



Your Guide to School-Based Child Nutrition Programs

September 2013

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CALENDAR OF EVENTS

IMPORTANT!

SY13-14 Annual Sponsor/Site Applications Due October 15, 2013

Schools wishing to participate in any School-Based Child Nutrition Program (National School Lunch, School Breakfast, Special Milk, After School Snacks and IL Free) must submit an application electronically each year by logging into IWAS and using the Web-based Illinois Nutrition System (WINS).

If you are new to our programs this school year and wish to claim July, August, and/or September, you must submit an application under School Year 2013 as soon as possible. (Schools participating in our programs in SY12-13 are covered under their current application through September 30, 2013.)

Any school wishing to participate in our programs beyond September 30, 2013 must submit an application under School Year 2014 (covering October 1, 2013-September 30, 2014).

For instructions on accessing IWAS and/or WINS, go to On-line Applications, Reports, and Claims at http://www.isbe.net/nutrition/sbn_handbook/toc.htm.

USDA Releases Smart Snacks in Schools Interim Final Rule Webinar Announced – Register Today

On June 28, 2013, the Food and Nutrition Service (FNS) of the U.S. Department of Agriculture (USDA) issued an Interim Final Rule entitled “Nutrition Standards for All Foods Sold in School as Required by the Healthy, Hunger-Free Kids Act of 2010.” The competitive foods portion of the rule takes effect on July 1, 2014, the start of school year 2014-2015, as required by Section 208 (Sec. 208) of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA).

To review the complete interim final rule, please visit <http://www.gpo.gov/fdsys/pkg/FR-2013-06-28/pdf/2013-15249.pdf>.

Staff with the Illinois State Board of Education’s Nutrition and Wellness Programs Division will provide an overview webinar on this topic on Friday, September 6, 2013 at 10:00am – 11:30am. [Register today!](#) If you are unable to attend the webinar at this time, it will be recorded and available on our website approximately one week after the live webinar date.

Illinois Free Lunch/Breakfast Payments

The Illinois Free Lunch & Breakfast Program runs on the State Fiscal Year of July through June so you will notice that your Year to Date Earnings and Payments calculations for Illinois Free will begin calculating anew with July claims. In WINS for Program Year 2013 we will display ‘Illinois Free Breakfast & Lunch 2013’ and ‘Illinois Free Breakfast & Lunch 2014’ on the Claim Analysis payment grid to separate the earnings and payments for each State Fiscal Year.

Below is an example of what the payment grid might look like for a July claim. The July claim earned and will be paid \$62.85 for the Illinois Free Breakfast & Lunch Program. October 2012 claims through June 2013 claims earned and were paid \$16,017.83 for the Illinois Free Breakfast & Lunch Program. Although July through September 2012 were part of State Fiscal Year 2013, those claims were processed in our old computer system and that data is stored there and not included in the 2013 year to date totals.

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
National Breakfast	2,042.48	176,118.72	174,076.24	2,042.48
National Snack	864.00	8,646.06	7,782.06	864.00
Illinois Free Breakfast & Lunch 2014	62.85	62.85	0.00	62.85
National Lunch	0.00	655,971.41	655,971.41	0.00
Illinois Free Breakfast & Lunch 2013	0.00	16,017.83	16,017.83	0.00

If you have any questions regarding payments for your Illinois Free Breakfast & Lunch Program or any of the Child Nutrition Programs please contact Funding & Disbursements at 217-782-5256.

Administrative Handbook Available Online

The revised version of the School-Based Child Nutrition Programs Administrative Handbook is available at www.isbe.net/nutrition/sbn_handbook/toc.htm. It may be downloaded as one complete document, or individual sections. Please note that both versions have individually page numbered sections.

Training Opportunities for School-Based Child Nutrition Programs

The Illinois State Board of Education, Nutrition and Wellness Programs Division is happy to announce training opportunities for School-Based Child Nutrition Program Sponsors for School Year 2013-2014. Please take time to review the following training opportunities and complete the registration information as indicated.

Training Tuesday Webinar Series

Every third Tuesday from 2:00pm – 3:30pm, ISBE’s Nutrition and Wellness Programs Division will host a webinar detailing a variety of NSLP regulations. In case this date and time is not convenient for you or your staff, each webinar will be recorded and archived for future viewing <http://www.isbe.net/nutrition/htmls/workshops.htm> (National School Lunch Program). Below is the list of training topics available September – December 2013. An announcement for the January – May 2014 topics, along with registration information, will be posted in the near future.

