



*Your Guide to School-Based Child Nutrition Programs*

## [October 2014](#)

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## Sponsor Applications to Participate in School Meal Programs

SY2014-15 applications for new or continuing sponsors of school meal programs is now available through WINS and are due October 15, 2014. Instructions on completing your application are available under *What's New* on our website at <http://www.isbe.net/nutrition>.

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## IL State Board of Education's Training Opportunities for School-Based Child Nutrition Programs

### WEBINAR TRAININGS

#### **National School Lunch and School Breakfast Program Verification Summary Report Overview**

This webinar will cover the required completion of the ISBE online Verification Summary Report (VSR) that must be submitted to ISBE by December 15th, 2014. An overview of each step of the VSR will be provided, and the required information that must be provided on each step. Completion of this report is required for any School Food Authority that has at least one site in the National School Lunch and/or School Breakfast Programs. Additional information on the verification process is available at [http://www.isbe.net/nutrition/htmls/forms\\_sbn.htm](http://www.isbe.net/nutrition/htmls/forms_sbn.htm).

**Date:** October 21, 2014

**Time:** 1:30-3:30 pm CDT

**Register:** <https://www1.gotomeeting.com/register/844377296>

#### **Archived Webinars**

Webinars from this past year have been recorded and are available for viewing at any time at <http://www.isbe.net/nutrition/htmls/workshops.htm> (under National School Lunch Program Archived Webinars). 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

#### **School Meals Administrative Review Training**

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 at <http://www.isbe.net/nutrition/htmls/workshops.htm> (Select *National School Lunch Program Archived Webinars*, then under 2013, select *The NEW Administrative Review Process SY 2013-14 - November 20, 2013*).

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## Claims: New School Year - Old Fiscal Year

As you start submitting claims for the 2014-15 school year, please remember that the programs and claims run on a Federal Fiscal Year of October 1 through September 30. This means that September 2014 and prior 2014 claims are in WINS under **FY 2014**, whereas October 2014-September 2015 will be found in WINS under **FY 2015**. Be sure you select the correct Program Year when filing your claims online.

If you are trying to claim August or September meals and/or milk but do not see August and September as an option on your 2014 application, please go to the blue and yellow question mark icon at the top of your WINS screen and select "Instructions – extending a calendar year participation details". These detailed instructions will walk you through the steps.

If you are adding a new meal and/or milk program to an existing site as of August or September, you will need to go to the site application, click on Participation, then add the program and work your way through the rest of the Participation and Participation Detail sections of that application.

If you have questions related to filing your claim, please call Funding & Disbursements Division at 217/782-5256.

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## Information Regarding Food Service Contract Renewals Beginning with the 2015-2016 School Year

All food service contract renewals will be contingent upon fulfillment of all contract provisions, including those relating to USDA Foods, including the utilization by the FSMC/Vendor of USDA Foods to the maximum extent possible. In cases in which there is no compliance with this provision, the contract renewal will not be allowed.

Furthermore, for processed USDA Foods, the FSMC/Vendor must pay/credit the School Food Authority (SFA) the value of USDA Foods when these commodities arrive at the processor, not when they are shipped as end products to the SFA/FSMC. Any amounts credited for pounds remaining in an account at a processor at the end of the contract term will remain the property of the SFA.

In situations where the contract terms do not define “maximum extent possible” and “in as large quantities as may be efficiently utilized”, the Illinois State Board of Education (ISBE) has defined this to mean at least 85% of entitlement. Therefore, a condition of renewal, which will be certified by both the SFA representative and the FSMC/Vendor representative, will be that at least 85% of a SFAs entitlement was ordered and credited to the SFA each contact year.

The Contract Renewal Agreement will include a section listing entitlement, amounts ordered and credited which will be certified by both the SFA representative and the FSMC/Vendor representative. These amounts will be verified by ISBE.

#### **USDA Regulations:**

- CFR 210.16(a)(6) Food Service Management Companies, which reads: “Ensure that all federally donated foods received by the school food authority and made available to the food service management company accrue only to the benefit of the school food authority’s nonprofit school food service and are fully utilized therein,” and
- CFR 210.9(b)(15) Agreement, which reads: “(15) Accept and use, in as large quantities as may be efficiently utilized in its nonprofit school food service, such foods as may be offered as a donation by the Department.”
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If you have any questions, contact Jim Copp, ISBE Principal Consultant, at [jcopp@isbe.net](mailto:jcopp@isbe.net) or (217) 782-2491.

