



Your Guide to School-Based Child Nutrition Programs

August 2015

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IMPORTANT: Sponsor Contact Information!

To ensure you are receiving the latest information regarding your school nutrition programs, please ensure that your contact information listed in WINS is accurate.

There are **three contacts** on your main Dashboard in WINS:

- **Authorized Representative** – This information is pulled directly from Entity Profile System (EPS) which is the master list of district superintendents (public schools) and head administrator (non-public schools). If this information is not correct, please log into IWAS, click System Listings (on the left), select EPS, then request appropriate changes.
Note: The Authorized Representative information is not just for the school nutrition programs, it is the used by the entire Illinois State Board of Education for various programs and funding and must be the district superintendent (public schools) or the head administrator that is financially and legally responsible for the entire school or school district (non-public schools). If you need assistance regarding the Authorized Representative please contact Data Analysis and Accountability at 217-782-3950.
- **Sponsor Contact** – This can be whomever you choose. We recommend it be someone other than the Authorized Representative. If you wish to change the person currently listed, send an email to cnp@isbe.net with ALL of the following information: name, title, phone, fax and email. The change will be reflected in WINS in 7-10 business days.
- **Sponsor Claim Contact** – This can be whomever you choose. We recommend it be someone other than the Authorized Representative and Sponsor Contact. If you wish to change the person currently listed, send an email to cnp@isbe.net with ALL of the following information: name, title, phone, fax and email. The change will be reflected in WINS in 7-10 business days.

There are **two contacts** for each of your sites as well:

- **Principal** - This information is pulled directly from Entity Profile System (EPS) which is the master list of principals or head administrators. If this information is not correct, please log into IWAS, click System Listings (on the left), select EPS, then request appropriate changes.
Note: This information is not just for the school nutrition programs, it is the used by the entire Illinois State Board of Education for various programs and funding. If you need assistance regarding the Authorized Representative please contact Data Analysis and Accountability at 217-782-3950.
- **Site Contact** - This can be whomever you choose. We recommend it be someone other than the Principal. If you wish to change the person currently listed, send an email to cnp@isbe.net with ALL of the following information: name, title, phone, fax and email. The change will be reflected in WINS in 7-10 business days.

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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 are 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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Electronic Direct Certification System – Medicaid Records Not Available

Effective July, 2015, the Electronic Direct Certification System will NOT include matches with the Illinois Department of Healthcare and Family Services (HFS) file that includes income eligible Medicaid children. **Thus, a reduced number of direct certification matches for 2015-2016 Annual and Monthly files is likely for most sponsors when compared to last year's 2014-2015 files.** ISBE, Nutrition and Wellness Programs Division staff will continue to work with USDA and HFS staff to utilize income eligible Medicaid matches in the future. If we are able to provide such matches in the future, School Food Authorities will be notified immediately.

At this time, households that were directly certified during the 2014-2015 school year via income-eligible Medicaid benefits will continue to be eligible for free meal benefits based on the USDA required carryover provision in which the eligibility status from the previous school year is carried over for up to 30 operating days into the current school year or until a new eligibility determination is made, either approved or denied. The new eligibility determination supersedes the carryover eligibility. A sample letter to notify households that were previously certified as Medicaid is available at http://www.isbe.net/nutrition/htmls/household_eligibility.htm.

During this time, we encourage school food authorities to work with this population to ensure that they understand that the household eligibility application must be completed and returned to the school for processing. A Medicaid case identification number is not approvable on the HEA, thus most households will need to complete the HEA with household size and income information. Detailed guidance may be found in the Administrative Handbook, *Electronic Direct Certification System* and *Certification of Eligibility – Processing Household Eligibility Applications* sections available online at http://www.isbe.net/nutrition/sbn_handbook/toc.htm.

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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 September and will be due in October.

An announcement of release along with instructions will be sent via email to Authorized Representatives and Sponsors Contacts listed in WINS 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 posted at <http://www.isbe.net/nutrition/htmls/data.htm> (under *Reimbursement Rates*, select “Schools - FY2016”).

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SY16 PAL Dollars Increased for Schools Participating in the Food Distribution Program!

The SY16 Beginning PAL dollars have been increased for **all** schools participating in the USDA Foods - Food Distribution Program!

We have received the NSLP Commodity Assistance rate from the USDA for SY16. The rate is set at

.2375 per meal claimed in the NSLP, plus the added 12% provision, which is .0750. The combined figure, which we refer to as the PAL Factor, is now .3125 per meal claimed in the NSLP. When you placed your annual order in January/February, the PAL Factor was set at .2925 per meal claimed. On July 7th, your Beginning PAL Balance was increased on ICS to reflect the new PAL Factor.

