

THE OUTLOOK

Your Guide to School-Based Child Nutrition Programs

September 2015

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Sponsor Applications for Sites to Participate in School Meal Programs in SY 2015-16

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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Are You Receiving Important Notices from cnp@isbe.net?

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.

If you find your contact information in WINS is accurate, but you have still not received an email from cnp@isbe.net in the last month, you will want to change your email settings to allow emails from cnp@isbe.net to come through. Due to the large number of recipients in these emails, your server may view them as spam and send them to your Spam/Junk mail folder.

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FY2016 NSLP Equipment Assistance Grant Awardees

We are pleased to announce the Illinois' FY2016 NSLP Equipment Assistance Grant will provide \$950,534 in grants to 41 School Food Authorities! These funds were awarded on a competitive basis and will assist in purchasing equipment needed to serve healthier meals that meet the updated meal patterns, with emphasis on serving more fruits and vegetables in school meals, improving food safety, and expanding access. A listing of the FY2016 awardees is posted at http://www.isbe.net/nutrition/htmls/nslp_grant.htm.

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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.

Level 1 Healthier Meals Cooking Class

Level 1 - Learn techniques and skills to prepare healthier menu items to increase whole grains, vegetables, and fruits. Prepare and taste-test delicious dishes at a State of the Art culinary training facility. Use recipes from the USDA Team Nutrition Recipes for Healthy Kids: Cookbook, receive a Certificate of Completion with 4 hrs CEU's.

Dates and locations:

- September 9, 2015 – Springfield (10 am -2 pm)
- September 18, 2015 – Springfield (10 am – 2 pm)
- September 21, 2015 – Chicago (8 am – 12 pm)
- September 23, 2015 – Chicago (1 pm – 5 pm)
- October 7, 2015 – Chicago (10 am – 2 pm)
- October 10, 2015 – Chicago (8 am – 12 pm & 1 pm – 5 pm)
- October 11, 2015 – Chicago (8 am – 12 pm & 1 pm – 5 pm)
- November 4, 2015 – Springfield (10 am - 2 pm)

Register by visiting <http://webprod1.isbe.net/cnscaledar/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>

Child Nutrition Program Food Handler Training

ISBE is beginning to schedule Food Handler Trainings for this Fall, through the Summer of 2016. If your school, district, institution, or child care center would like to host a training, please contact Chad Martel by email at cmartel@isbe.net. In the email please include a contact person name and phone number, location where training will be held, and a preferred date or dates.

Any location that is willing to host a site must have a meeting room that can hold up to 50 people. As locations are approved, they will be posted to the ISBE website for open registration.

Additional information regarding the Illinois Department of Public Health's Food Handler Training Enforcement Act is available at <http://www.isbe.net/nutrition/htmls/safety.htm>.

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The Green Lunchroom Challenge Kick Off

The **Green Lunchroom Challenge** is a voluntary competition among schools to improve the sustainability of their food service operation.



Schools can choose to participate in a range of activities that best suit their situation, budget, and available community resources. Participants will earn points for every activity they complete and relative progress will be displayed on an online leaderboard. Resources and guidance are available on the [challenge website](#) and from Illinois Sustainable Technology Center (ISTC) [technical assistance staff](#) for each recommended activity.

Schools may also choose to integrate food waste prevention and reduction into curricula, helping students learn about food security and hunger, composting, the circular economy, and stewardship.

On Earth Day 2016, the participating public K-12 school with the most points will be publicly recognized as the winner and receive a prize (to be determined) to foster continuous improvement.

A free kick-off workshop on the challenge is scheduled for Sept. 17 at the ISTC in Champaign. For more information, visit www.greenlunchroom.org/?methodName=findWorkshop. Workshop registration is limited to 40 participants. Please note that schools do NOT need to participate in the workshop in order to participate in the challenge itself.

Interested schools may sign up for the Green Lunchroom Challenge any time between Sept. 1 and April 1, 2016 at www.greenlunchroom.org.

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Great Apple Crunch Food Day



Join the Illinois Farm to School Network and schools across the country in Farm to School Month and Food Day. On October 22, 2015, districts can participate through a “crunch heard round the region” with a local apple bite at 12pm! Serve locally grown apples and hand out provided nutrition education materials to help your students learn about this healthy, delicious, local snack.

Registration for schools is available here: www.bit.ly/GreatLakesGreatAppleCrunch.

On September 15th at 2pm, the Illinois Farm to School Network is holding an informational webinar on how to participate in the first Illinois Great Apple Crunch pilot - a day for students to 'crunch' into a local apple and learn about food! Get free materials, including menu signs and cafeteria activity worksheets. Get ideas for how to publicize your event and involve your school community. The webinar is free and open to all school food service professionals and school administrators. [Register here.](#)

For more information, contact Lydia Mills at the Illinois Farm to School Network lydia@sevendgenerationsahead.org.

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Calendar of Events

September 2015

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| 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

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Fax: 217/524-6124
Email: cnp@isbe.net

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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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