



YOUR MONTHLY GUIDE TO SCHOOL NUTRITION PROGRAMS (SNP)

October 2015

[Sponsor Applications for Sites to Participate in School Meal Programs in SY2015-16](#)

[NSLP and SBP Verification Completion Deadlines](#)

[National School Lunch Week – October 12-16, 2015](#)

[October is National Farm to School Month!](#)

[Claims: New School Year - Old Fiscal Year](#)

[Grant Opportunities](#)

[Training Opportunities for School-Based Child Nutrition Program](#)

[Let AFHK Help You Get Recognized for Your Efforts](#)

[USDA Professional Standards](#)

[*School Success Starts with Dairy Toolkit*](#)


[Calendar of Events](#)

Sponsor Applications to Participate in SY15-16 School Nutrition Programs

The SY2015-16 applications for new or continuing sponsors of school nutrition programs are now available through WINS and are due October 16th.

Please note that starting this school year, **WINS is moving to a July 1-June 30 program year!**

Therefore, the 2016 program year will run October 1, 2015 through June 30, 2016. For SY15-16, you will be able to input only days of operation between 10/1/15-6/30/16, then for SY16-17, a new application will be available in late Spring covering 7/1/16-6/30/17.

Instructions for completing your sponsor and site applications are available by clicking on the question mark icon  at the top of your dashboard in WINS, then selecting *School Nutrition Programs (SNP) - Application Instructions 2016*.

[Back to top of newsletter](#)

NSLP and SBP Verification Completion Deadlines

Each year Local Education Agencies (LEAs) that processed household eligibility applications to provide FREE or REDUCED-PRICE meal benefits to students are required to have completed the verification process no later than November 16.

ALL LEAs participating in the NSLP and/or SBP are required to completed the online verification summary report (VSR) that is due December 15.

Verification Timeline:

- **October 1**—Count the number of approved applications on file by category and begin verification process. Applications to be counted are those that were approved for FREE and REDUCED-PRICE meal benefits based on income; A SNAP or TANF ID number being provided; OR Foster Child box being checked on the application. This count should be taken no later than the close of business on October 1.

Prior to doing the application count all LEAs must access and use the Electronic Direct Certification system to directly certify as many students as possible. LEAs must try to directly certify students whose current eligibility status for FREE and REDUCED-PRICE meals was based on the use of a household eligibility application. ***Any students that can be transferred to direct certification status*** would not have their household eligibility application included in the October 1, application count since they would now be considered to be a directly certified student.

CEP (Formerly CEO), Provision and RCCIs sites should read the Verification section of the Administrative Handbook and additional information regarding the verification process that is posted at http://www.isbe.net/nutrition/htmls/forms_sbn.htm.

Once the application count is completed, Sponsors should access WINS and enter the application counts using the NSLP Verification Summary Report link available under Reports. Please ensure Program Year 2016 is selected.

Only application counts can currently be entered.

The remainder of the online Verification Summary Report will be available November 16, 2015.

- **Last operating day of October**—Count number of **ALL** free and reduced-price eligible **students** by category. This information will be needed when the VSR is completed. **ALL** schools in the NSLP and/or SBP (Including Provision, RCCI and CEP schools) will need to be prepared to provide student counts.
- **November 16**—Ensure verification process is complete.
- **December 15**—Deadline to submit VSR.

For questions or guidance on the verification process please visit the ISBE website at http://www.isbe.net/nutrition/htmls/forms_sbn.htm or view the September 24, 2015 recorded Verification webinar at mms://video2.isbe.net/NSLP_SBP_092415.

[Back to top of newsletter](#)

National School Lunch Week - October 12-16, 2015

Mark your calendar for National School Lunch Week: October 12-16, 2015. This year's theme, "School Lunch Snapshot" is all about capturing and sharing your best photos of school lunches in your district.



