



*Your Guide to School-Based Child Nutrition Programs*

## **August 2014**

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## **The Outlook – Now Published Year-Round!**

To ensure ISBE gets the latest updates and information to you regarding regulations, grants, and events that impact school-based child nutrition programs in a timely manner, *The Outlook* is now published every month of the year. All issues are archived on our website, so **if you happened to have missed the May, June or July issues over the summer months**, please review at <http://www.isbe.net/nutrition/htmls/newsletters.htm>.

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## **SY14-15 Rates of Reimbursement**

The SY14-15 reimbursement rates for School-Based Child Nutrition Programs (National School Lunch Program, School Breakfast Program, Special Milk Program and After School Snacks) have been released and are posted at <http://www.isbe.net/nutrition/htmls/data.htm> (click on “Schools - FY2015” under *Reimbursement Rates*).

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## **Electronic Direct Certification - SY2014-2015 Updates and Reminders**

As we kick off the SY2014-2015, we just wanted to remind all National School Lunch Program sponsors of some direct certification requirements and helpful hints.

1. Utilizing the Electronic Direct Certification System is a requirement of the National School Lunch Program (NSLP). LEAs are required by the USDA to conduct direct certification a minimum of three times, but to maximize the benefits, ALL LEAs are encouraged to access the system monthly.
2. ALL LEAs MUST Print the Report for documentation. While the download file is available to simplify the process of entering eligibility data into your Point of Sale systems, the Report MUST be printed and maintained as documentation.
3. Income Eligible Medicaid is now available to ALL LEAs participating in the School-based Child Nutrition Programs. All enrolled students found within the electronic direct certification system are eligible for free meal benefits, regardless of the source code or the case number provided.
4. Non-public schools are required to check if ALL enrolled students are directly certified and not just students that have been eligible for free or reduced meals in the past. We recommend that this is done by creating a Sponsor File to upload (comma delimited file) of all enrolled students, so that it can be uploaded on a monthly basis. Conducting via a single child lookup would also work, but would require more time in the end.
5. Notification to the households of enrolled students found within the electronic direct certification system is required. A sample letter is available for this purpose. If such letters are mailing, ISBE recommends that the school utilize the address of the student found on school records rather than the address found within our direct certification system.
6. While every attempt to limit duplicate matches of students within the electronic direct certification system is made, if a duplicate record appears for a student), please use the following as the hierarchy of those statuses:
  - a) SNAP
  - b) TANF
  - c) Foster child
  - d) Income Eligible Medicaid

Below are a couple of scenarios to detail this process.

### Scenario One

The July *Annual report* is accessed and the student appears under the source code of Medicaid. The household is notified of the free meal eligibility. The school records reflect direct certification via Medicaid. On the September *Monthly report*, the same student is listed under the source code of SNAP. In this instance, the school records should be updated to reflect directly certified via SNAP. All records of student that were provided benefits via extension of benefits should be updated to reflect directly certified via SNAP. The household does NOT need to be notified, as meal benefits remain unchanged.

### Scenario Two

A *Sponsor File* is created by the LEA. A student appears on that file duplicate times, under both the source code of Medicaid as well as SNAP. In this instance, the school records should be updated to reflect directly certified via SNAP. The household is notified of their eligible for free meal benefits. For complete instructions about the Electronic Direct Certification System, please access the Administrative Handbook available online at [http://www.isbe.net/nutrition/sbn\\_handbook/toc.htm](http://www.isbe.net/nutrition/sbn_handbook/toc.htm).

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## Updating Days of Operation in WINS

If you need to update your days of operation for lunch (NSLP), breakfast (SBP), after-school snacks and/or milk (SMP), please follow the specific scenarios below:

- **If you did not serve on a day within an approved month** (e.g. you were approved to serve May 1-30, but didn't serve on May 29-30), simply insert "0" as the count for those days in your daily meal counts screen.
- **If you served on an unapproved serving day in the middle of an approved month** (e.g. you were approved to serve in May 1-30, but not on May 5 as it was not an attendance day on your original school calendar, and wish to claim meals/milk on May 5), please click on the question mark (?) icon at the top of your WINS Dashboard and follow the instructions entitled ***Instructions – adding days of operation-amending calendar year.***
- **If you served beyond the approved calendar year** (e.g. approved through May 23, but served through May 30 or even into June and wish to claim meals/milk), please click on the question mark (?) icon at the top of your WINS Dashboard and follow the instructions entitled ***Instructions – extending a calendar year participation details.***
- **If you are not going to claim any meals/milk for an entire month** (e.g. you were approved through July 30, but are only serving through June and starting back up in August), please click on the question mark (?) icon at the top of your WINS Dashboard and follow the instructions entitled ***NSLP – WINS remove day or days from school year.***

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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" took 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, board 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, on July 11, 2014 issued proposed rules with the same language. Public Comment will be accepted through Aug. 25, 2014.

