

THE OUTLOOK

Your Guide to School-Based Child Nutrition Programs



Child Nutrition Claims: Due Date Changes

In June 2011, the U.S. Department of Agriculture (USDA) provided clarification to the Child Nutrition Program Regulations and 60-90 Day Claim Guidance in regards to claim due dates. Previously, the Illinois State Board of Education (ISBE) instructed program sponsors that all original claims must be submitted within 60 calendar days after the end of the claiming month and that upward revised claims must be submitted within 90 calendar days after the end of the claiming month in order to be paid with program funds.

The USDA has clarified that federal regulations require ALL valid final claims to be submitted no later than 60 calendar days following the last day of the full month covered by the claim. This means that all original claims and upward revisions are due within 60 calendar days. Downward revisions may continue to be submitted at any time.

Effective with October 2011 claims, all original claims and upward revised claims must be submitted by sponsors within 60 calendar days of the end of the claiming month in order to be paid with program funds.

Please refer to the following “Claim Due Dates Policy” for more detailed information and dates claims are due. If you have any questions regarding this policy or claim due dates, please contact Funding and Disbursements staff at (217) 782-5256.

Illinois State Board of Education Child Nutrition Programs Claim Due Dates Policy

Background

Federal regulations require all valid final claims to be submitted not later than 60 days following the last day of the full month covered by the claim. Claims not post-marked and/or submitted within the 60 days shall not be paid with program funds unless otherwise authorized by the U.S. Department of Agriculture's Food and Nutrition



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This institution is an equal opportunity provider.

Service (FNS) in the following regulations:
 National School Lunch Program, 210.8 (b)(1)
 Special Milk Program, 215.10(b)
 School Breakfast Program, 220.11(b)
 Summer Food Service Program, 225.9(d)(6)
 Child and Adult Care Food Program, 226.10(4)(e)

Additional regulations require the state agency to conduct a claims review, follow-up with the institution, and assign corrective action to address any claim submission error. In taking corrective action, the State Agency (SA) may make adjustments on claims filed within the 60-day deadline if such adjustments are completed within 90 days of the last day of the claim month and are reflected in the final report (FNS-10, FNS-418, and FNS-44) [§§210.8 (b)(1), 215.10(b), 220.11(b), 225.9(d)(6), and 226.10(4)(e)].

The 60-90 Day Claim Guidance issued by the United States Department of Agriculture (USDA) states, "At the initiative of the SA, local agency (LA) claims submitted within the 60 day submission deadline may be revised and reported on the 90 day FNS-10/44/418 report for the applicable month in order to correct errors or omissions in claims submitted on time."

Claim Due Dates

In accordance with the above federal program regulations and guidance; **ALL claims (original and upward revised claims) must be submitted by sponsors within 60 calendar days of the end of the claiming month.** Claims and upward revisions submitted by the sponsor beyond the 60 day timeframe shall not be paid with program funds and shall be subject to the exception request process outlined in the USDA 60-90 Day Claim Guidance. Downward revisions may continue to be submitted at any time.

Only the state agency may initiate upward revisions to claims filed within the 60 day timeframe and those revisions must be completed within 90 days of the end of the claiming month and included on the applicable 90-day meal count report to the USDA. Any upward revision initiated by the state agency will require corrective action on the part of the sponsor to ensure future compliance with reporting requirements.

It is recommended that claims be submitted by the 10th calendar day following the end of the claim month. This will allow time for upward revisions within the 60 day deadline. In addition, claims are generally vouchered for payment on a weekly basis, so the sooner the claim is submitted, the sooner payment will be received.

ALL claims (original and upward revisions) must be sub-

mitted by sponsors within 60 calendar days of the end of the claiming month in order to be paid with program funds. Downward revisions may be submitted at any time.

CLAIM DUE DATES

<u>Claim Month</u>	<u>Due Date</u>
October	Dec. 30
November	Jan. 29
December	March 1 (Feb. 29 if leap year)
January	April 1 (March 31 if leap year)
February	April 29
March	May 30
April	June 29
May	July 30
June	Aug. 29
July	Sept. 29
August	Oct. 30
September	Nov. 29

School Meals Initiative Reviews Update for School Year 2011-12

All school food authorities (SFAs) participating in the National School Lunch Program must undergo a School Meals Initiative (SMI) review on a cyclical basis. The review is part of the U.S. Department of Agriculture's (USDA) strategy to ensure school menus are in compliance with the Dietary Guidelines for Americans and certain nutrient standards when averaged over a school week. The Illinois State Board of Education (ISBE) continues to provide training on expectations and the documentation needed to conduct the required nutritional analysis for SFAs in addition to training on how to improve the nutritional integrity of school meals.

