



*Your Guide to School-Based Child Nutrition Programs*

## **November 2013**

[Verification Completion Deadlines](#)

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

[Overview of the NEW Administrative Review Process SY2013-2014](#)

[USDA Nutrition Standards for All foods Sold in Schools Update](#)

[Food Distribution and the Illinois Commodity System Training](#)

[Menu Certification Process and Attestation Statements](#)

[Attention Fresh Fruit and Vegetable Grant \(FFVP\) Recipients!](#)

[7th Annual Illinois School Health and Wellness Conference Slated for April 30, 2014](#)

[Illinois School Breakfast Week & American Education Week - November 18-22, 2013](#)

[Produce Safety University \(PSU\)-2014 Nominations due to ISBE no later than November 22, 2013](#)

[Download Free Posters for School Breakfast Outreach](#)

[Summer Food Service Summits](#)

[Crunching the HealthierUS School Challenge Criteria](#)

[Free USDA Webinars](#)

[U.S. Food Waste Challenge - \*Together we can make a difference!\*](#)

[Calendar of Events](#)

## 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](http://www.isbe.net/nutrition/sbn_handbook/toc.htm).

[Back to top of newsletter](#)

---

## Training Opportunities for School-Based Child Nutrition Programs

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, along with registration information.

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

[Back to top of newsletter](#)

## **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 hosted in-person trainings on this topic in October and will host a webinar on [November 19, 2013 at 2:00 pm](#). 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.

[Back to top of newsletter](#)

---

## **USDA Nutrition Standards for All foods Sold in Schools Update**

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). The complete interim final rule is available [online](#). A recorded ISBE webinar (September 6, 2013) providing an overview of the proposed requirements is available online under Archived Webinars.

The public comment period has concluded. We will continue to update participating schools on the implementation of these rules and will notify you when the USDA releases final rules on this subject.

As ISBE looks forward to the implementation of the Nutrition Standards for All Foods Sold In Schools, we are hosting an joint webinar with the Illinois School Nutrition Association (ILSNA) on the operational implementation of these rules. Please join us on December 3, 2013 at 10:00 am for this webinar. [Register today!](#) 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.

[Back to top of newsletter](#)

---

## **Food Distribution and the Illinois Commodity System Training**

ISBE will host in-person trainings at the following seven locations that will focus on the Illinois Commodity System. This training will cover placing annual USDA Foods orders, diversions to processors, the Department of Defense (DoD) Fresh Fruit and Vegetable Program, and additional monthly processes to teach better management of USDA foods.

- December 3, 2013 – Schaumburg
- December 4 – Oak Lawn
- December 5 – Champaign
- December 18 – Rock Falls
- December 19 – Peoria
- January 15 – Marion
- January 16 – Fairview Heights

Registration is available at <http://www.isbe.state.il.us/nutrition/> under Upcoming Workshops.

[Back to top of newsletter](#)

---

## Menu Certification Process and Attestation Statements

As many of you remember, last school year was a busy time and one of the tasks schools were working on was submitting their one week breakfast and/or lunch excel worksheets and their signed attestation statements. The menu certification process is a one-time requirement, therefore any SFA's that have already been approved for their additional six cents of reimbursement have met this one-time requirement and do **NOT** need to submit new worksheets this year. Additionally, those SFA's that have been approved do **NOT** need to submit paper attestation statements, agreeing to the attestation is now a part of the annual Sponsor Questionnaire in WINS and all that you need to do is read and mark that you agree with the electronic attestation statement.

For any SFA's that have either submitted their menu certification materials but are not yet approved and for any SFA's that have not yet submitted the required excel worksheets and attestation statement, this process is a requirement for all National School Lunch Program (NSLP) participants. Failure to submit the required documentation may result in an Administrative Review and could include a hold on reimbursement. Information regarding the requirements of this process can be found on our [Menu Certification webpage](#). Resources on this page include recorded training modules that walk through completing the excel worksheets; copies of the required excel worksheets and the attestation statement that must be signed by your Authorized Representative (which can be found on your WINS dashboard).

[Back to top of newsletter](#)

---

## Attention Fresh Fruit and Vegetable Grant (FFVP) Recipients!

As FFVP claims begin to come in, we would to remind you of a few requirements and helpful tips...