Date	Training Topic
	Direct Certification - Archived
	Certification of Household Eligibility Applications (HEA) - Archived
September 17, 2013	Verification Process and Summary Report
October 15, 2013	NSLP/SBP Menu Planning
November 19, 2013	The New Administrative Review Process - SY2013-2014
December 17, 2013	USDA Foods (Government Donated Commodities)

New Administrative Review Trainings (October 2013)

The USDA has updated the requirements for the School-Based Child Nutrition Programs Administrative Review effective SY 2013-2014. The reviews will be conducted on a three year cycle, with SY2013-2014 being year one. In order to provide you information about the review topics and the overall review process, ISBE's Nutrition and Wellness Programs Division will provide ½ day in-person trainings at a variety of locations in late October 2013. Please watch our website for the announcement of these dates and locations in the near future. Workshop space will be limited, therefore, please register no more than two (2) staff members per sponsor to ensure we have adequate space for all sponsors that may wish to attend. Registration will be posted at <http://www.isbe.net/nutrition/> and available on a first come, first served basis.

Meal Pattern Attestation for School Year 2014

Districts that were approved for the USDA Meal Pattern Certification in school year 2012-2013 are not required to submit certification materials for school year 2013-2014. Certified districts will attest the intent to continue serving meals that comply with USDA Meal Pattern requirements on the annual application in WINS. No further documentation will be collected.

Districts which did not submit menus for certification in school year 2012-2013 must do so in school year 2013-2014 using the USDA meal pattern worksheets:

<http://www.isbe.net/nutrition/htmls/nslp-hhfka-6cent.htm>

DoD (FFAVORS) Ordering Information

The following information was provided by the DoD as a guide to help with ordering on the FFAVORS system. Given the large volume of schools serviced by our fresh fruit and vegetable distributor, delivery sites are scheduled according to pre-established routings on specific days in each part of the state. What this means is it's necessary to select the appropriate date on the ordering screen when placing orders or risk missing a delivery.

The system requires order submission no later than three full business days prior to order day. Orders must be submitted 3 full business days before delivery day.

- If your delivery day is on a Friday, your order must be submitted on or before the previous Monday.
- If your delivery day is on a Thursday, your order must be submitted on or before the previous Friday.
- If your delivery day is on a Wednesday, your order must be submitted on or before the previous Thursday.
- If your delivery day is on a Tuesday, your order must be submitted on or before the previous Wednesday.
- If your delivery day is on a Monday, your order must be submitted on or before the previous Tuesday.

Also, please include all school/agency information, including a subject line in future e-mails: school, city, state, etc. We cover multi-state regions and this saves time in getting back to you.

School District Policy on Outstanding School Food Service Balances

In Illinois, policies on outstanding school food service balances are set at the school district level. Such policies must adhere to USDA regulations and instructions. It is advisable to limit charges per student to a relatively small amount. The term “charging” refers to all forms of exchange of verbal or signed agreement for payment of a meal after the service of the meal. For example, a school could establish \$10 or five meals as the maximum amount that a child can charge to their account.

Per USDA guidance, students eligible for *reduced-price or paid* meals must be provided a meal if they have money at the point of sale to pay for the current meal. Schools may deny a reduced-price or paid student if the student does not provide the required payment for that meal. Students eligible for *free* meals must be provided a reimbursable meal even if the student owes money for a la carte items or second meals purchased.

In cases of meals being charged, a written notice must be sent to households regarding account balance (i.e. \$11), school policy (provide information regarding the policy), and date (i.e., January 10, XXXX) on which adverse actions will go into effect (i.e. meals/food/beverages will no longer be able to be charged). The date provided should allow the household sufficient time to pay the balance due.

Any collection procedures or resources available to the SFA may be used for collection of debt including collection agencies. Just a reminder, per the USDA, students eligible for free meals sometimes accrue debt due to purchasing a la carte items and those students must receive their reimbursable meal; however, a la carte items should be handled according to the school’s policy on student accounts.

Finally, policies must be implemented and followed consistently. To ensure there is no overt identification of free or reduced-price eligible students, schools are encouraged to use the same procedures for all students, including full-price paid students, when dealing with benefit issuance documentation, outstanding food service account, and discipline.