For the 2011-12 school year, the ISBE has contracted with Southern Illinois University Carbondale to complete the

SMI reviews on its behalf. In addition, ISBE staff will conduct SMI reviews throughout the state. Pertinent technical assistance documents related to SMI reviews have been posted on the ISBE Nutrition Program's Division Website (<http://www.isbe.net/nutrition/htmls/smi.htm>), including the listing of eligible sponsors for SMI Reviews for the School year 2011-12. Sponsors eligible for the SMI review will be notified via electronic mail at various times throughout the school year. Technical assistance documents posted include a memorandum to sponsors, informational packets for Food-Based Sponsors, and other necessary information about this review.

All SFAs selected for an SMI Review will have the week of review identified by ISBE for them based on the mailing group. Reviews conducted by SIU-Carbondale will follow the dates below:

- Group 1 e-mailed September 2011 – Week of Review is Sept. 19-23, 2011
- Group 2 e-mailed December 2011 – Week of Review is Dec. 5-9, 2011
- Group 3 e-mailed February 2012 – Week of Review is Feb. 6-10, 2012

Reviews conducted by ISBE will follow the date below:

- Group 1 mailed October 2011 – Week of Review is Oct. 17-21-2011

The SMI team at Southern Illinois University Carbondale may be reached via telephone (toll free) at (866) 763-2457 or (618) 453-7500 or electronic mail NDDA@siu.edu.

If you have questions regarding this information of ISBE, please contact Roxanne Ramage (rramage@isbe.net) via telephone (800) 545-7892.

Verification Process Requirements

Verification is the confirmation of eligibility for free and reduced-price meals under the National School Lunch Program (NSLP) and School Breakfast Program (SBP). By Nov. 15 each year, each local educational agency (LEA) must have select and verified a sample of applications from all approved household applications on file as of Oct. 1. The verification process is a requirement for LEAs participating in the NSLP and/or SBP programs.

Verification Timeline

- **Oct. 1** – Count number of **approved household applications** on file.

- **Last Operating of October** – Count number of eligible students by category (Categorically eligible, Free SNAP/TANF, Free Income, and Reduced Income).
- **Nov. 15** – LEA must have completed verification process.
- **Dec. 15** – Submit Verification Summary Report.

For additional information, questions or guidance on the verification process, please call (800) 545-7892 or visit our Website at http://www.isbe.net/nutrition/sbn_handbook/verification.pdf.

USDA Seeking Input on Availability of Nutrition Information and Ingredient Lists for Foods – Deadline to Submit Comments is Nov. 17, 2011

The USDA is seeking public comments on the quality and quantity of nutrition information and ingredient lists available to school food authorities about both commercial products and USDA Foods. Since NSLP sponsors are required to comply with meal components and nutritional requirements, the USDA is seeking comments from you. These efforts will help FNS better understand what, where, and how nutrition information and ingredient lists are provided to schools, and what information schools need to order and receive food items for school meals. Once the information is collected, USDA will prepare a report for Congress with recommendations to improve access to nutritional information of products available to schools. This becomes especially important with the implementation of the final rule on the new school meal patterns.

The Request for Information as well as the link to submit comment may be found at <http://www.regulations.gov/#!documentDetail;D=FNS-2011-0052-0001>.

USDA Foods

Department of Defense Fresh Fruit and Vegetable Program Announcements

Please be aware there is a new URL for FFAVORS Web, effective immediately: www.ffavorsweb.troopsupport.dla.mil/ffavors_web/default.aspx. Please disregard the old URL. Also, our contact person with the Department of Defense (DoD) has changed her e-mail address. Our contact person is Jane McAvoy and her phone number is

(215) 737-5573 and her new e-mail address is Jane.McAvoy@dla.mil. If you are experiencing difficulties with your login or password to the FFAVORS system, contact Jane McAvoy for assistance.



In addition, be sure to spend the funds allocated to you or other schools will. Schools can see how much money has been allocated to them by selecting *Fresh Fruits and Vegetables Participation* on the *Annual Order Forms* menu option on ICS. Those schools that have funds allocated to them and do not have a login and password to the FFAVORS system are advised to contact DoD at the contact information given above to begin placing orders. Any other questions related to the DoD program can be addressed with the Food Distribution staff at (217) 782-2491.

Reminder: Commodity Product Exhibit to be Held Oct. 12

If you have never diverted commodities to a processor before or divert every year, the Commodity Product Exhibit is a must to learn about all that is available to you in processing commodities. The Illinois School Nutrition Association (ILSNA) is sponsoring the event in Peoria at the Peoria Civic Center. Information for this event is posted on the ILSNA's Website, <http://www.ilsna.net/>.