- ✓ Please utilize the **SY13-14 Claim Form** as well as the **Fund Tracker** both available at [http://www.isbe.net/nutrition/htmls/ffv\\_program.htm](http://www.isbe.net/nutrition/htmls/ffv_program.htm). By inserting your first and second allocations in Row 10 and your monthly expenditures, the Fund Tracker will let you know if you've exceeded your administrative allocation, overall allocation or operating expense cap. First and second allocations can be found on this same website - [Fresh Fruit and Vegetable Grant Awardees for School Year 2013-2014](#). Please do not claim over your allocated amount as we are unable to reimburse more than what was granted to your site(s).
- ✓ If you are claiming dips, they must be for vegetables only, low-fat or fat-free, and not exceed 2 tablespoons per serving. You must state this information in the Operating Expenses section of your claim in order for it to be reimbursable.
- ✓ Any item over \$250 is considered equipment. It must be approved by ISBE prior to purchase using the Equipment Justification Form at [http://www.isbe.net/nutrition/htmls/ffv\\_program.htm](http://www.isbe.net/nutrition/htmls/ffv_program.htm) and purchased no later than December 31, 2013.
- ✓ Claims (original and upward revisions) for Child Nutrition funds, including Fresh Fruit and Vegetable Program, must be filed with ISBE office and finalized within 60 calendar days of the end of the claiming month. It is however recommended that claims be submitted by the 10<sup>th</sup> calendar day following the end of the claim month to allow time for ISBE staff to review and discuss revisions if necessary. In addition, FFVP claims are generally vouchered for payment twice a month, so the sooner the claim is submitted, the sooner

payment will be received. Downward revisions may be submitted at any time. Please reference due dates below.

<u>Claim Month</u>	<u>Due Date</u>
October	December 30
November	January 29
December	March 1 (February 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	August 29
July	September 29
August	October 30
September	November 29

[Back to top of newsletter](#)

---

## **7th Annual Illinois School Health and Wellness Conference Slated for April 30, 2014**

Save the date of Wednesday, April 30, 2014 for the 7th Annual Illinois School Health Wellness Conference at the Hilton Garden Inn in Champaign. Watch the Nutrition and Wellness Programs Division website at [www.isbe.net/nutrition](http://www.isbe.net/nutrition) for speaker and session announcements, registration information and more after the New Year.

[Back to top of newsletter](#)

---

## **Illinois School Breakfast Week & American Education Week - November 18-22, 2013**

The School Breakfast Program (SBP), permanently established in 1975, is celebrated during Illinois School Breakfast Week (ISBW), November 18 to 22, 2013, to acknowledge this Child Nutrition program's contribution to the nutritional needs of Illinois students. ISBW is celebrated with American Education Week, to demonstrate the demonstrated relationship of nutrition with academic performance. Visit this site for further information on American Education Week <http://www.nea.org/grants/19823.htm>.

[Back to top of newsletter](#)

---

## Produce Safety University (PSU) 2014 Nominations due to ISBE no later than November 22, 2013

Produce Safety University (PSU) is a one-week, all expenses paid training course for USDA's Food and Nutrition Service (FNS) State agency (SA) and local school district partners. Illinois may nominate up to four candidates to attend PSU. In 2014, three out of five classes will be held at USDA's Agricultural Marketing Service campus in Fredericksburg, VA. This training center provides unique opportunities for hands-on training related to purchasing, processing, and preparation of fresh produce. One class will be held in Fresno, CA, and one class will be held in Atlanta, GA. The dates and locations of the five 2014 classes are listed in the chart below:

Dates	Locations
March 10-14, 2014	Fredericksburg, VA
March 31-April 4, 2014	Fresno, CA
April 28- May 2, 2014	Fredericksburg, VA
June 9-13, 2014	Fredericksburg, VA
June 23-27, 2014	Atlanta, GA

### Qualifications for Attendees

SAs are encouraged to select participants who have a current role in training school foodservice staff at the school district and school levels. Participants will be expected to teach others about produce safety using the comprehensive training materials provided to all attendees.

