



Your Guide to School-Based Child Nutrition Programs

October 2013

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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 October 1, 2013 and beyond - must submit an application under Program Year 2014 (covering October 1, 2013-September 30, 2014).

For instructions on accessing IWAS and/or WINS, go to http://www.isbe.net/nutrition/sbn_handbook/toc.htm (click on WINS Online Questionnaire, Reports, and Claims)

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Verification Completion Deadlines

Each year local education agencies are required to have completed verification activities no later than November 15 in preparation for completing the online verification summary report that is due December 15.

Verification Timeline:

- **October 1**—Count number of **approved applications** on file by category, and begin verification process. Applications to be counted are those that were approved for free or reduced benefits based on income, foster, or a SNAP or TANF ID number being provided on the application. This count should be taken no later than the close of business on October 1.

Prior to doing the application count, LEAs are required access the Electronic Direct Certification system to directly certify as many students as possible. LEAs should also try to directly certify students whose current eligibility status for free or reduced price meals was based on the use of a household eligibility application. **Any students that can be transferred to direct certification status** should not have their household eligibility application included in the October 1, application count because they would then be considered to a directly certified student.

- Last operating day of October—Count number of **ALL** free and reduced-price eligible **students** by category. This information will be needed when the Verification Summary Report (VSR) is completed. **ALL** schools in the National School Lunch Program (including Provision and CEO schools) will need to be prepared to provide student counts.
- November 15—Ensure verification process is complete.
- December 15—Deadline to submit VSR.

Verification efforts are not required:

- For children certified under the Direct Certification Process including children documented as eligible migrant, runaway, homeless, or Head Start
- For children in residential child care institutions(RCCIs) except for locations that have applications for day students attending the institution
- In schools only participating in the Special Milk Program
- In schools only participating in Illinois Free programs
- In schools in which all students are served with no separate charge for food service and no special cash assistance is claimed; i.e., non-pricing programs claiming only the paid rate of reimbursement
- In LEAs in which all schools participate in Provisions 1, 2, or 3, except in those years in which applications are taken for all students in attendance; i.e., the base year
- In LEAs in which all schools participate in the Community Eligibility Provision/Option

For more complete instructions on electronic direct certification and the verification process please visit http://www.isbe.net/nutrition/sbn_handbook/toc.htm.

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Claim Common Cent\$

Looking for your August or September site claims, but can't find them on your dashboard in WINS? Are all your other claims that you have previously submitted gone? Don't panic! WINS has been rolled forward to Program Year 2014. August and September claims are still part of Fiscal/Program Year 2013. To find those months as well as the claims you previously filed for FY 2013, just go to the top of your dashboard in WINS and in the Program Year drop down box select 2013 and click on the Search button to the right of that drop down box. This will switch your Dashboard back to 2013 and those months will now be available. Once it is time for your October claim, you will start to use program year 2014.

For further instructions on completing your claims for reimbursement please visit the [Claim Instruction Manual](#) or contact Funding & Disbursements at 217-782-5256.

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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 October 2013 – May 2014 topics, along with registration information.

Training Tuesday Webinars (July 2013 - May 2014)		
Date	Topic	Registration Link
7/16/2013	Benefit Issuance and Meal Counting	Available under Archived Webinars
8/20/2013	Electronic Direct Certification	
8/27/2013	Certification of Eligibility	
9/17/2013	Verification	
10/15/2013	NSLP/SBP Menu Planning	https://www1.gotomeeting.com/register/501897433
11/19/2013	New Admin Review	https://www1.gotomeeting.com/register/862537065
12/17/2013	USDA Foods	https://www1.gotomeeting.com/register/787878049
1/21/2014	Implementing the School Breakfast Program	https://www1.gotomeeting.com/register/529695209
2/18/2014	Heart Healthy Month - Focus on Fat and Sodium Reduction in School Meals	https://www1.gotomeeting.com/register/636191192
3/18/2014	Paid Lunch Equity	https://www1.gotomeeting.com/register/488502080
4/15/2014	Special Diets/Accommodations/Allergies	https://www1.gotomeeting.com/register/164631233
5/20/2014	Local School Wellness Policies	https://www1.gotomeeting.com/register/672001681

Overview of the NEW Administrative Review Process SY2013-2014

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 Administrative Review 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 Administrative Reviews 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 begins SY2013-2014. A [list of tentative SFAs that will be reviewed during SY2013-2014](#) as well as resource materials related to the Administrative Review are available online.

