

# THE UTL LOOK

*Your Guide to School-Based Child Nutrition Programs*



**August 2012**

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### **Sponsor/Site Applications & Claims for School Year 2012-2013 – NEW ONLINE SYSTEM!**

A new system is being introduced this year for schools to submit their annual applications to participate in school meal programs as well as submit claims for reimbursement. As of October 1, 2012, the **Web-based Illinois Nutrition System (WINS)** will replace the current **Application and Claim Entry System (ACES)**.

Instructions on completing the Sponsor and Site applications using WINS will be available in August <http://www.isbe.net/nutrition> under *What's New*. Sponsor and site application(s) are to be completed by September 17, 2012.

As in the past, claims will need to be submitted for each site operating during the month as well as the submission of a sponsor claim. The big change for claims starting with October 2012 is that the site claims will now be broken down to the **daily** level rather than **monthly** totals. Meal counts for each day, for each meal service, by category (free, reduced or paid) will be required on the site claims. This will allow for much tighter edits on the data reported and result in more accurate payments of allowable meals. The claims will still just be submitted once for each month, not daily, and will remain due 10 days after the end of the claiming month. The computer system will consolidate all the site claims into one sponsor claim that you must review for accuracy and then submit. The payment process will not begin until the sponsor claim is submitted.

Claims for July, August and September as well as any updates to programs, school contacts, etc. during this time will need to be filed through ACES. Claims and program updates starting October 2012 will need to be filed through WINS. Both systems will be accessible through IWAS in August.

Further details are coming soon. If you have questions regarding your applications, please contact Child Nutrition Programs at 800/545-7892 or [cnp@isbe.net](mailto:cnp@isbe.net). If you have questions regarding your claims, please contact Funding & Disbursements at 217/782-5256.

### **REMINDER: Claim Due Dates**

In accordance with the above federal program regulations and guidance; **ALL claims (original and upward revised claims) must be submitted by sponsors within 60 calendar days of the end of the claiming month. (See chart below.)** Claims and upward revisions submitted by the sponsor beyond the 60 day timeframe shall not be paid with program funds and shall be subject to the exception request process outlined in the USDA 60-90 Day Claim Guidance. Downward revisions may continue to be submitted at any time. Only the state agency may initiate upward revisions to claims filed within the 60 day timeframe, and those revisions must be completed within 90 days of the end of the claiming month and included on the applicable 90-day meal count report to the USDA. Any upward revision initiated by the state agency will require corrective action on the part of the sponsor to ensure future compliance with reporting requirements. It is recommended that claims be submitted by the 10<sup>th</sup> calendar day following the end of the claim month. This will allow time for upward revisions within the 60 day

deadline. In addition, claims are generally vouchered for payment on a weekly basis, so the sooner the claim is submitted, the sooner payment will be received. ALL claims (original and upward revisions) must be submitted by sponsors within 60 calendar days of the end of the claiming month in order to be paid with program funds. Downward revisions may be submitted at any time.

Claim Month	Due Date
October	December 30
November	January 29
December	March 1 (February 29 if leap year)
January	April 1 (March 31 if leap year)
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29

### **School Year 2012-2013 Household Eligibility Application**

The Letter to Household, Household Eligibility Application and Instructions for free and reduced-price meals for the school year 2012-2013 are posted at [http://www.isbe.net/nutrition/htmls/household\\_eligibility.htm](http://www.isbe.net/nutrition/htmls/household_eligibility.htm). 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.

### **Public Announcement of School-based Child Nutrition Programs**

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.

### **Temporary Approval of Household Eligibility Applications**

Temporary approval of an application is no longer applicable because of the year long duration of eligibility provision.” Therefore, please discontinue the practice of approving applications on a temporary basis from this point forward. If the determining official is concerned with the authenticity of the information provided on the application, they may, on a case by case basis, verify the application for cause. Please reference the Administrative Handbook, Verification Section ([www.isbe.net/nutrition/sbn\\_handbook/verification.pdf](http://www.isbe.net/nutrition/sbn_handbook/verification.pdf)) for more information on verification for cause.