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## **Smart Snacks: - Combination Foods and Paired Exemptions**

A “combination food” contains two or more foods representing two or more of the food groups: fruit, vegetable, dairy, protein or grains. Combined foods must meet the nutrient standards that apply to a single snack. Examples of a combination food include Blueberry Muffins (whole grain-rich), Harvest Stew and Vegetable Chili Boat, recipes available in the USDA Recipes for Healthy Kids resource, located at <http://healthymeals.nal.usda.gov/recipes-healthy-kids-cookbooks/recipes-healthy-kids-cookbooks-cookbook-schools>.

Some foods are exempt from the Smart Snacks requirement. When these exempt foods are paired and packaged together with other exempt foods and no other additional ingredients, these are called “paired exemptions”. “Paired exemptions” are required to meet the calorie and sodium limits for Smart Snacks.

Some examples of “paired exemptions” served together as a Smart Snack are listed below. These pairings must meet the calorie and sodium limits.

- Peanut Butter and Celery
- Celery and Peanut Butter and unsweetened raisins
- Reduced fat cheese served with apples
- Peanuts and apples

Visit USDAs Food and Nutrition website at <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks> for tools and resources to identify food items that meet the Smart Snacks criteria.

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



During the summer of 2014, there were a total of 171 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 2014, there were further marketing efforts throughout the state to assist in bringing awareness of the program to the public as many are still unaware. We have encompassed billboards, PSAs, bus/train ads, media print, cash jackets, radio ads, postcards, yard signs, posters, door hangers, websites, maps, and a texting feature 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/seamless_summer.htm)
- <http://www.isbe.net/nutrition/htmls/summer.htm>

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## Brochures: Healthy School Fundraisers and Smart Snacks in Schools

Team Nutrition's "Best Practices for Healthy School Fundraisers" brochure is now available in print and online! <http://www.fns.usda.gov/best-practices-healthy-school-fundraisers>. The "Smart Snacks in Schools" brochure is now available in print and online! <http://www.fns.usda.gov/smart-snacks-schools-brochure>. We anticipate Discover MyPlate will be available in print by late October.

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## Grant Opportunities and Updates

It is not too late to apply for the School Grants for Healthy Kids but do not delay.

- **Due October 15, 2014** [School Grants for Healthy Kids - http://www.actionforhealthykids.org/tools-for-schools/apply-for-grants](http://www.actionforhealthykids.org/tools-for-schools/apply-for-grants)

*School breakfast program pilot and/or expansion* – to include alternative breakfast programs (i.e., breakfast in the classroom, grab and go breakfast, breakfast after 1<sup>st</sup> period, breakfast on the school bus) and universal breakfast programs (Average size of grant is \$1,400)

*Universal School Breakfast Pilot* (from \$2,000-\$2,500)

- [Dollars for Dairy](http://www.stldairyCouncil.org/Community-Programs/Dollars-For-Dairy/)-St. Louis District Dairy Council (SLDDC) will be accepting applications for Dollars for Dairy in **January 2015**. Bookmark this website and visit it in next year!- <http://www.stldairyCouncil.org/Community-Programs/Dollars-For-Dairy/>

## New Resource: Tips for Teachers on Promoting Healthy Eating & Physical Activity in the Classroom

Simple changes in the classroom can make a big impact on preventing childhood obesity. CDC's new resource, [Tips for Teachers: Promoting Healthy Eating and Physical Activity in the Classroom](#), is full of easy ways teachers can promote a healthy classroom.

[Tips for Teachers](#) was developed from science-based recommendations from CDC's [School Health Guidelines to Promote Healthy Eating and Physical Activity](#).

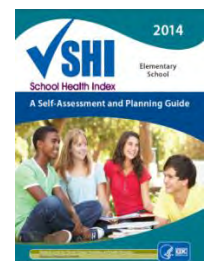
**Tips for Teachers** includes clear action steps, resources, and information for:

- Access to drinking water
- Student rewards that support health
- Healthier celebrations and fundraisers
- Physical activity in the classroom
- Recess
- Not using physical activity as punishment
- Health education
- Student weight concerns and stigma
- School physical activity programs
- Being a healthy role model
- School wellness activities



## NEW RELEASE: 2014 School Health Index

Start the school year with ways to help students succeed in the classroom and beyond. Stay tuned to [CDC's Healthy Schools](#) site for new resources, including the updated [2014 School Health Index](#) assessment tool, to help focus on student health as part of making school a good place to learn.



Working with the [Alliance for a Healthier Generation](#) (the Alliance), the Centers for Disease Control and Prevention (CDC) has updated its [School Health Index \(SHI\)](#). The 2014 SHI guides school-based obesity prevention and health promotion efforts.

The Alliance has replaced its **Healthy Schools Program Inventory** with the **School Health Index**. By offering a unified assessment tool, the CDC and the Alliance make it easier for schools to implement policies and practices that can help students stay healthy and ready to learn. Benefits include:

- Less confusion about which evidence-based assessment tool to use.
- Monitoring and alignment of school-based health policies and practices with national surveillance systems.
- Better coordination of training and technical assistance between the CDC and the Alliance.