Beginning with SY2013-2014, the format of the Administrative Review will be updated. While the overall topics will remain similar from prior reviews, in some instances the manner in which the topic is reviewed will change and some new topics may be added. In order to provide our SFAs an overview of the NEW Administrative Review including all USDA checklists and resources, ISBE, Nutrition and Wellness Programs Division staff will host in-person as well as a webinar training on this topic.

The in-person trainings will take place as outlined below with registration beginning at 8:00am, and the workshop planned from 8:30am – 12:30pm. If you wish to attend one of the workshops, please [register online](#).

- October 22, 2013 - Carbondale
- October 23, 2013 – Collinsville
- October 25, 2013 –Bloomington
- October 29, 2013 –Springfield
- October 30, 2013 –Rockford
- October 31, 2013 --- St. Charles

In addition, we will host a webinar on this topic on [November 19, 2013 at 2:00pm](#) as one of our Training Tuesday Webinars. 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.

If you have any questions, please contact our division staff at (800) 545-7892 or via email cnp@isbe.net.

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USDA Releases Nutrition Standards for All foods Sold in Schools - Interim Final Rule – Public Comments and ISBE Survey Request

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>. A recorded ISBE webinar providing an overview of the proposed requirements is available online under *Archived Webinars* (www.isbe.net/nutrition) Due to the Interim status of the Final Rule, the USDA is accepting public comment through October 28, 2013. To submit public comment to USDA, visit www.regulations.gov, search 'fns-2011-0019-4718'. Click *Comment Now!*

As ISBE looks forward to the implementation of the Nutrition Standards for All Foods Sold In Schools, we need your input! One area of the Interim Final Rule allows the State Agency to provide exemptions for a limited number of infrequent fundraisers that sell foods or beverages that do not meet the nutrition standards. Please complete a [quick survey](#) to provide your comments no later than October 31, 2013.

Feel free to share the [survey link](http://www.surveymonkey.com/s/KSWSTTB) (<http://www.surveymonkey.com/s/KSWSTTB>) with all interested parties – school administrators, school board Members, school principals, school business officials, students, parents and others!

Important Dates:

- October 28, 2013 – [Public Comment](#) due on Interim Final Rule to USDA
- October 31, 2013 – Complete the [ISBE survey](#) to share comments on the fundraiser exemption requirements

- July 1, 2014 – Nutrition Standards for All Foods Sold in Schools begin (Effective SY2014-2015)

Please direct any questions to staff with the Nutrition and Wellness Programs Division of the Illinois State Board of Education at cnp@isbe.net or (800) 545-7892.

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Illinois Awarded Team Nutrition Training Grant

The USDA has notified the Illinois State Board of Education (ISBE) that Illinois has been selected as a recipient of the 2013 Illinois Team Nutrition Training (TNT) Grant. The Illinois State Board of Education (ISBE) will administer the 2013 Illinois Team Nutrition Training (TNT) Grant, with the overarching goal of supporting Illinois schools and child care centers in increasing and enhancing wellness efforts to assist children to develop life-long healthy eating and physical activity behaviors. The 2013 TNT grant proposal comprises three initiatives:

1. The *Illinois Child Care Wellness Advisory Council* initiative will aim to identify the needs of child care centers to help them implement practical changes and wellness policies that align with the 2010 Dietary Guidelines for Americans at their child care facilities. The USDA *Nutrition and Wellness Tips for Young Children: Provider Handbook* will be used as a resource. ISBE has identified five strategies of wellness to provide guidance:
 - 1) Build a Healthy Plate
 - 2) Promote Water and Other Healthy Beverages
 - 3) Increase Active Play
 - 4) Limit Screen Time
 - 5) Focus on Food Safety

An advisory council of Illinois child care professionals and stakeholders will be convened to define wellness in Illinois child care facilities and identify the training, resource needs, barriers, and other issues related to implementing/enhancing the five strategies of wellness in child care.