## **Electronic Direct Certification**

Direct Certification is a requirement for LEAs participating in the National School Lunch Program. This process allows LEAs to more easily certify children for free school meals/milk if the child is a member of a household receiving assistance under the SNAP (Supplemental Nutrition Assistance Program) and/or TANF (Temporary Assistance to Needy Families). Households in which students are directly certified are not required to complete the Household Eligibility Application to receive free meal/milk benefits. If any member of the household is eligible for SNAP/TANF benefits, all students in that household are eligible for free meal/milk benefits. Students directly certified for free school meal/milk benefits are eligible for the entire school year and are not subject to verification requirements. For an overview of the direct certification system, please view our recorded webinar available at <http://www.isbe.net/nutrition/htmls/dcs.htm>.

## **Administrative Handbook Available Online**

The School Year 2012-2013 version of the School-Based Child Nutrition Programs Administrative Handbook is currently being updated. Current sections of the handbook are available at [www.isbe.net/nutrition/sbn\\_handbook/toc.htm](http://www.isbe.net/nutrition/sbn_handbook/toc.htm). Once all updates are completed, the handbook will be available for download as one complete document, or in individual sections.

## **School-based Child Nutrition Calendars**

Calendars, along with a letter announcing important updates ([http://www.isbe.net/nutrition/pdf/household\\_eligibility\\_ltr.pdf](http://www.isbe.net/nutrition/pdf/household_eligibility_ltr.pdf)) were mailed in May to each school participating in the National School Lunch Program. The calendar is available on-line as well at [http://www.isbe.net/nutrition/pdf/SBCNP\\_calendar.pdf](http://www.isbe.net/nutrition/pdf/SBCNP_calendar.pdf).

## **Six Cent Meal Pattern Certification**

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) requires all schools participating in the National School Lunch Program to implement the new food based meal pattern requirements starting School Year 2012-2013. Information on the new food based meal pattern requirements is available at <http://www.isbe.net/nutrition/htmls/nslp-hhfka-fbmp-ns.htm>.

The HHFKA provides for an additional 6 cents of reimbursement for each lunch meal served in districts that have been certified. The additional 6 cents of reimbursement is available for lunches served starting October 1, 2012, but cannot be awarded until all sites within the district are certified by the Illinois State Board of Education (ISBE).

Resources available to assist with this process include:

Website: <http://www.isbe.net/nutrition/htmls/nslp-hhfka-6cent.htm>  
(Instructions, worksheets and a webinar specific to Illinois schools)

In-person technical assistance: Program field staff will be available in each region in September and October to provide technical assistance. Watch for a schedule in next month's *Outlook* newsletter.

*Talk It Up Tuesday* Webinars: Starting August 14 and every other Tuesday through October from 9 am – 10 am, Nutrition Programs will host webinars providing the latest information. Registration information coming soon under *Upcoming Webinars* at <http://www.isbe.net/nutrition/>.

### **Reminder: Paid Lunch Equity Requirement**

The Healthy, Hunger-Free Kids Act of 2010 requires school food authorities to ensure there are sufficient funds provided to the nonprofit school food service account for lunches served to students not eligible for free or reduced priced meals. There are two ways to meet this requirement: either through the prices charged for paid lunches or through other non-Federal sources provided to the nonprofit school food service account.

(<http://www.fns.usda.gov/cnd/Governance/policy.htm>)

A tool to calculate the necessary increases in student paid meal prices and/or non-federal contributions for SY12-13, along with a 30 minute recorded webinar and power point presentation, are available on the IL State Board of Education's website

[http://www.isbe.net/nutrition/htmls/nslp\\_hhfka\\_implementation.htm](http://www.isbe.net/nutrition/htmls/nslp_hhfka_implementation.htm).

To view all changes implemented by this Act for school-based child nutrition programs, please visit the Summary Chart at [http://www.isbe.net/nutrition/htmls/nslp\\_hhfka\\_implementation.htm](http://www.isbe.net/nutrition/htmls/nslp_hhfka_implementation.htm).

### **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 USDA 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](http://teamnutrition.usda.gov/Resources/FBG_Section_3-GrainsBreads.pdf)

### **Smoothies Offered in Child Nutrition Programs**

Previously, FNS has not permitted fruit smoothies to contribute toward the milk requirements at breakfast. This crediting policy has been based on the premise that service of recognizable forms of food supports the educational aspects of the meal programs and simplifies program operation. The *Dietary Guidelines for Americans* emphasize that the majority of the fruit recommended should come from whole fruits, including fresh, canned, frozen, and dried forms, rather than from juice. When juices are consumed, 100% juice should be encouraged. However, there has been increased usage and identification of smoothies as a recognizable food item and in many cases, a healthful food option, particularly at breakfast and other meals and snacks as well.