Visit www.schoolnutrition.org/NSLW for resources and tips to plan a picture-perfect celebration. You can also enter to win free stickers for your school. Shop for merchandise, t-shirts and cafeteria decorations online via [SNA's Emporium](#).

What are you waiting for? Say "cheese" and get ready to celebrate school lunches with students, parents and your entire school community!

[Back to top of newsletter](#)

October is National Farm to School Month!

Please join USDA to help celebrate by taking to Twitter and using the hashtag #MWFarm2School. Please Tweet photos, thoughts and quotes showing what Farm to School looks like in your community, state, farm or school. Photos of farmers, teachers, students, school meals, and food, would be great! If you Tweet, please include our handle, @USDANutrition.

WHO: Schools, Farmers, Farm to School Supporters & Anyone Else Who's Interested

WHAT: National Farm to School Month Twitter event

WHEN: 10-2:00 PM Central Time, Thursday, October 1, 2015

WHY: To raise awareness and to show off Farm to School to the Twittersphere

DETAILS: Use hashtag #MWFarm2School. Tweet photos, quotes and thoughts about Farm to School

We look forward to seeing your Tweets and celebrating National Farm to School Month with you! For more information on Farm to School month, visit <http://www.fns.usda.gov/farmtoschool/farm-school>.

[Back to top of newsletter](#)

Claims: New School Year - Old Fiscal Year

As you start submitting claims for the 2015-16 school year, please remember that August 2015 and September 2015 and prior 2015 claims are in WINS under **FY 2015**, whereas October 2015-June 2016 will be found in WINS under **FY 2016**. 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 2015 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.

[Back to top of newsletter](#)

Grant Opportunities

- **Fuel Up to Play 60 Grants** - Fuel Up to Play 60 is an in-school nutrition and physical activity program launched by National Dairy Council and NFL, in collaboration with the USDA, to help encourage today's youth to lead healthier lives. Schools have access to a "playbook" that provides "plays" which are nutrition and physical activity tools for making healthy changes! Funding opportunities are available to any qualified K-12 school enrolled in Fuel Up to Play 60. Up to \$4,000 per year, per school is available to help your school implement one Healthy Eating Play and one Physical Activity Play from the 2015-2016 edition of the Fuel Up to Play 60 Playbook. The fall application deadline is November 4, 2015. To be eligible for grant, school must:
 - enroll in Fuel Up To Play 60
 - have a registered program advisor
 - participate in the National School Lunch ProgramMore information on this program and funding is available at <https://www.fueluptoplay60.com>.
- **Dollars for Dairy** - St. Louis District Dairy Council (SLDDC) will be accepting applications for Dollars for Dairy in June 2016 for schools willing to promote 3 servings of dairy every day! To apply, visit <http://www.stldairycouncil.org/Community-Programs/Dollars-For-Dairy/>
- **Tyson Every Kid Healthy Northern IL Grants** –Every Kid Healthy Grants provide physical activity grants with an optional nutrition component to support becoming recognized as a health-promoting school. \$1,000 grants are available. To apply, please visit <http://www.actionforhealthykids.org/tools-for-schools/apply-for-grants#Bfast> and scroll down to Tyson Every Kid Healthy Northern IL Grant.
- **Let's Move Salad Bar Grants** - Let's Move Salad Bars to Schools (LMSB2S) launched in 2010 with the mission of donating salad bars to U.S. schools so that every child has daily access to fresh fruits and vegetables. <http://www.saladbars2schools.org/>
- **No Kid Hungry Innovation Lab Grants** - Share Our Strength's No Kid Hungry Innovation Lab provides new grant opportunities to pilot promising models of connecting kids to federal

nutrition programs. Current opportunities include grants for increasing participation in afterschool meals and increasing participation in grab-and-go breakfast by offering a "second chance" model. All opportunities are for piloting in the fall semester of the 2015-16 school year. For more information, visit

https://strength.formstack.com/forms/innovation_opportunities_homepage

[Back to top of newsletter](#)

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:

- 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/cnscalendar/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/cnscalendar/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>.

