



Your Guide to School-Based Child Nutrition Programs

September 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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Sponsor Applications to Participate in School Meal Programs

SY2014-15 applications for new or continuing sponsors of school meal programs will be released through WINS mid-September and will be due October 15, 2014. An email announcing the application release along with instructions will be sent to Authorized Reps and Contacts listed in your FY2014 application as well as posted under *What's New* on our website at <http://www.isbe.net/nutrition>.

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Training Opportunities for School-Based Child Nutrition Programs

WEBINAR TRAININGS

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

MENU PLANNING 101

Our Menu Planning 101 workshops that we conducted in July were so popular that we are bringing it back at four additional locations in September. This in-person training is a BEGINNER level workshop intended to train school food service personnel on the basic meal pattern requirements for meals served within the National School Lunch and School Breakfast Programs. Each district may have no more than two staff attend this event to allow the opportunity for more districts to participate.

Dates and Locations:

- September 9, 2014 – Effingham (morning session)
- September 11, 2014 – Springfield (afternoon session)
- September 26, 2014 – Lisle (morning session)
- Galesburg – Date and time coming soon!

Since this is a hands-on workshop we are limiting the attendance to a small group, therefore we recommend that you register as soon as possible via our [online registration system](#).

SCHOOL MEALS ADMINISTRATIVE REVIEW

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.

To see if your school food authority is up for review in SY14-15, check out the tentative list of reviews at <http://www.isbe.net/nutrition/htmls/monitoring-review.htm>.

There is no registration fee and beverage service will be available. Registration is now available via our [online registration system](#). Locations tend to fill up quickly, so complete registration as soon as announced to secure your space.

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)

If you are unable to attend an in-person training, please watch the recorded webinar which will be posted soon at <http://www.isbe.net/nutrition/htmls/workshops.htm>.

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Produce Safety University (PSU) Nominations Sought

Produce Safety University (PSU) is a one-week, all expenses paid training course for USDA's Food and Nutrition Service (FNS) State agency (SA) and local school district partners. There is a current offering for PSU from November 3-7, 2014 that will be held at the National Food Service Management Institute (NFSMI) located in Oxford, MS. In addition, we anticipate additional PSU offerings in the

Spring of 2015. This training center provides unique opportunities for hands-on training related to purchasing, processing, and preparation of fresh produce.

Qualifications for Attendees - SAs are encouraged to select participants who have a current role in training school foodservice staff at the school district and school levels. Participants will be expected to teach others about produce safety using the comprehensive training materials provided to all attendees.

If you are interested in being nominated to attend PSU 2014 or PSU 2015, please submit a letter of intent to Roxanne Ramage (ramage@isbe.net) as soon as possible. If you are selected, ISBE will require an approval letter from the school district's superintendent prior to nomination to USDA, as attendance at PSU is a week-long commitment.

If you have any questions about PSU or the nomination process, please contact Roxanne Ramage (ramage@isbe.net) via telephone at (800) 545-7892. More information may also be found online at <http://www.fns.usda.gov/ofs/produce-safety-university>.

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Celebrate National School Lunch Week, October 13-17

The School Nutrition Association's, 2014 National School Lunch Week (NSLW) theme is *Get in the Game with School Lunch*. NSLW gives schools the opportunity to showcase the nutrition and foodservice operations in the school internally and externally, early in the school year. Historically, NSLW involves special events with decorations, themed menus, contests, parents' invitation to dine in the cafeteria, proclamations, and other details. Visit <http://www.schoolnutrition.org/NSLW2014/> for further information.

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Calendar of Events

September 2014

TBD Menu Planning 101 In-Person Training – Galesburg (time and date to be determined)
Register via our [online registration system](#).

1 ISBE Offices closed in observation of Labor Day

- 3 Webinar: How to Submit Your Claims in WINS - 2:00 pm
Register online at <https://www1.gotomeeting.com/register/827319497>

- 9 Menu Planning 101 In-Person Training - Effingham (morning session)
Register via our [online registration system](#).


- 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

- 11 Menu Planning 101 In-Person Training – Springfield (afternoon session)
Register via our [online registration system](#).

- 13-20 Make changes to next month's USDA Foods order

- 17-18 ISBE Board Strategic Planning Session (closed)

- 26 Menu Planning 101 In-Person Training - Lisle (morning session)
Register via our [online registration system](#).

	<p>Nutrition and Wellness Programs Illinois State Board of Education 100 North First Street, W-270 Springfield, IL 62777 Phone: 800/545-7892 or 217/782-2491 Fax: 217/524-6124 Email: cnp@isbe.net</p>
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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.

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