Denying, Delaying, or Changing Meals as Discipline

Per USDA regulation, denial of meals and milk as a disciplinary action against any child enrolled in a school participating in a federal Child Nutrition Program is prohibited. If the withholding of meals or milk is the disciplinary action or the disciplinary action *directly* results in the loss of meals or milk, it is not allowable e.g., a student is suspended from school during the meal or milk periods only. However if, the disciplinary action *indirectly* results in the loss of meals or milk, it is allowable; e.g., a student is suspended from school.

Additionally, as long as there is no consequent discrimination against persons with disabilities or other protected groups, schools may delay meal/milk service or change meal components as a form of discipline. Delaying meal/milk service as a disciplinary action may involve serving outside the normally designated period or serving in an unusual location, such as a classroom or detention area. Changing meal components as a disciplinary action often takes the form of substituting peanut butter or cheese sandwiches for the normal entrée. This is not recommended by USDA or ISBE, although it is permitted.

However, when changing meal components, the required components must still be served, and in Offer versus Serve situations, the full range of component choices must still be offered. This means that Food-Based Menu Planning Approach schools may not provide only a three-item bag lunch. The State Agency does not encourage substitution of meal components. The menu planning process is designed to meet overall nutrition guidelines over a week. Adding, deleting, or replacing food components may result in the menu planning process not meeting weekly nutritional guidelines.

Illinois to lead nation with optimal physical education and health standards tied to brain research

P.E. Task Force releases report with evidence-backed recommendations and proposed revisions to P.E. and health standards

A state report released on August 28, 2013 calls for new benchmarks and strategies to improve and increase physical education classes, noting the latest neuroscience research linking physical activity with improved academic performance. State Superintendent of Education Christopher A. Koch and Dr. LaMar Hasbrouck, director of the Department of Public Health, co-chaired the Illinois Enhance Physical Education (P.E.) Task Force, which developed the 148-page report that has been submitted to Gov. Pat Quinn, the Illinois State General Assembly, and health organizations and community groups interested in turning the tide of childhood obesity and improving health for all students.

Read the full press release [here](#).

Read the full Illinois P.E. Task Force report [here](#) and the executive summary [here](#)

Learn more about the recommendations on a September 17th [webinar](#). Register [here](#).

Food Allergy Booklet: What School Employees Need to Know

Approximately six million children in the U.S. have one or more food allergies, and among children with food allergies, 16-18% have experienced a reaction at school. At any time, school staff may need to respond to a food allergy emergency—whether in the classroom or cafeteria, or on the playground, athletic field, or school bus. That's why it's important for you to know about food allergies and understand your role in helping to prevent and respond to allergic reactions in schools. (*Food Allergy Booklet: What School Employees Need to Know*)

Each school board in Illinois is required to implement a policy based on the *Guidelines for Managing Life-Threatening Food Allergies in Illinois Schools* (http://www.isbe.net/nutrition/htmls/food_allergy_guidelines.htm). 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.

The USDA has recently published a new food allergy resource that may be of assistance in helping district meet these requirements: The *Food Allergy Booklet: What School Employees Need to Know*. This booklet explains what school employees need to know about food allergies and allergic reactions at school.

If you would like a copy, please send a request to cnp@isbe.net or download at <http://www.fns.usda.gov/food-safety/food-safety>.

Dairy Fully Fueled

Dairy Fully Fueled is a mobile tour designed to deliver the message that physical activity is fueled by healthful eating, including 3 servings of dairy every day. The interactive nutrition and physical activity exhibit brings dairy to life by offering children the opportunity to participate in guided physical fitness challenges and interactive games, learn more about dairy's health benefits and sample dairy products. Stops on the Dairy Fully Fueled Tour are awarded to schools that have shown their commitment to student health and wellness. To date, 68 local schools have earned a stop on Dairy Fully Fueled.



[Click here](#) to apply for the 2013 Dairy Fully Fueled tour! Applications will be accepted between August 16th and September 20th. Apply today!

National School Lunch Week is Approaching - October 14-18, 2013

The National School Lunch Week's theme, *School Lunch Across the USA*, highlights this country's regional foods, flavors and cultures. A new celebration, National Take Your Parents to Lunch Day, is scheduled for October 16 or another day of convenience that week. Visit http://www.schoolnutrition.org/Level2_NSLW2013.aspx?id=18469 for recipes including photos such as sweet southern homemade barbeque, Midwestern

turkey and noodles, and Asian stir-fry rice bowl plus other resources such as logos, proclamations, press releases and more.