2. The *Illinois Child Care Wellness Subgrants* initiative will award 15 subgrants totaling \$250,500 to multisite Child and Adult Care Food Program (CACFP) sponsors to enhance or create wellness programs aimed at maintaining a healthier child care environment. ISBE will produce five guidance videos and a special *Mealttime Minutes* publication to promote best practices and success stories that result from use of the subgrant funds. Three one-day wellness workshops will be held for a total of 150 representatives of CACFP sponsors statewide and subgrants will be offered to workshop participants to assist with creation and/or enhancement of wellness efforts at their child care facilities. As part of the subgrant application, a self-assessment survey will be provided to each site to determine current needs and help set each facility's goals for enhanced nutrition and wellness. The survey will be re-administered at the end of the subgrant period to determine the progress of each site. Technical assistance will be provided throughout the grant period to ensure success of this pilot subgrant opportunity.
3. The *Illinois HealthierUS School Challenge (HUSSC) Partnership/Mentoring* initiative will increase the number of Illinois schools submitting successful HUSSC applications and increase the number of HUSSC-certified schools. Current HUSSC-certified schools will provide peer-based technical assistance to potential schools in underrepresented counties in central and southern Illinois, ultimately increasing the number of certified

schools from 205 in 21 school districts to 300 in 30 school districts. High schools will be targeted, as only 10 are currently HUSSC certified. Illinois will also conduct the first Illinois HUSSC Week in March 2015, partnering with Action for Healthy Kids-Illinois and the Illinois Regional Offices of Education.

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Make *Every Kid Healthy*

One in three kids in the U.S. is overweight or obese. Yet, only six percent of kids in middle school or high school have daily PE at school and only two percent of school-aged kids consume the right amounts of nutritious food. You can be part of the solution by joining a movement to make all schools healthier places by taking the [Every Kid Healthy Pledge](#). All that's required is 10 seconds of your time, your name and your email address. Once you've pledged, you'll get information on several easy ways to turn your commitment to keeping *Every Kid Healthy* into action.

The Every Kid Healthy™ Pledge is an initiative of Action for Healthy Kids – a nationwide nonprofit dedicated to fighting childhood obesity, undernourishment and physical inactivity by helping schools become healthier places so kids can live healthier lives. The Pledge requires no financial commitment and offers a host of free resources. Learn more about Action for Healthy Kids by visiting their [website](#), [Facebook](#) or [Twitter](#) pages.

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Updated 6 Cent Certification Breakfast Resources

If your school district participates in the School Breakfast Program, completed menu worksheets included in the simplified nutrient assessment for breakfast for the 6 cent certification are required. The breakfast worksheets are posted at the following address.

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

Implementation Guidance for Healthy Hunger-Free Kids Act of 2010 (HHFKA) – Public Law 111 – Windows Internet Explorer

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

St. Alexander - Villa Park, Illinois... School ISBE Intranet Home Page

- ▶ Section 3 - Tool - All Meals Tab (6:15)
- ▶ Section 4 - Tool - Vegetable Bar Tab (1:06)
- ▶ Section 5 - Tool - Daily Tabs (4:56)
- ▶ Section 6 - Tool - Weekly Report (4:05)
- ▶ Section 7 - Tool - Simplified Nutrient Assessment (16:34)

ISBE Certification Worksheets with Cover Page

Separate menu worksheets must be submitted for each menu type, by grade group within a district/SFA. SFAs completing six cent certification documentation have the choice of using the worksheets provided below OR USDA approved 6 cent certification tools or software programs.

