

THE OUTLOOK



Your Guide to School-Based Child Nutrition Programs

July 2015

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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 15-16 free and reduced-price meals will be posted on our website at 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. 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

SY2015-16 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.

An announcement of release along with instructions will be sent via email as well as included in upcoming *Outlook* newsletters.

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SY15-16 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 - FY2016" under *Reimbursement Rates*).

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Training Opportunities for School-Based Child Nutrition Programs

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

- August 4 - Pittsfield
- August 5 – Dunlap
- August 6 - Serena
- 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/cnscalendar/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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Whole Grain-Rich Exemption for SY2015-2016 – Now Available

In accordance with [USDA Policy Memo SP20-2015, Requests for Exemption for School Meals Whole Grain-Rich \(WGR\) Requirements for SY2014-2015 and 2015-2016](#), the Illinois State Board of Education, Nutrition and Wellness Programs Division announces the availability of the WGR exemption for Illinois School Food Authorities (SFAs). All SFAs that are interested in this WGR waiver are required to review the USDA Policy Memo SP20-2015, complete the online survey and provide documentation, as detailed for each hardship within the survey. Click here to access the [exemption request survey](#).

If you have any questions regarding this exemption, please contact our division staff at cnp@isbe.net or via telephone at (800) 545-7892.

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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 2014 – June 2015 claims that will calculate an IL Free Lunch and Breakfast reimbursement must be submitted by July 30, 2015 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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New Remittance Information for Lanter Distributing

As of May 11, 2015, Lanter Distributing, LLC changed banks to:

First Midwest Bank
8501 West Higgins Road
Chicago, IL 60631

(The prior account was with JP Morgan Chase, Chicago, IL. Routing #071000013, Account #449850333.)

All ACH's, Wires and checks are to be deposited into their new account!!!!

FOR CHECKS:

Lanter Distributing, LLC
First Midwest Bank
PO Box 903
Bedford Park, IL 60499-0903

FOR ACH and WIRES:

Lanter Distributing, LLC
First Midwest Bank
Routing #071901604
Account #8100451783

Please send all remittances to AR@lanterdist.com

FOR OVERNIGHT:

Lanter Distributing, LLC
c/o First Midwest Bank
Attn: Lockbox Department
3800 Rock Creek Blvd
Joliet, IL 60431

Please call Carolyn Farrell at 618-512-3005 if you have any questions about this change.

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Eighth Annual Wellness Conference Presentations Posted

If you missed out on the eighth Annual School Wellness Conference held in Champaign on April 23, 2015; you may still learn about the topics via the recently posted link of the presentations posted by Action for Healthy Kids Illinois. The presentations can be accessed at:

<http://www.actionforhealthykids.org/storage/documents/teams/illinois/Presentation Links One Pager.docx>.

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Bookmark Special Events for School Year 2015-2016

- ❖ National School Lunch Week
<https://schoolnutrition.org/NSLW/> October 12-16, 2015
- ❖ National School Breakfast Week
<https://schoolnutrition.org/NSBW2016/> March 7-11, 2016
- ❖ School Nutrition Industry Conference (SNIC)
<https://schoolnutrition.org/snic/> January 17-19, 2016
San Diego, CA
- ❖ School Nutrition Association Legislative Action Conference (LAC)
<https://schoolnutrition.org/lac/> February 28-March 2, 2016
Washington, DC
- ❖ School Nutrition Employee Week
<http://schoolnutrition.org/SNEW> May 2-6 or 9-13, 2016
(TBD)
- ❖ School Lunch Hero Day
<https://schoolnutrition.org/slhd/> May 6, 2016
- ❖ Illinois School Nutrition Association Annual Conference
<http://www.ilsna.net/> June 12-15, 2016
Peoria, IL
- ❖ School Nutrition Association Annual National Conference (ANC)
<https://schoolnutrition.org/anc/> July 10-13, 2016
San Antonio, TX

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Calendar of Events

July 2015

- 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 to be eligible for IL Free prorated funds.
- 12-15 School Nutrition Association Annual National Conference—Salt Lake City, UT
<http://schoolnutrition.org/anc/>
- 13-20 Make changes to next month's USDA Foods order
- 22 School Meals Menu Planning 101—Lisle, Hilton
- AND/OR -
Direct Certification, Certification, and Verification – Lisle, Hilton
Register at <http://www.isbe.net/nutrition/> (under Upcoming Workshops)
- 23 School Meals Menu Planning 101—Normal, Marriott
- AND/OR -
Direct Certification, Certification, and Verification – Normal, Marriott
Register at <http://www.isbe.net/nutrition/> (under Upcoming Workshops)

- 28 School Meals Menu Planning 101—Fairview Heights, Four Points by Sheraton
- AND/OR -
Direct Certification, Certification, and Verification—Fairview Heights, Four Points by Sheraton
Register at <http://www.isbe.net/nutrition/> (under Upcoming Workshops)
- 30 Deadline for submitting June claims to be eligible for IL Free prorated funds



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

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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,

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.

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.

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