#### 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:** <http://www.isbe.net/rules/default.htm>

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## Smart Snacks Calculator Available

The Alliance for a Healthier Generation has launched a Smart Snacks Product Calculator which can now assess beverages too. The tool takes the guesswork out of evaluating products based on the new USDA Smart Snacks in School Guidelines and can be found via this link:

[www.healthiergeneration.org/calculator](http://www.healthiergeneration.org/calculator). Simply enter the product information, answer a few questions, and determine whether your snack, side or entrée item meets the new USDA Smart Snacks in School Guidelines. Results from this calculator have been determined by the U.S. Department of Agriculture to be accurate in assessing product compliance with the federal requirements for Smart Snacks in School. Click [Read USDA's memo here](#) to review USDA's memo.

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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.

### **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).

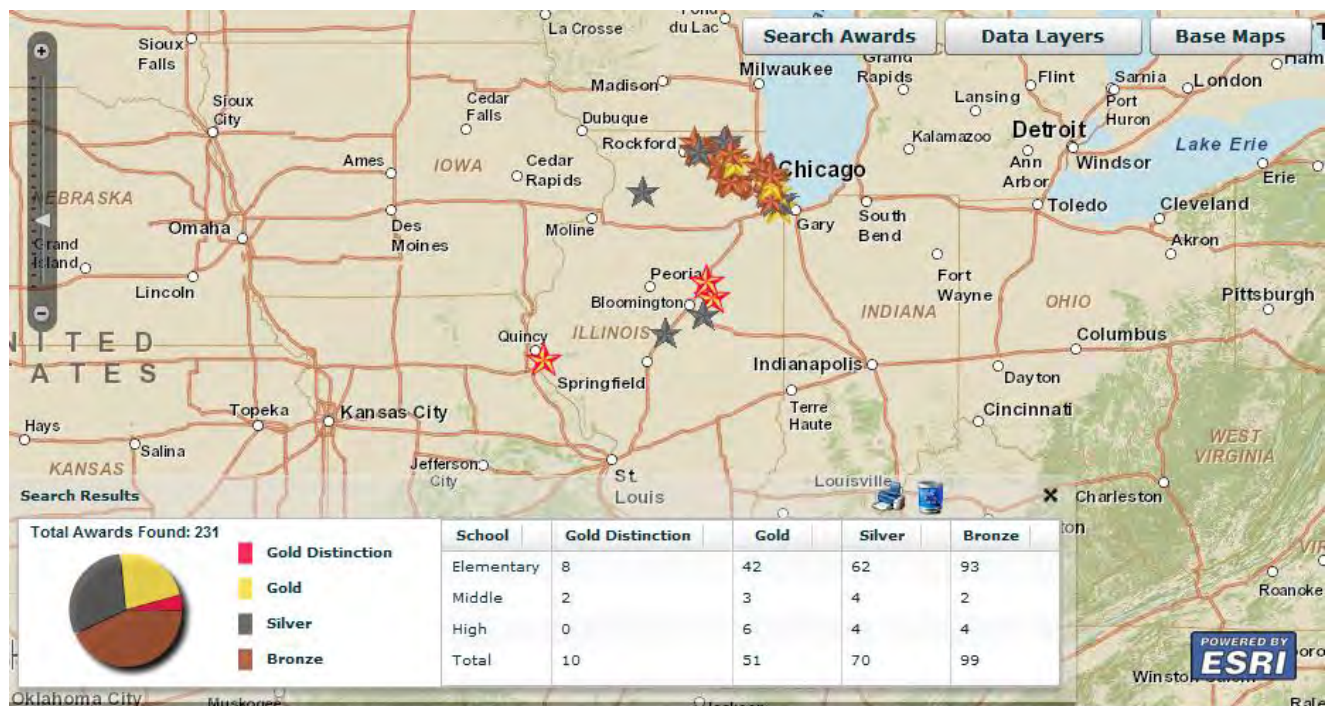
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## HealthierUS School Challenge Update