If you are interested in being nominated to attend PSU 2014, please submit a letter of intent to Roxanne Ramage ([rramage@isbe.net](mailto:rramage@isbe.net)) no later than November 22, 2013 to include three dates when the nominee will be available to attend. ISBE will also require an approval letter from the school district's superintendent, as attendance at PSU is a week-long commitment.

If you have any questions about PSU or the nomination process, please contact Roxanne Ramage ([rramage@isbe.net](mailto:rramage@isbe.net)) via telephone at (800) 545-7892. More information may also be found online at <http://www.fns.usda.gov/ofs/produce-safety-university>.

[Back to top of newsletter](#)

---

## Download Free Posters for School Breakfast Outreach

USDA with the President's Council on Fitness, Sports, and Nutrition, has developed a series of school breakfast outreach posters with the title, *Energize Your Day with School Breakfast*, which are available in three different sizes: 16"x 20", 8 1/2" x 11' and 24" x 36". Go to [http://origin.drupal.fns.usda.gov/sbp/toolkit\\_marketingresources](http://origin.drupal.fns.usda.gov/sbp/toolkit_marketingresources) to download these posters.

[Back to top of newsletter](#)

---

## Summer Food Service Summits

Would you like to network with fellow Summer Food Service sponsors from around Illinois to discuss ideas and problem-solve challenges and learn about exciting new developments for Illinois? If so, please join us at one of the following Summer Food Service Summits:



November 6th - 9:00am - 3:00pm  
The Pavilion of the City of Marion  
1602 Sioux Dr.  
Marion, IL 62959

November 20th - 9:00am - 3:00pm  
Tinley Park Convention Center  
18451 Convention Center Drive  
Tinley Park, IL 60477

The goal of the Summer Food Summit is to connect sponsors from around the state with each other and the resources necessary to reach more children and their families. Summit presentations will include:

- The latest participation data from summer of 2013
- Creative menu ideas for all sponsors
- Community collaboration models and ideas
- Marketing and Advertising strategies for summer 2014
- Grant opportunities for summer of 2014

Please register at [https://www.surveymonkey.com/s/SFSP\\_Summit](https://www.surveymonkey.com/s/SFSP_Summit).

[Back to top of newsletter](#)

---

## Crunching the HealthierUS School Challenge Criteria

Has your school considered joining the over 200 plus schools in Illinois that have achieved the USDA's Team Nutrition HealthierUS School Challenge since its inception in 2005? This voluntary initiative recognizes the outstanding efforts of schools in nutrition and physical activity and education. Effective mid-September, HUSSC awards have been provided to 6,560 schools in 49 states.

Since the approval of the Public Law 111-296, the Healthy, Hunger-Free Kids Act of 2010, and the 6 cent certification requirement; more schools are closer than ever to meeting the HUSSC criteria, especially the school meal standards, which were updated this past July.

To see where the certified schools are located in Illinois, go to the Healthy Access Locator at <http://www.healthyaccesslocator.com/>. The search feature allows you to search by county, region, state as well as level of award; bronze, silver, gold and gold award of distinction.

Invite your school's wellness team to an informational meeting and start to Crunch the HUSSC Criteria. Visit <http://www.teamnutrition.usda.gov/HealthierUS/> for the application materials and other supporting resources. Contact [cnp@isbe.net](mailto:cnp@isbe.net) if you would like additional information.

For further information on the Healthy, Hunger-Free Act of 2010, visit [http://www.isbe.net/nutrition/pdf/nslp\\_hhfka\\_impl\\_chart.pdf](http://www.isbe.net/nutrition/pdf/nslp_hhfka_impl_chart.pdf).

[Back to top of newsletter](#)

---



## Free USDA Webinars

Is your school contemplating taking the HealthierUS School Challenge? Mark your calendars to learn more about the criteria to meet the HealthierUS School Challenge (HUSSC)!

*November 19, 2013 HUSSC Local Wellness Policy Criteria: Making Success as Easy as 1-2-3! 2:00 pm-3:00 pm*

During this webinar presenters will provide an in-depth look at the HealthierUS School Challenge Local School Wellness Policy criteria. Hear about real-life examples of easy steps schools can take to encourage and maintain a healthy school environment and helpful resources.