New Local Wellness Policy Resource

The document *Resource to Sustain and Strengthen Local Wellness Initiatives*, developed by the National Food Service Management Institute (NFSMI), is intended to help schools evaluate their Local Wellness Policies. It is located at http://www.fns.usda.gov/tn/healthy/wellnesspolicy_tools.html.

New Resource Guides Schools to Increase Physical Activity

Bookmark this new resource, *Tools to Promote Outdoor Recess to Increase Physical Activity in Schools*, created by the Association of State and Territorial Public Health Nutrition Directors (ASTPHND) for schools to reference for ideas on ways to increase students' physical activity. It is a compilation of resources developed by different states as well as organizations related to physical activity. It is located at http://www.astphnd.org/resource_read.php?resource_id=511.

Schools Play their Part in Fighting Hunger for Children through the Seamless Summer Option and the Summer Food Service Program



During the summer of 2013, there were a total of 165 school districts that served meals to children through the *Seamless Summer Option (SSO)* or the *Summer Food Service Program (SFSP)*. Not only did the schools serve children attending summer school, but they opened the doors to feed the community children 18 and under as well. This is a slight increase from last year and we hope to continue increasing this number each year.

For summer 2013, there were further marketing efforts throughout the state to assist in bringing awareness of the program to the public as many are still unaware. Billboards, PSAs, bus/train ads, media print, cash jackets, radio ads, postcards, yard signs, posters, door hangers, websites, maps, and a texting feature were used to help publicize the program. We will continue to reach out to do our part to fight hunger.

Visit the links below for a listing of schools that participated:

- http://www.isbe.net/nutrition/htmls/seamless_summer.htm
 - <http://www.isbe.net/nutrition/htmls/summer.htm>
-

Use Team Nutrition Resources Through-out the School Year

USDA's Team Nutrition Initiative offers free print copies of Team Nutrition materials as well as online resources to schools participating in the Federal Child Nutrition programs. Read on to see a sampling of these resources by grade level!

- Pre-K- Grow it, Try It, Like it! Preschool Fun with Fruits and Vegetables
- Grades 1-6-Serving Up MyPlate: A Yummy Curriculum
- Grades 3-4-The Great Garden Detective Adventure Curriculum
- Grades 5-6-Dig In! Standards-Based Nutrition Education from the Ground Up
- Grades 7-8-Nutrition Voyage: The Quest to Be Our Best Mini Lessons and Healthier Middle Schools: Everyone Can Help Communication Tools

Go to <http://teamnnutrition.usda.gov/> to request your copies today.

Free In-Person Training from National Food Service Management Institute

Registration is NOW open for several upcoming training sessions at the National Food Service Management Institute (NFSMI) in Oxford, Mississippi, in September and October 2013.

- September 24-25, 2013 – Culinary Techniques for Healthy School Meals
- September 26-27, 2013 – Nutrition 101
- October 8, 2013 – Meal Pattern Training
- October 9-10, 2013 – Foundations for Training Excellence

[To learn more and to register for this free training, click here.](#)

Registration and participant materials are free for each session. Lunch will be provided. Participants will receive certificates that reflect continuing professional education upon completion of each session. Participants are responsible for arranging and paying for their own travel and lodging. Registration is simple. Sign up online, fax, or mail your registration form to NFSMI. Space is limited, so reserve your seat early.

NFSMI delivers training on a wide range of topics for child nutrition program professionals working in school nutrition and child care settings. To learn more about what NFSMI can do for you or to ask questions about these training sessions, call 800-321-3054 to speak to a member of the training team or go to www.nfsmi.org.

Free On-line Training from National Food Service Management Institute

Continuing education courses are offered online at NFSMI to support the professional development and training of child nutrition program personnel at all levels of responsibility. NFSMI's online courses use the latest Internet technology to make

professional development easy and convenient for you. To reflect the busy lives of many users, each course can be taken over multiple sessions and computers which is ideal for those who need to access courses from work, school, or home.