If your school is considering applying for the USDA HealthierUS School Challenge to be reviewed under the old criteria; the application must be submitted to ISBE, Nutrition and Wellness Programs no later than Saturday, August 30, 2014. The USDA Food and Nutrition Service is extending the deadline for the HealthierUS School Challenge under the current criteria until **August 30, 2014**. If you have any questions regarding the HUSSC application process, please email [cnp@isbe.net](mailto:cnp@isbe.net). The HUSSC application is located at <http://www.fns.usda.gov/hussc/healthierus-school-challenge-application-materials>.

Nationally, 6,724 schools have become HUSSC certified. To view the list of Illinois 231 certified schools, visit <http://www.fns.usda.gov/hussc/healthierus-school-challenge-illinois-award-winners> or a state map with schools identified, go to <http://www.fns.usda.gov/healthy-access-locator> and click on Illinois.

### Healthy Access Locator



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## HealthierUS School Challenge Grants Update

Kudos to the five school districts that recently completed their USDA HealthierUS School Challenge (HUSSC) 2012 Illinois Team Nutrition Training subgrant activities. The grantees listed below each received a \$3,500 award to receive training, technical assistance, and resources to submit a HealthierUS School Challenge application in FY14.

District	School	City
Calumet CUSD 132	Calumet School	Calumet
DHS-Illinois School for the Visually Impaired	Illinois School for the Visually Impaired	Jacksonville
East Richland CUSD1	East Richland High School	Olney
Pembroke CCSD259	Lorenzo Smith School	Pembroke
Sandoval CUSD 501	Sandoval Junior-Senior High School	Sandoval

Kudos also go to the two districts that received grant awards for the Illinois 2012 Team Nutrition Training Grant Illinois HUSSC Curricular Reimbursement Program: Maywood-Melrose Park-Broadview School District 89 and Spring Valley CCSD #99, Spring Valley in FY14. The objective of this grant was to help prepare schools to meet the HUSSC criteria.

If your school is interested in learning more about or possibly considering applying for the HUSSC in FY15; please watch for an important announcement on a new initiative available through the 2013 USDA Team Nutrition Training Grant. The Illinois HUSSC Partnership/Mentoring Initiative goal is to increase the number of schools submitting successful HUSSC applications. Staff from HUSSC-Certified schools in Illinois will partner and provide technical assistance to Team Nutrition schools interested in applying for the HUSSC through tours of the HUSSC school facility, and guidance via consultations.

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## Grant: To Start or Expand School Breakfast Program

General Mills Foodservice joins forces with National Dairy Council®'s as the 2014 Breakfast Sponsor, supporting grants to expand school breakfast. Addressing the important role the breakfast meal plays in providing nutrient-rich foods and beverages to students, these grants are designed to increase student participation by serving breakfast outside the cafeteria in creative ways.

Schools that meet the following criteria may apply for a grant to start a new breakfast program or improve an existing one. Whether it is breakfast in the classroom, grab 'n' go breakfast, second chance breakfast after first class period, or expand breakfast offerings to include dairy options such as yogurt to serve breakfast to more students, the students and the school meal programs will benefit.

### Criteria:

1. Participation in National School Breakfast Program
2. Have at least 500 students
3. Have a breakfast ADP of less than 40% (room for improvement)
4. Enroll in Fuel Up to Play 60

Schools can apply for a Fuel Up™ 2014 Breakfast: [Click here to learn more about the Fuel Up! Breakfast Grants](#)

Deadline for applications is **August 29, 2014.**

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## Fuel Up to Play 60 Funding Available for SY15

The second and final deadline to apply for up to \$4,000 in the Fuel Up to Play 60 (FUTP60) funding opportunity is late fall, November 5, 2014, at <http://school.fueluptoplay60.com/funds/introduction.php>. Fuel Up to Play 60 is a non-profit organization, sponsored by the National Dairy Council and the National Football League. Do not delay; apply now to kick start healthy changes in your school.

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## Grant Opportunities Just a Few Keystrokes Away

Have you been looking for funds for special projects? Bookmark [www.GrantWatch.com](http://www.GrantWatch.com) and check it regularly to discover grant opportunities of all kinds. Sort by States to read about opportunities in Illinois at <http://illinois.grantwatch.com/stategrants.php>.