The webinars will be available via Microsoft Office LiveMeeting (Webinar), and will be recorded. Because telephone lines are limited, USDA encourages school staff to participate as a group. To participate in the webinar on Tuesday, November 19, 2013:

Visit [https://www.livemeeting.com/cc/usdafns/join?id=R58TBP&role=attend&pw=c\\_w%7CN4HTj](https://www.livemeeting.com/cc/usdafns/join?id=R58TBP&role=attend&pw=c_w%7CN4HTj)

- If prompted for an entry code, type in the following: c\_w|N4HTj; otherwise, type in your name or the name of your group.
- For Audio -• Call in to: (800) 260-0712; Phone Access Code: 306570
- The Meeting ID Number for this webinar: R58TBP

Be prepared to give the Operator your name for identification purposes during the Q&A portion of the webinar. For other questions, regarding the webinar content, please contact Ebony James, USDA/FNS, at [703/305-2827](tel:7033052827) or at [ebony.james@fns.usda.gov](mailto:ebony.james@fns.usda.gov).

[Back to top of newsletter](#)

---

## U.S. Food Waste Challenge - *Together we can make a difference!*

With the U.S. Food Waste Challenge, the U.S. Department of Agriculture (USDA) and the U.S. Environmental Protection Agency (EPA) challenge producer groups, processors, manufacturers, retailers, communities, and other government agencies to join their efforts to:

**Reduce** food loss and waste

**Recover** wholesome food for human consumption

**Recycle** discards to other uses including animal feed, composting, and energy generation

The goal of the U.S. Food Waste Challenge is to lead a fundamental shift in how we think about and manage food and food waste in this country. To join the Challenge, participants list the activities they will undertake to help reduce, recover, or recycle food waste in their operations in the United States. The Challenge includes a goal of 400 partners by 2015 and 1,000 by 2020. For further information, visit <http://www.usda.gov/oce/foodwaste/index.htm>.

[Back to top of newsletter](#)

---

## Calendar of Events

### November 2013

- 6 Summer Food Service Summit – Marion, IL  
[https://www.surveymonkey.com/s/SFSP\\_Summit](https://www.surveymonkey.com/s/SFSP_Summit).
- 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)  
  
Deadline to submit application for the Illinois School Green Ribbon Award at  
[http://www.isbe.net/green\\_ribbon/](http://www.isbe.net/green_ribbon/).
- 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/>
- 20 Summer Food Service Summit – Tinley Park, IL  
[https://www.surveymonkey.com/s/SFSP\\_Summit](https://www.surveymonkey.com/s/SFSP_Summit)
- 22-24 Joint Annual Conference, IASB/IASA/IASBO, Chicago
- 28-29 ISBE closed in observance of Thanksgiving

### DECEMBER 2013

- 3 Webinar: Operational Issues and the USDA Released Interim Final Rule, Smart Snacks in Schools Webinar  
10:00 -11:30 am  
Register at <https://www1.gotomeeting.com/register/767896808>
- 3 Food Distribution and the Illinois Commodity System Training- Schaumburg  
Register at <http://www.isbe.state.il.us/nutrition/> under *Upcoming Workshops*
- 4 Food Distribution and the Illinois Commodity System Training- Oak Lawn  
Register at <http://www.isbe.state.il.us/nutrition/> under *Upcoming Workshops*
- 5 Food Distribution and the Illinois Commodity System Training- Champaign  
Register at <http://www.isbe.state.il.us/nutrition/> under *Upcoming Workshops*
- 13-20 Make changes, if needed, for next month's USDA Foods delivery

- 15 Deadline for submission of Verification Summary Report (through WINS)
- 17 Training Tuesday Webinar – USDA Foods (Government Donated Commodities)  
2:00-3:30 pm  
Register at <http://www.isbe.net/nutrition/>
- 18 Food Distribution and the Illinois Commodity System Training- Rock Falls  
Register at <http://www.isbe.state.il.us/nutrition/> under *Upcoming Workshops*
- 19 Food Distribution and the Illinois Commodity System Training- Peoria  
Register at <http://www.isbe.state.il.us/nutrition/> under *Upcoming Workshops*
- 25 ISBE Office Closed in observance of Christmas



### **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)

*The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)*

*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).*

*USDA is an equal opportunity provider and employer.*