Community Eligibility Provision. We look forward to working with you and your colleagues to share available resources and best practices, and connect those who have been successful in transitioning to the new requirements with those who still need a little more assistance.

Thank you again for your dedication and tireless commitment to our children. Ensuring school children receive the nutrition they need to learn, grow, and reach their full potential is one of the most important duties we have as community members, educators and leaders. I was drawn to this profession many years ago largely because of you—the people who work together to share ideas, find solutions to challenges, and always put the needs of the children first and foremost. I look forward to seeing many of you in July; for those who will not be attending ANC, please know that USDA values our partnership—and recognizes that it is more important than ever, as we move forward in our joint mission to create a healthier next generation.

Sincerely,



Janey Thornton, Ph.D., SNS  
Deputy Under Secretary  
Food, Nutrition and Consumer Services  
Former SNA President (2006-2007)  
Former Child Nutrition Director (1982-2009)