Therefore, milk and fruit can be credited in smoothies prepared by program operators to meet meal pattern requirements for any meal served under CN Programs. Vegetables cannot be credited in a smoothie. Grains and meat/meat alternates (including yogurt) may not be credited when served as a beverage. Additional guidance, including Q&As, is available at <http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2012/SP36-2012os.pdf>.

### **Reminder: Food Allergy Guidelines Required**

By Jan. 1, 2011, each school board was required to implement a local policy based on the *Guidelines for Managing Life-Threatening Food Allergies*. Also, at least every two years, an in-service training program for school personnel who work with students must be conducted by persons with expertise in anaphylactic reactions and management. Please visit [http://www.isbe.net/nutrition/htmls/food\\_allergy\\_guidelines.htm](http://www.isbe.net/nutrition/htmls/food_allergy_guidelines.htm) to access the *Guidelines for Managing Life-Threatening Food Allergies in Illinois Schools* as well as instructions on how to obtain a sample policy and administrative procedures.

### **School-Based Child Nutrition Programs Rates of Reimbursement**

The reimbursement rates for School-Based Child Nutrition Programs for the 2012-2013 school year are now available at <http://www.isbe.net/nutrition/htmls/data.htm> (click on *Schools - FY2013* under *Reimbursement Rates*) and are listed below.

**School-Based Child Nutrition Programs Rates of Reimbursement**  
Effective July 1, 2012, Through June 30, 2013

<b>National School Lunch Program</b>					
		Less Than 60%	Less Than 60% + 6 Cents**	60% or More*	60% or More* + 6 Cents**
	Paid	\$0.27	\$0.33	\$0.29	\$0.35
	Reduced-Price	\$2.46	\$2.52	\$2.48	\$2.54
	Free	\$2.86	\$2.92	\$2.88	\$2.94
The maximum price for a student reduced-price lunch is \$.40.					
*The higher rate of reimbursement for lunch (60% or more) applies if 60% or more of the lunches served by an SFA during the second preceding school year were served free or at a reduced price.					
**Additional 6 cents requires <a href="#">menu certification</a> .					

<b>School Breakfast Program</b>			
		Non-Severe Need	Severe Need*
	Paid	\$0.27	\$0.27
	Reduced-Price	\$1.25	\$1.55
	Free	\$1.55	\$1.85
The maximum price for a student reduced-price breakfast is \$.30.			
*The higher rate of reimbursement for breakfast (Severe Need) applies if 40% or more of the lunches served at the site in the second preceding school year were served free or at a reduced price.			

<b>Special Milk Program</b>			
	All-Milk	Paid-Milk	Free-Milk
Pricing Program Without Free Option and <u>Nonpricing Programs</u>	\$0.1925		
Pricing Program With Free Option		\$0.1925	Average cost per ½ pint milk

<b>After-School Snacks in After-School Care Programs</b>		
	Paid	\$0.07
	Reduced-Price	\$0.39
	Free	\$0.78
The maximum price for a student reduced-price after-school snack is \$.15.		

<b>Food Distribution Program</b> Planned Assistance Level (PAL) \$0.2275 per lunch
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<b>Illinois Free Breakfast and Lunch Programs</b> \$0.0525 per each free breakfast and/or lunch
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## Spotlight On Schools

### Fresh Fruit and Vegetable Program Grant Recipients

Congratulations to recipients of the FY 2013 Fresh Fruit and Vegetable Program (FFVP) grant! A list of selected schools is available at [http://www.isbe.net/nutrition/htmls/ffv\\_program.htm](http://www.isbe.net/nutrition/htmls/ffv_program.htm).