### Snapshot of the 2014 School Health Index

Two versions of the **School Health Index** exist and can be accessed from both the [CDC School Health Index](#) and Alliance's [Healthy Schools Program](#) websites. Both versions of the SHI retain the eight self-assessment modules, an action planning component, and cross-cutting school health questions.

**Version 1: [CDC School Health Index](#) website**

The CDC School Health Index website retains the full comprehensive School Health Index, continuing to address six health topics: nutrition, physical activity, unintentional injury and violence prevention, tobacco use prevention, asthma, and sexual health.

**Version 2: [Healthy Schools Program](#) website**

The Healthy Schools Program website hosts a version of the School Health Index that addresses two health topics: nutrition and physical activity. It also includes resources, access to national experts, and opportunities to earn national awards from the Alliance in addition to the [USDA's HealthierUS School Challenge](#) and [Let's Move! Active Schools](#).

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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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## **FREE UPCOMING WEBINARS:**

### **Resolving Unpaid Meal Charges Webinar**

Unpaid meal charge debt can threaten the quality of a school meal program. Learn practical methods for resolving this issue and hear examples of how these methods were successfully used in schools across the country during a panelist webinar resolving unpaid meal charges.

**Register:** <https://www2.gotomeeting.com/register/293732754>

**Date:** October 1, 2014

**Time:** 1:00 – 2:00 pm

**Speakers:** Kenny Thompson, founder of Feed the Future Forward and Lunch Super Hero Fund; Donna Parsons, MS, RD, SNS, State Director of Child Nutrition Services with the Office for the Superintendent of Public Instruction; and Barbara Lloyd, RDN, SNS, CD, Food Service Director with Edmonds School District

**Sponsor:** School Nutrition Association

## Take the HealthierUS School Challenge: Smarter Lunchrooms this School Year! Webinar

This is a one-hour webinar on the HealthierUS School Challenge: Smarter Lunchrooms (HUSC: SL) targeting team nutrition schools in Illinois.

Smarter Lunchrooms is the focus of the newly revised HealthierUS School Challenge criteria for 2014. The HealthierUS School Challenge: Smarter Lunchrooms (HUSC: SL) is a voluntary certification initiative recognizing those schools enrolled in Team Nutrition that have created healthier school environments through promotion of nutrition and physical activity.

USDA recently revised the criteria to include the Smarter Lunchroom Self-Assessment Scorecard. Attend this webinar to learn more about the changes to the application and the new criteria. Additionally, learn about the modifications to the nutrition education requirements for schools, as well as tips and resources to help you complete all areas of the HUSC application.

**Register: Date:** <https://www1.gotomeeting.com/register/395769057>.

**Date:** October 23, 2014

**Time:** 2:00 – 3:00 pm

**Sponsor:** ISBE's Division of Nutrition and Wellness Programs and Illinois Action for Healthy Kids

## Healthy Halloween: Strategies for Having a Fun and Healthy Halloween Celebration at School

Kids young and old love Halloween, and what's more fun than celebrating this annual holiday with school costume parties and classroom celebrations? However, Halloween is also synonymous with candy bars, caramel apples and other sugary treats. Under the new school snack food policy, are school Halloween celebrations a thing of the past? Absolutely not! There are countless strategies to celebrate Halloween in fun and healthy ways. During this webinar, you'll hear from school leaders who have figured out how to celebrate Halloween with fun and health-promoting activities that still have that trick-or-treat spirit.

**Register:** <https://www4.gotomeeting.com/register/228679391>

**Date:** October 1, 2014

**Time:** 9:30 - 10:30 a.m.

**Speakers:** To be announced

**Sponsor:** Healthy Schools Campaign

## Enhancing P.E. in Illinois: An Overview of New Learning Standards and Physical Education Requirements

Participants will learn about the new learning standards for physical development and health and the requirements set forth in the two new laws related to physical education. The webinar will provide a brief overview of requirements, the science behind them, and the basics of when/how they need to be implemented.

**Register:** <https://student.gototraining.com/r/4041656670203216384>

**Date:** October 1, 2014



**Time:** 11:30AM-12PM

**Target Audience:** superintendents, principals, school board members, other school officials, teacher preparation programs and health advocates looking to learn more about the changes to physical education requirements in schools.