- ▶ Breakfast Worksheets **NEW**
 - ▶ Grades K-5
 - ▶ Grades 6-8
 - ▶ Grades K-8
 - ▶ Grades 9-12
 - ▶ Grades K-12
- ▶ Lunch Worksheets
 - ▶ Grades K-5
 - ▶ Grades 6-8
 - ▶ Grades K-8
 - ▶ Grades 9-12

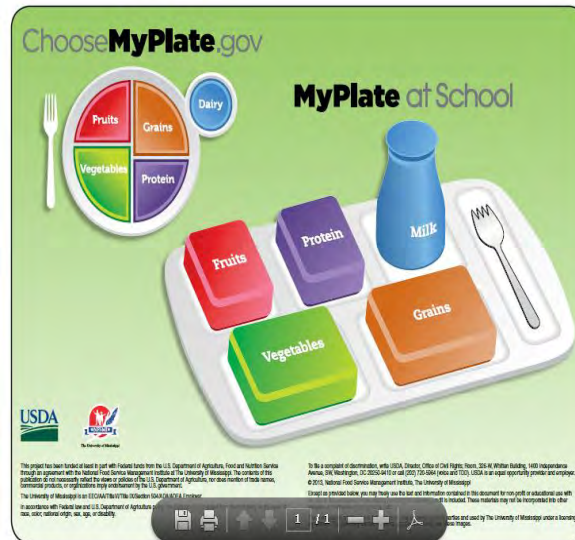
If implementing the full SY14-15 breakfast requirements, email ISBE staff at nsl6cent@isbe.net to request the appropriate grade group worksheets.

- ▶ USDA Worksheet Instructions
 - ▶ Meal Pattern Requirement Certification Specifications
 - ▶ Directions for Menu Worksheets
 - ▶ Simplified Nutrient Assessment Instructions
 - ▶ Instructions for Transferring Data from Certification Tools

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Download Large and Colorful MyPlate at School Banner and Posters

The National Food Service Management Institute (NFSMI) has available the new MyPlate at School posters. Just download and print from the website at <http://www.nfsmi.org/ResourceOverview.aspx?ID=474> or while supplies last order printed copies of the 8½” by 11” poster.



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Civil Rights Training and Poster Available

If you need a *Justice for All Posters* and training resources, go to http://www.isbe.net/nutrition/htmls/civil_rights.htm to download these items. Click on *Civil Rights Training Resources for Administrators* and/or *Front Line Staff Power Point training resources* located at <http://www.isbe.net/nutrition/htmls/workshops.htm>. ISBE has a limited supply which can be mailed by request to cnp@isbe.net.

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Celebrate Illinois School Breakfast Week/American Education Week Together - November 18-22, 2013

Remember to celebrate Illinois School Breakfast Week, Next month, November 18-22, 2013. More schools are serving breakfast in non-traditional ways. That same week, American Education Week is recognized as well. Learn more about that celebration at <http://www.nea.org/grants/19823.htm>

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School Breakfast Challenge

We all know that breakfast is the most important meal of the day. But less than 40% of eligible students in Illinois start off their day with a nutritious school breakfast. Children who eat a nutritious breakfast tend to perform better in school, have a better attendance record, and exhibit fewer behavior problems. So get your school involved in the Breakfast Challenge!

The Illinois State Board of Education, the Midwest Dairy Council, and the Illinois No Kid Hungry Campaign are proud to sponsor the 2012-2013 Illinois School Breakfast Challenge.

All Illinois schools participating in the School Breakfast Program (SBP) are eligible and are automatically entered to participate in the Illinois Breakfast Challenge. Winners will be announced in April of 2014.

Participation increase will be calculated by comparing the School Breakfast Program average daily participation rate for the 2012-2013 school year with the 2013-2014 school year. Schools must have a minimum ADP of 10 and an increase of at least 20% to qualify. There will be four tiers for the Challenge with each tier awarding three prizes: **\$5,000, \$3,000 and \$1,000.**

Tier One: Enrollment 200 or less

Tier Two: Enrollment 201 - 350

Tier Three: Enrollment 351 - 550

Tier Four: Enrollment 551 or greater

Visit <http://il.nokidhungry.org/school-breakfast> for further information.