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## Food Allergy Resources Available from National Food Service Management Institute

Fact Sheets, Question and Answer Documents, a Training Course, a 19-minute video are just a few of the resources available through the National Food Service Management Institute (NSFMI) on Food Allergies. These are posted at [www.nfsmi.org/foodallergy](http://www.nfsmi.org/foodallergy). In addition, there are links to the Centers for Disease Control and Prevention guidelines and related resources posted there.



The image is a screenshot of the National Food Service Management Institute (NSFMI) website. At the top, the NSFMI logo is on the left, and the text "National Food Service Management Institute" is in the center, with the tagline "Building the Future Through Child Nutrition" below it. To the right of the tagline is a search bar and the text "Advanced Search". Below the header is a navigation menu with links for "NSFMI TRAINERS LOGIN", "STATE AGENCIES LOGIN", "SUBSCRIBE TO OUR NEWSLETTER", "CONTACT US", "HELP DESK", and "DOCUMENT LIBRARY". Below the navigation menu is a row of links for "ABOUT NSFMI", "SERVICE CENTERS", "ONLINE COURSES", "CHILD NUTRITION SERVICES", "SCHOOL NUTRITION PROGRAMS", "CHILD & ADULT CARE FOOD PROGRAM", "CENTER FOR TRAINING", "TRAINING OPPORTUNITIES", and "NEWS". Below this is a yellow banner with the text "Food Allergy Resources". The main content area features the text "Food Allergy Resources" in large red and black font, followed by a photograph of various food items. Below the photograph, there is a welcome message: "Welcome to the Food Allergy Resources Landing Page". Underneath, there are links for "Food Allergy Fact Sheets", "Managing Food Allergies in Schools - video", and "Managing Food Allergies in Child Care Centers - slides". At the bottom, there are links for "schoolallergyhome.org - Food Allergy Tools for Schools - from Dr. John Lee and Dr. Michael Patton, pediatric allergists", "CDC Food Allergies in Schools Information", "Food Allergy Research and Education (FARE) - http://www.foodallergy.org/section/helpful-information", and "Safe at School and Ready to Learn: a Comprehensive Policy Guide for Protecting Students with Life-Threatening Food Allergies - from National School Boards Association (NSBA)".

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## Calendar of Events

### August 2014

- 10 Begin submitting July claims for reimbursement. ALL July child nutrition program claims (original and revised) must be received by ISBE no later than September 29, 2014
- 13-20 Make changes to next month's USDA Foods order
- 13 NSLP Certification, Direct Certification, and Verification—Arlington Heights, Double Tree.  
Register at <http://www.isbe.net/nutrition/> under *Upcoming Workshops*
- 13 NSLP HAACP/School Food Safety Plan Requirements—Arlington Heights, Double Tree  
Register at <http://www.isbe.net/nutrition/> under *Upcoming Workshops*
- 14 NSLP Certification, Direct Certification, and Verification—Hilton, Lisle/Naperville  
Register at <http://www.isbe.net/nutrition/> under *Upcoming Workshops*
- 20 ISBE Board Meeting – video conference/Springfield and Chicago office v-tel  
<http://www.isbe.net/board/default.htm>
- 21 NSLP Certification, Direct Certification, and Verification—Normal, Marriott  
Register at <http://www.isbe.net/nutrition/> under *Upcoming Workshops*
- 21 NSLP HAACP/School Food Safety Plan Requirements— Normal, Marriott  
Register at <http://www.isbe.net/nutrition/> under *Upcoming Workshops*
- 26 NSLP Certification, Direct Certification, and Verification—Marion, The Pavilion of the City  
Register at <http://www.isbe.net/nutrition/> under *Upcoming Workshops*
- 26 NSLP HAACP/School Food Safety Plan Requirements—Marion, The Pavilion of the City  
Register at <http://www.isbe.net/nutrition/> under *Upcoming Workshops*
- 27 NSLP Certification, Direct Certification, and Verification—Fairview Heights, Four Points Sheraton  
Register at <http://www.isbe.net/nutrition/> under *Upcoming Workshops*



#### **Nutrition and Wellness Programs**

Illinois State Board of Education  
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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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*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](http://www.fns.usda.gov/snap/contact_info/hotlines.htm).*

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