Features of the Online Course System

- Instructional hours that can be used to apply for continuing education units (CEU) meeting certification and credentialing requirements with the School Nutrition Association and other organizations
- Technical and instructional support available
- No cost to the user employed in child nutrition programs
- System for tracking learner's progress
- Self-paced, easy to follow lessons
- Automated feedback on lesson activities
- Pre- and post-training assessments that guide the learning experience
- Application of content learned
- Multi-media elements in each lesson

For listing of online course, visit <http://www.nfsmi.org>. For users manual to NFSMI online courses, go to <http://www.nfsmi.org/documentlibraryfiles/pdf/20111129105612.pdf>.

Success Stories: Parent Night Luncheon Event

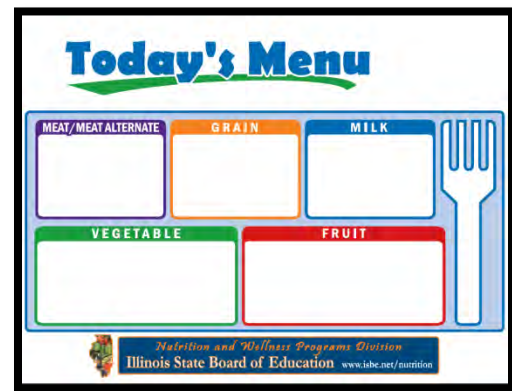
As we all know there have been many updates to the school meal programs and often parents are not aware of all of the changes that are taking place in their child's cafeteria. Here is one example of a school event to do just that:

Barboursville Elementary School in West Virginia hosted an evening luncheon event to introduce parents to the updated school lunch program. The event invited parents to see the improvements made to their school lunches, including the new salad bar and scratch cooked lunch items being served this year. The event also provided time for parents, administrators, school lunch staff, teachers and students to mingle and included a performance by their schools jump rope team, Village Magic, to incorporate the schools wellness initiatives into the evening as well.

We know that there are many schools out there doing great things in their cafeterias, in their school gardens and throughout their school buildings in the areas of nutrition and wellness and we would love to hear about the types of things that you are doing at your school, please contact Lindsay Blough at lblough@isbe.net with a description of the types of great things you are doing and we would love to share your success stories with other schools in Illinois.

What's on the School Menu?

The implementation of the new meal patterns for the National School Lunch and School Breakfast Programs brings with it many changes including the new requirement to identify at or near the beginning of the service lines, the food items that constitute the unit-prices reimbursable school breakfast and/or lunch. Schools have discretion to determine the best way to present this information.



Earlier this school year, to assist schools to achieve compliance with this requirement, the Illinois State Board of Education, Nutrition and Wellness Programs Division mailed dry erase marker posters (18" x 24") featuring this graphic to all NSLP participating schools. The poster also had a circle cling for schools to use that implement offer versus serve to help identify the required components. The poster can be easily secured to the beginning of any serving line.

We have a limited number of posters still available. If you would like to request for your schools, please send an email to cnp@isbe.net with the subject line *NSLP Menu Poster Request*. Include in the body of the email, the agreement number, name of school, complete mailing address and the number of posters requested. Posters will be available on a first come, first served basis.

Planning a Health Fair?

If your school is planning for a Health/Wellness Fair this school year; consider visiting these websites for ideas to help ensure a successful event. The websites below provide items such as timelines, resources, partner ideas, booth ideas and activities.

- Fuel Up To Play 60 for educational professionals, School and Community Health Fairs— <http://school.fueluptoplay60.com/playbook/play.php?id=15812843>
- Wellness Proposals Activities and Ideas— <http://wellnessproposals.com/health-fair-wellness-fair-planning-guide/activities-and-ideas/>
- Coordinated School Health Council— <http://www.healnh.org/2011-11-08-16-46-50/schools/128-health-fair-resources/198.html>
- Pinterest contains a potpourri of Health/Wellness Fair resources and information. — <http://pinterest.com/love2teach4th/school-health-fair/>.

Calendar of Events

September 2013

- 2 ISBE Office closed in observance of Labor Day
- 6 Smart Snacks Webinar
10:00 am – 11:30am.
Register at <http://www.isbe.net/nutrition/>
- 13-20 Make changes, if needed, for next month's USDA Foods delivery
- 17 Enhance Physical Education Webinar
10:00 am – 11:00 am
Register at <http://www.isbe.net/EPE/pdf/reports-webinars/EPE-sept-webinar-flyer.pdf>
- 17 Training Tuesday Webinar – Verification Process and Summary Report
2:00-3:30 pm
Register at <http://www.isbe.net/nutrition/>



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