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Illinois Farm to School Challenge

Take the Illinois Farm to School **Challenge** to **WIN GREAT PRIZES** for your school! Just by entering the *Challenge* you will become eligible to win great prizes for your school garden including:

- Fruit trees
- Berry bushes
- Vegetable and herb seeds
- Vegetable plants
- Herb plants
- Garden preparation
- Gardening books
- Garden based Classroom curriculum

Who is eligible?

- Schools principals

- Teachers
- School food service staff
- Community advocates
- Parents and more!

How can I qualify?

You can start planning your activities for October now, or initiate your Farm to School future planning steps during October. When you have completed the activity, you can log on to <http://www.surveymnkey.com/s/FSchallenge> and check the appropriate box. You can go back in and add additional activities as they are completed throughout the month.

Where to apply/register: <http://www.surveymonkey.com/s/FSchallenge> Winning schools will be chosen by number of Farm to School month activities completed and logged on survey site. Winners will be announced and prized will be awarded in early spring 2014 in time for spring school gardens!

For more information about Illinois Farm to School see:
<http://web.extension.illinois.edu/smallfarm/>

For more information about National Farm to School month see:
www.farmtoschoolmonth.org/resources/

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National School Lunch Week - 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.

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2013 USDA Foods Show and Conference – October 17, 2013

The Illinois School Nutrition Association, along with the Illinois State Board of Education, invite you to come on October 17, 2013 at the Abbington Distinctive Banquet in Glen Ellyn from 9:00am – 3:30pm and learn about USDA Foods (government donated commodities) reprocessing procedures through educational sessions that will assist you in selecting processed end products that will meet your school district's needs. Jim Copp, Principal Consultant with the Illinois State Board of Education will be the General Session Speaker. Approved USDA NPA Commodity Processors will be available during the food show to answer questions and provide samples of available end products. Education materials including product cut sheets, pricing information and summary end product data schedule (SEPDS) will be available for you to take back to your school to assist you in making informed decisions when planning your menus and preparing to enter the USDA Foods order for SY2014-

2015. For agenda and registration information, go to http://www.ilsna.net/USDA_foods_show.asp.

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Calendar of Events

October 2013

- 1 Obtain count of approved Household Eligibility Applications (for Verification Summary Report due December 15)

- 8 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>

- 13-20 Make changes, if needed, for next month's USDA Foods delivery

- 14-18 National School Lunch Week
http://www.schoolnutrition.org/Level2_NSLW2013.aspx?id=18469

- 17 2013 USDA Food Show and Conference
<http://events.r20.constantcontact.com/register/event?llr=te5dkreab&oeidk=a07e7xr8yr13b3aaf08&oseq=a0183gjvydt9>

- 15 Deadline for NSLP/SBP/SMP Sponsor and Site Applications
http://www.isbe.net/nutrition/sbn_handbook/toc.htm (click on WINS Online Questionnaire, Reports, and Claims)

- 15 Training Tuesday Webinar – NSLP/SBP Menu Planning
2:00-3:30 pm
Register at <http://www.isbe.net/nutrition/>

- 31 Obtain number of approved students in NSLP (for Verification Summary Report due December 15)

November 2013

- 11 Veterans Day-ISBE Holiday, office closed

- 13-20 Make changes, if needed, for next month's USDA Foods delivery

- 15 Deadline for completing verification process (Verification Summary Report due December 15)

18-22 Illinois School Breakfast Week/American Education Week

19 Training Tuesday Webinar – Administrative Reviews
2:00-3:30 pm
Register at <http://www.isbe.net/nutrition/>

22-24 Joint Annual Conference, IASB/IASA/IASBO, Chicago

28-29 ISBE closed in observance of Thanksgiving



Nutrition and Wellness Programs

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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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