Spotlight on Schools

Illinois School Breakfast Week – Nov. 14-18

Illinois School Breakfast Week (ISBW) is celebrated in recognition of the impact school breakfast makes on students' academic achievement. ISBW is celebrated in conjunction with American Education Week, annually. (For information on American Education Week 2010, visit <http://www.nea.org/aew/index.html>.) Kudos to the 3,000 plus schools offering school breakfast every school day!

If your school is interested in participating in the School Breakfast Program (SBP), go to <http://www.isbe.net/nutrition/htmls/breakfast.htm>.

Salad Bar Grant Opportunity

Attention: Schools participating in the National School Lunch Program (NSLP) wanting to offer more fresh produce to your students!



The United Fresh Association and the *Let's Move* initiative are offering a salad bar grant opportunity for K-12 schools participating in NSLP. Schools that are certified as USDA's *HealthierUS School Challenge (HUSSC)*, will automatically receive a salad bar grant simply by applying. Grants to non-HUSSC schools will be awarded on a competitive basis. The *Let's Move Salad Bars to Schools* initiative has a goal to fund and award 6,000 salad bars by the end of 2013. Currently, 824 salad bars have been granted. A school district may apply for multiple salad bars, one per school building. Let your school be the next to receive a salad bar! Apply today at <http://saladbars2schools.org/guidelines>.

Ending Childhood Hunger Student Video Contest

Calling all first-grade through 12th-grade student video "producers": USDA Food and Nutrition Service wants your creative ideas to end childhood hunger in America, in 2 minutes- or-less length videos.

Contest: The USDA will identify the top 12 finalists in three categories: elementary, middle/junior high, and high schools. A public vote to determine the top two winners in each category will occur. The videos will be promoted through the FNS Website, USDA blog, local and national press releases, Facebook, Twitter, a national Webinar, and the FNS Outreach Coalition annual meeting.

The due date to submit your videos is Oct. 21. For further information on this contest, go to <http://endhunger.challenge.gov/>.

Professional Development

School Meal Service Procurement—The Invitation for Bid and Contract Process

This training is designed to assist school food authorities (SFAs) who currently contract or are seeking to contract for school meal services with a food service management

company or meal vendor in meeting all requirements associated with the Invitation for Bid and Contract process. Participants will better understand the three-step document submission and review process and receive training in developing Invitation for Bid and contract documents that meet federal and state regulations and statutes.

The training is presented in three separate webinar sessions and participants should try to “attend” all three sessions. All SFAs conducting a new procurement or considering contracting for school meal services are highly encouraged to participate in the training. Participants **must** be employees of the school food authority (school or district).

Pre-registration is required and is available on the Nutrition Programs Division website at www.isbe.net/nutrition.

Title: *Session 1: The “Appetizer”—Introduction and General Requirements*

Date: Tuesday, November 29, 2011

Time: 1:00–3:00 p.m. (CST)

Title: *Session 2: The “Entrée” —Invitation for Bid and Contract Prototype*

Date: Tuesday, December 6, 2011

Time: 1:00–3:00 p.m. (CST)

Title: *Session 3: The “Side Dishes”—Attachments and Exhibits*

Date: Tuesday, December 13, 2011

Time: 1:00–3:00 p.m. (CST)

Training Available to Support School Wellness

There is a tremendous movement under way across the nation to reduce the incidence of childhood obesity. Child nutrition professionals play a key role in the prevention efforts in schools. Illinois Nutrition Education and Training Program’s FREE workshops and webinars can help you prepare to meet higher standards for school meals and expanded requirements for school wellness policies. Tap into training programs available throughout the state for foodservice and/or school wellness staff, as well. Schedule one at your school or conference today by calling (800) 466-7998 or take advantage of our online training opportunities. Take advantage of the resources available at www.KidsEatWell.org under the Healthy Schools tab, which includes Local Wellness Policy and School Meals pages.

HealthierUS School Challenge

Be part of the childhood obesity solution! Join over 1,500 schools nationwide that have met the HealthierUS School Challenge. Discover how schools can excel at supporting children’s health by ensuring students receive healthy school meals and other foods sold in schools, nutrition education and opportunities for physical activity. Take home strategies and resources that will ensure success. *School staff*

Marketing Meal Appeal

Discover innovative ways to get the word out and promote your healthful, tasty new options, like whole grains, fruits, vegetables and nonfat and lowfat dairy foods. Learn how to create an eye-appealing serving line that will entice students to choose new healthy options. Walk away with ideas and resources to involve teachers and parents in reinforcing healthy choices in the cafeteria too. *School food-service*