If you have not done so already, you can add more PAL requests to your Annual USDA Foods Order Form at any time to compensate for this increase. The Anticipated USDA Foods Chart is available to indicate what we plan on receiving this school year. If you contract with a Food Service Management Company, make sure they are aware of this increase and have a plan to utilize these additional funds on your behalf.

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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 5 – Dunlap

Register by visiting <http://webprod1.isbe.net/cnscaendar/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/cnscaledar/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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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. There is no fee to reserve the costume and schools may use it for a two-week period.

Request the costume by completing the form at <http://www.isbe.net/nutrition/pdf/power-panther-request-form.pdf> and either fax to 217/524-6124 or email to cnp@isbe.net. You will be contacted by our office staff regarding availability.



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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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Farm to School Resources

The USDA Farm to School Program has put together a variety of fact sheets regarding farm to school. If you are interested in learning more about Farm to School and funding opportunities these are some great resources. Additionally, the USDA has a Farm to School E-Letter that may be a great resource – sign up to receive the e-letter by clicking [here](#).

Resources:

- [Farm to Preschool: Local Food and Learning in Early Child Care and Education Settings](#)
NEW

- [Farm to Summer: Why Summer Meal Programs are Ripe for Local Foods and Agriculture Based Activities](#) *NEW*
- [Decision Tree: How Will You Bring Local Foods into the Cafeteria with Your Next School Food Purchase?](#)
- [Geographic Preference: What It Is and How To Use It](#)
- [The USDA Farm to School Grant Program](#)
- [10 Facts About Local Food in Schools](#)
- [USDA Foods: A Resource for Buying Local](#)
- [Using DOD Fresh to Buy Local](#)
- [Selling Local Food to Schools: A Resource for Producers](#)
- [Local Meat in Schools: Increasing Opportunities for Small and Mid-Sized Livestock Ranchers and Fishermen](#)
- [How Cooperative Extension Professionals Can Support Farm to School Programs](#)
- [USDA Grants and Loans that Support Farm to School Activities](#)

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National Food Service Management Institute's (NFSMI) has a New Name



The National Food Service Management Institute (NFSMI) recently announced its new name, the Institute of Child Nutrition, and a new logo.

For over 25 years, NFSMI has been serving child nutrition professionals. Along with a rich history of supporting these professionals, the Institute has experienced tremendous growth in the amount of resources and services we provide. Inspired by this growth, the Institute searched for a new name that would reflect today's image of professionalism and service in the field of child nutrition.

The new name and Circle 'i' logo will connect the Institute's valuable history to a fresh and energetic new look that is consistent with our mission: "To promote the continuous improvement of child nutrition programs." Website remains www.nfsmi.org.

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SY15-16 Paid Lunch Equity Tool Revised

Under the Paid Lunch Equity (PLE) requirement, National School Lunch Program sponsors are required to ensure sufficient funds are provided to the nonprofit school food service account for meals

served to students not eligible for free or reduced price meals*. Using the PLE Tool each year, sponsors are able to determine if they must either increase their paid lunch prices and/or contribute non-federal funds to the school food service account.

The United States Department of Agriculture (USDA) recently notified state agencies that the Paid Lunch Equity (PLE)* Tool issued last October and designed to assist calculations for SY15-16 contained errors – these errors are associated only with the Non-Federal Calculator Tab and the Split Calculator Tab.

Those of you that have already made calculations using the previously issued version are not required to recalculate. You may however wish to recalculate using the new tool if for SY15-16, you chose to either:

- contribute non-federal funds in lieu of increasing paid lunch prices (using the Non-Federal Calculator Tab); or
- split the increase requirement by raising prices *and* contributing non-federal funds to the food service account (using the Split Calculator Tab).

For those of you who have not yet calculated your PLE requirement for SY15-16 (and those of you who may wish to recalculate), the revised PLE Tool is posted at http://www.isbe.net/nutrition/htmls/nsfp_hhfk_a_implementation.htm as [SY 2015-2016 PLE Calculator](#).

* Please note:

- PLE is NOT required if you are a Residential Child Care Institution, operate under the Community Eligibility Option, do not charge students for lunches otherwise, or district charged a weighted average of \$2.70 or more for paid lunches in SY2014-2015.
- Districts which, on average, charged less than \$2.70 for paid lunches in SY2014-15 are required to complete the PLE Calculator
- Districts that are beginning the school lunch program in SY2015-16 must set their paid lunch price to \$2.70.

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Calendar of Events

August 2015

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|-------|---|
| 5 | Food Handler Training – Dunlap
Register at http://www.isbe.net/nutrition/ (under Upcoming Workshops) |
| 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 |
| 13-20 | Make changes to next month's USDA Foods order |



Nutrition and Wellness Programs

Illinois State Board of Education
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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](#), 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](#) (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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