**Speakers:** Sandy Noel, Physical Educator and Curriculum Developer and Deb Vogel, Recent chair of the Enhance P.E. Task Force committee charged with revising and editing State Goals 19-24 of the Illinois Learning Standards for Physical Development and Health

**Sponsors:** International Alliance to Prevent Obesity and Illinois Public Health Institute

## Enhancing P.E. in Illinois: Tips for Implementing the New Learning Standards for Physical Development and Health

Focus will be on providing tips for implementing the new learning standards in the schools and classrooms across the state. Deb Vogel and Sandy Noel, members of the Enhanced P.E. Task Force who worked on the revisions, will lead participants through a series of exercises aimed at helping them understand the changes and additions to the learning standards and how to adapt their class curriculum and activities to the new standards.

**Register:** <https://student.gototraining.com/r/3375940862491861760>

**Date:** October 9, 2014

**Time:** 2:00-3:00PM

**Target Audience:** teachers, curriculum specialists, school health advocates, and others working with schools to implement enhanced physical education

**Speakers:** Sandy Noel, Physical Educator and Curriculum Developer and Deb Vogel, Recent chair of the Enhance P.E. Task Force committee charged with revising and editing State Goals 19-24 of the Illinois Learning Standards for Physical Development and Health

**Sponsors:** International Alliance to Prevent Obesity and Illinois Public Health Institute

## Beyond the Bake Sale: Effective and Healthy Fundraising Strategies

The bake sale has long been a staple of school fundraising. However, this school year's healthy fundraising rules have forced the hand of many schools that have relied on the sale of candy and baked goods to find alternative school fundraising strategies. And this is not a bad thing! From healthy food fundraisers to dance-a-thons to 5K races, hear from school principals that have moved beyond the bake sale to create fun, engaging, health-promoting and effective ways to raise money to fund key programs and initiatives at their schools.

**Register:** <https://www4.gotomeeting.com/register/221478543>

**Date:** October 21, 2014

**Time:** 9:30 - 10:30 a.m.

**Speakers:** Dana Butler, Principal of Ruiz Elementary and Michael Heidkamp, Principal of Greene Elementary School

**Sponsor:** Healthy Schools Campaign

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## Creating Healthy Menus with USDA Foods

Celebrate National School Lunch Week by learning about remarkable recipe resources! This webinar will feature the speakers from the popular panel at the SNA Annual National Conference in Boston this summer. A recording of the webinar will later be available on the [USDA Food and Nutrition Service](#) YouTube channel.

**Register:** Coming soon at <http://www.fns.usda.gov/>

**Date:** October 16, 2014

**Time:** 1:00 – 2:00 p.m.

**Speakers:** Christina Riley, MS, RD, Nutritionist, USDA Food and Nutrition Service; Scott Richardson, MBA, Director of Strategic Initiatives, Project Bread; and Ed Herrera, MPA, SNS, Coordinator, Child Nutrition Programs at Idaho State Department of Education

**Sponsor:** USDA Food and Nutrition Services

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## Rise and Shine Illinois Campaign Launched

*Helping connect hungry students with the meal most critical to their success: Breakfast*

Share Our Strength and other hunger relief organizations in Illinois recently launched the Rise and Shine Illinois Campaign this September. Is your school interested in expanding or starting a school breakfast program? Breakfast Coordinators are available to assist with a meeting, grant opportunities and also to provide further information on how to connect hungry students with the meal most critical to their success: Breakfast. Visit <http://www.riseandshineillinois.org/> for further information.

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## Calendar of Events

### October 2014

- 10      Begin submitting September claims for reimbursement in WINS through IWAS. ALL September child nutrition program claims (original and revised) must be received by ISBE no later than November 29, 2014
  
- 13      ISBE Offices closed in observance of Columbus Day
  
- 13-20    Make changes to next month's USDA Foods order
  
- 13-17    National School Lunch Week, Get in the Game with School Lunch  
<http://www.schoolnutrition.org/NSLW2014/>
  
- 15      Workshop: School Meals Administrative Review – Schaumburg (afternoon session)  
Register via our [online registration system](#).  
  
IL State Board of Education Board Meeting  
Illinois Terminal, 45 E. University Avenue, Champaign  
<http://www.isbe.net/board/default.htm>
  
- 16      Workshop: School Meals Administrative Review – Lisle (morning session)  
Register via our [online registration system](#).

- 21 Webinar: National School Lunch and School Breakfast Program Verification Summary Report Overview  
Register at <https://www1.gotomeeting.com/register/844377296>
- Workshop: School Meals Administrative Review – Peoria (morning session)  
Register via our [online registration system](#).
- 22 Workshop: School Meals Administrative Review – Fairview Heights (morning session)  
Register via our [online registration system](#).
- 23 Webinar: Take the *HealthierUS School Challenge: Smarter Lunchrooms* this School Year! Webinar
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- Register at <https://www1.gotomeeting.com/register/395769057>
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### **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](mailto:cnp@isbe.net)

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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](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](mailto: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](http://www.fns.usda.gov/snap/contact_info/hotlines.htm).*

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