[Back to top of newsletter](#)

Let AFHK Help You Get Recognized for Your Efforts

The HealthierUS School Challenge: Smarter Lunchrooms initiative is a great way for your school to get recognized for your commitment to school wellness. Start the application process early! To learn more about this recognition program, go to http://www.actionforhealthykids.org/storage/documents/game-on/Overview_Page_w_GameOn_Email_FINAL.pdf. Not only can you be recognized for your hard work, your school can also support the Learning Connection and even earn cash! To see the other top benefits for applying to the HealthierUS School Challenge: Smarter Lunchrooms initiative, go to http://www.actionforhealthykids.org/storage/HUSSC_Benefits_-_FINAL_w_Game_On_logo_V2.pdf.

Are you interested in applying on behalf of your school or district? Contact [Ryan Monroe](#), IL State Coordinator, Action for Healthy Kids, at rmonroe@actionforhealthykids.org to assist you with the application process.

[Back to top of newsletter](#)

USDA PROFESSIONAL STANDARDS

USDA released Professional Standards for school foodservice directors, managers, school nutrition staff and state agency directors that went into **effect on July 1, 2015**. To help with the implementation of the new standards, SNA created resources that are available at: <https://schoolnutrition.org/Cert/USDAProfessionalStandards>.

[Back to top of newsletter](#)

School Success Starts With Dairy Toolkit Why Dairy for Breakfast Makes Sense

As kids head back to class, Midwest Dairy Council is offering an online communications toolkit to help you educate consumers on why a daily breakfast with dairy leads to not only better overall nutrition, but better school performance as well.



We invite you to join us in this effort to raise awareness and share information about how including dairy and breakfast can help set kids up for success throughout the school year. The information below also allows you to help spread the message that dairy makes sense for breakfast.

The online toolkit -- available at <http://www.midwestdairy.com/0t351p402/back-to-school-toolkit/> -- includes the following items which can be used for your own back to school activities:

- **Back to school campaign messages** which communicate the main points to make
- **Talking points** to help articulate the key messages in more detail
- **Customizable news release** that you can distribute to media in your area
- **Dairy Q&A**, which includes common dairy-related questions and answers
- **Recipes** that provide new/different ways to incorporate dairy into the morning meal:
 - [Cinnamon Cereal Smoothie](#)
 - [Fiber One Green Smoothie](#)
 - [Peach-Mango and Cereal Smoothie](#)
 - [Easy to Please Breakfast Yogurt Parfait](#)
 - [Yogurt and Banana Spice Muffins](#)
 - [Egg and Mozzarella Breakfast Pizza](#)
- **Nutrition fact sheets** for milk, cheese and yogurt
- **Social media calendar** with suggested posts/images to help communicate dairy messages
- **Customizable web content/blog** for use on your website or in your e-newsletter
- **Graphics** for the Great American Milk Drive and one that depicts how Kids + Breakfast = Success

Back to school is an important time of year to draw attention to the importance of both dairy and breakfast. Dairy foods, such as milk, cheese and yogurt, get an A-plus for their variety and nutritional and economic value. And kids who eat a morning meal perform better in the classroom and have better overall nutrition.

[Back to top of newsletter](#)

Calendar of Events

October 2015

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|-----------------------------|---|
| 1 | Count the number of approved applications on file by category and begin verification process. |
| 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 |
| 12 | ISBE Offices closed in observance of Columbus Day |
| 13-20 | Make changes to next month's USDA Foods order |
| 16 | SY15-16 School-based Child Nutrition Programs applications in WINS due |
| 16-17 | ISBE Board Meeting – Springfield, IL - http://www.isbe.net/board/default.htm |
| Last serving day in October | Count the number of ALL free and reduced-price eligible students by category as part of the verification process. |

[Back to top of newsletter](#)



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

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If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), 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](http://www.fns.usda.gov/snap/contact_info/hotlines.htm) (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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