### HealthierUS School Challenge Update

#### *Illinois HUSSC Schools Surpasses 100*

Last month, Illinois reached a milestone in the number of HealthierUS School Challenge award winners - over 100!. To be exact, 122 schools have achieved HealthierUS School Challenge awards, effective July 2012. Congratulations to these schools achieving this recognition. Kudos especially to the 11 Gold Award of Distinction Schools listed below:

1. Academy for Global Citizenship, Chicago Public School District 299
2. Chenoa Elementary School, Prairie Central Community Unit School District
3. Fairview South School, Fairview School District 72
4. Freedom Middle School, Berwyn South District 100
5. Golfview Elementary School, Community Unit School District 300
6. Heritage Middle School, Berwyn South District 100
7. Hiawatha Elementary School, Berwyn South District 100
8. Komensky Elementary School, Berwyn South District 100
9. Namaste Charter School, Chicago Public School District 299
10. Pershing Elementary School, Berwyn South District 100
11. Piper Elementary School, Berwyn South District 100

The HealthierUS School Challenge (HUSSC) provides USDA recognition to schools that promote healthier food, nutrition and physical activity. The voluntary national certification initiative, HUSSC application and update requirements are available online at <http://www.fns.usda.gov/tn/healthierus/index.html> for all schools participating in the National School Lunch Program and School Breakfast Program at award levels: Bronze, Silver, Gold and Gold of Distinction. The initiative includes nutrition standards, minimum average daily participation levels (exception for bronze level), nutrition education and physical activity requirements as well as an "other criteria for excellence." Awardees are certified for a 4-year period and receive financial incentives, national recognition and a banner. The application and approval process is ongoing. Other criteria include participation in the NSLP and SBP, be enrolled in Team Nutrition, meet the 6 cent certification, and an ADP, if applicable. Schools must meet two to eight "other criteria" for different award levels, including school and community involvement in wellness efforts. The Average Daily Participation (ADP) will now be calculated using attendance rather than school enrollment. Visit the following webpage for further information, the application, tips, award winners by each state and much more!  
[http://www.fns.usda.gov/tn/healthierus/hussc\\_incentives.pdf](http://www.fns.usda.gov/tn/healthierus/hussc_incentives.pdf).



## School Breakfast Challenge 2012-2013

All Illinois schools participating in the School Breakfast Program (SBP) are eligible and are automatically entered to participate in the Illinois Breakfast Challenge. Winners will be announced in April of 2013. **Participation increase will be calculated by comparing the SBP participation rates from January - May of 2012 to August - December of 2012.** Awards will be given to schools with the largest percentage increases in average daily participation rates. There will be four tiers for the Challenge with each tier awarding three prizes: \$5,000, \$3,000 and \$1,000. For more information, please visit [il.nokidhungry.org/](http://il.nokidhungry.org/).

## Save these Dates! 2012-2013 Special Observances

Bookmark the websites below and save the dates for these important special observances of School foodservice professionals, school meals and nutrition.

Each of these important dates affords the opportunity to recognize the critical impact nutrition provides daily through the school meals programs.

- National School Lunch Week- October 15-19, 2012- *“School Lunch: What’s Cooking,”* [http://www.schoolnutrition.org/Level2\\_NSLW2012.aspx?id=16976](http://www.schoolnutrition.org/Level2_NSLW2012.aspx?id=16976)



- Illinois School Breakfast Week - November 11-17, 2012 also American Education Week, -<http://www.nea.org/grants/19823.htm>
- National School Breakfast Week - March 4-8, 2013-*“Be a Star with School Breakfast,”* <http://docs.schoolnutrition.org/meetingsandevents/nsbw2013/index.htm>



- National Nutrition Month (NNM) ® - March - Academy of Nutrition and Dietetics. The special month stresses the importance of making informed food choices and developing sound eating and physical activity habits. Watch for more information at <http://www.eatright.org/NNM/content.aspx?id=5342>.
- School Nutrition Employee Appreciation Week- May 6-10, 2013

## The Melting Pot

### Resources to Help to Meet the New Meal Pattern

Numerous resources are available online to assist you in developing a menu that meets the New School Meal Pattern, such as standardized recipes, menus, calculators, and much more! Read on for details and how to access these resources.

1. Meal Pattern, USDA webpages-  
<http://www.fns.usda.gov/cnd/governance/legislation/nutritionstandards.htm>
2. Healthier Kansas Menus, a six-week cycle menu developed to provide school nutrition program professionals with help and guidance in serving healthful, nutritious, and tasty meals to students. Includes a six-week lunch menu calendar, with or without nutrient analysis in both PDF and MS word file formats. In addition, a special needs menu and breakfast resources are included. Visit [www.kn-eat.org/](http://www.kn-eat.org/), School Nutrition Programs, What's New for this resource.
3. New Sample School Menus, Midwest Dairy Council,  
<http://www.midwestdairy.com/0p39a261/new-sample-school-menus/>
4. Recipes-Alliance for a Healthier Generation,  
[https://schools.healthiergeneration.org/resources\\_\\_tools/school\\_meals/school\\_recipes/](https://schools.healthiergeneration.org/resources__tools/school_meals/school_recipes/)
5. USDA Best Practices,<http://healthymeals.nal.usda.gov/best-practices/search/881>

### Grant Opportunities

Looking for some additional funding to enhance your school meal programs? Read on for upcoming grant opportunities.