Available in January 2012 - Putting Your Local Wellness Policy into Action

The 2010 legislation that renews the federal child nutrition programs includes new expanded rules for local wellness policies. This training program addresses wellness policy requirements, old and new, and provides strategies and tools schools can use to implement and evaluate their policy. Learn about effective nutrition education programs and physical activity programs and tools for evaluating your wellness policy. Walk away with a list of key resources that will make you a school wellness policy expert! *School administrators and staff*

Online - Culinary Techniques for Healthy School Meals – 33 CEUs

The National Food Service Management Institute developed six short courses to help school nutrition teams prepare healthier school meals that appeal to the taste of today’s students. Learn about nutrition, food production and culinary techniques that will improve your school nutrition programs. While supplies last, get a set of Dietary Guidelines posters for your cafeteria for completing the course. Just email your attendance certificate to ilnet@kidsseatwell.org. *School foodservice*

Webinar Archives – View these at KidsEatWell.org

Go for the Gold: Join the HealthierUS School Challenge Refuel After-school with Food and Fitness
Whole Grains for Healthy School Meals

Whole Grains in Child Nutrition Programs Training Resource

If you have been searching for a timely training topic, or even just need menu items to incorporate more whole grains on your menus; consider viewing the newly released National Food Service Management Institute's modular training package, *Whole Grains in Child Nutrition Programs*. The *Whole Grains in Child Nutrition Programs* training package contains six lessons covering the following topics, in addition to whole grain recipes.

- identification of whole grains and whole grain products
- planning menus to increase whole grains
- how to purchase and market whole grains
- how to adjust recipes with whole grains in school menus

This downloadable resource is located at www.nfsmi.org/ResourceOverview.aspx?ID=390. The training package also includes a trainer's manual as well as a participant's manual.

The Melting Pot



MyPlate Posters Now Available

Colorful 16" x 20" posters featuring the new food icon, MyPlate, are now available, free of charge, for sponsors in the

Federal Child Nutrition Programs, including NSLP. The poster item numbers are USDA221 and USDA 222. The online order form for these and other Team Nutrition resources is located at <http://tn.ntis.gov>. Do not delay; order your MyPlate posters today!

Get Connected to Two Email Discussion Groups – Get Connected with Mealtalk and Successtalk

Are you aware that USDA's Team Nutrition, Healthy Meals Resource System offers two Email discussion groups for professionals in the National School Lunch Program? They are Mealtalk and Successtalk. Mealtalk serves to allow discussion groups that share resources, information, and innovative solutions to issues arising

daily. Successtalk targets school health professionals, child nutrition educators, school administrators and community members with a common goal of creating healthy school nutrition environments, specifically health eating and physical activity habits.


To join either or both discussion groups, go to http://healthymeals.nal.usda.gov/nal_display/index.php?info_center=14&tax_level=1, click on the *Get Connected* Tab at the top of the page. Click on *Mealtalk* and/or *Successtalk* under the *EMail Discussion Group* heading.

Join The Outlook Newsletter List Serve

To receive monthly notices of *The Outlook* newsletter link, join *The Outlook* List Serve. Email: Outlook10-join@list.isbe.net and type only the e-mail address to be added in the message section. A confirmation will be sent to the e-mail address provided. School staff listed as the contact person on NSLP site and/or sponsor applications are already on *The Outlook* List Serve. For questions regarding *The Outlook* newsletter or list serve, please e-mail Joan Love at jlove@isbe.net or call 800/545-7892 (in Illinois) or 217/782-2491.

Calendar of Events – November 2011

Complete the meal count edit prior to submission of the Claim for Reimbursement

- | | | |
|-------|--|---|
| 6 | Reminder to fall back one hour |  |
| 10 | Submit Claim for Reimbursement | |
| 11 | Veteran's Day—ISBE office closed | |
| 13–20 | Make changes, if needed, for December commodity deliveries | |
| 14–18 | Illinois School Breakfast Week/American Education Week www.nea.org/grants/19823.htm | |
| 15 | Verification process should be completed, Verification Summary report due December 15 | |
| 15 | America Recycles Day, www.americarecyclesday.org | |
| 18-20 | Illinois Association of School Boards (IASB)/Illinois Association of School Administrators (IASA)/Illinois Association of School Board Officials (IASBO) Joint Annual Conference—Chicago, Hyatt Regency www.iasb.com/jac11/ | |
| 25–26 | Thanksgiving—ISBE office closed | |

The Outlook is published ten times per year, October through May, for those participating in School Nutrition Programs, by the Nutrition Programs, Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001. FAX number 217/524-6124; TOLL FREE number 800/545-7892, <http://www.isbe.net/nutrition/>, Christine Schmitt, Division Administrator.

Share this newsletter link with staff in your school.

www.isbe.net/nutrition/htmls/newsletters.htm



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