#### Let's Move Salad Bars 2 School Grants

Attention Food Service Directors! Effective September 9, 2012, schools may once again apply for the Let's Move Salad Bars 2 School. The Let's Move Salad Bars to Schools initiative has funded over 1,400 salad bars nationally to schools. The sponsors include the Food Family Farming Foundation, National Fruit and Vegetable Alliance, United Fresh Produce Association Foundation, and Whole Foods Market in support of First Lady Michelle Obama's Let's Move! Initiative.

If your school serves a minimum of 100 reimbursable meals each school day, and a salad bar is part of a reimbursable meal, you may qualify for a new salad bar. HealthierUS School Challenge (HUSSC) award schools are immediately eligible to participate in this initiative, with an approved application.

To apply, or if you already have a salad bar but would like tips in serving, recipe ideas and more, visit the <http://saladbars2schools.org/>.

#### Fuel Up to Play 60 Funds Available

**Due October 1, 2012**-Up to \$4,000 per year is available to any qualifying K-12 school enrolled in Fuel Up to Play 60. The competitive, nationwide funding program can help your school jumpstart and sustain healthy nutrition and physical activity improvements. Application deadlines are February 1, June 1, and Oct 1 each school year. Visit [http://school.fueluptoplay60.com/funds/funds\\_for\\_futp60.php](http://school.fueluptoplay60.com/funds/funds_for_futp60.php) for more information

#### Dollars for Dairy

**Due November 2, 2012**, offered through the St. Louis District Dairy Council (SLDDC), will provide up to \$2,000 to support activities that promote Dairy Foods. Visit [www.stldairycouncil.or/Community-Programs/Dollars-For-Dairy](http://www.stldairycouncil.or/Community-Programs/Dollars-For-Dairy) to complete the short two-page application. Please contact the SLDDC if you have any questions at (314) 835-9668.

#### **Request Your Free “MyPlate” Posters Today**

USDA’s Team Nutrition is providing the MyPlate poster to Schools at <http://tn.ntis.gov/>. Request one poster per school to display in the cafeteria, in a classroom, or hallway. The choices include the Blue & Magenta background on different sides or Green & Yellow Backgrounds also on different sides. The poster provides a visual reminder to eat more whole grains, fruits and vegetables, and low fat dairy products.

## **Calendar of Events**

### **August 2012**

Complete the meal count edit prior to submission of the Claim for Reimbursement

2 Download Direct Certification monthly file <http://www.isbe.net/nutrition/htmls/dcs.htm>

- 10 Submit Reimbursement Claim for previous month through ACES
- 14 *Talk It Up Tuesday* Webinar - 9:00 am – 10:00 am  
registration will be available at <http://www.isbe.net/nutrition> under *Upcoming Webinars*
- 15 Fresh Fruit and Vegetable Program Webinar 10:30 am – 12:00 pm  
FOR FY12-13 GRANT RECIPIENTS ONLY – watch for e-mail announcement
- 28 *Talk It Up Tuesday* Webinar - 9:00 am – 10:00 am  
registration will be available at <http://www.isbe.net/nutrition> under *Upcoming Webinars*

## September 2012

National Food Safety Education Month®

- 3 Labor Day – ISBE office closed
- 10 Submit Reimbursement Claim for previous month through ACES
- 11 *Talk It Up Tuesday* Webinar - 9:00 am – 10:00 am  
registration will be available at <http://www.isbe.net/nutrition> under *Upcoming Webinars*
- 13–20 Make changes, if needed, for October commodity deliveries
- 17 Sponsor and Site Application submission deadline – submit through WINS
- 25 *Talk It Up Tuesday* Webinar - 9:00 am – 10:00 am  
registration will be available at <http://www.isbe.net/nutrition> under *Upcoming Webinars*

## QUESTIONS?

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