



Your Guide to School-Based Child Nutrition Programs

November 2014

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Due Dates/Timeline for School Nutrition Programs (SNP)

Do you have new staff with administrative responsibilities that have been recently hired in your School Nutrition Program? If so, then share the School Nutrition Programs (SNP) Administrative Handbook link with them. The SNP Administrative Handbook is available to be downloaded as one complete document, or individual sections at http://www.isbe.net/nutrition/sbn_handbook/toc.htm.

One feature of the SNP Administrative Handbook is the Timeline for School-Based Child Nutrition Programs. Be sure to bookmark that today! It is located at http://www.isbe.net/nutrition/sbn_handbook/overview.pdf. It is a month-to-month reference guide to remind SNP staff of important due dates and administrative functions of operating the SNP

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School Nutrition Programs (SNP)

For any sites that are in the National School Lunch Program (NSLP), the School Breakfast Program (SBP), After School Snack Program, the Special Milk Program (SMP), the Illinois Free Lunch and/or the Illinois Free Breakfast Programs you may see some slight changes on our website and documents put out by the Illinois State Board of Education. When we are talking about any/all of the programs listed above we will refer to them as the **School Nutrition Programs (SNP)**.



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School Nutrition Programs Verification Completion Deadlines

Each year local education agencies (LEA) participating in the National School Lunch Program (NSLP) are required to have completed verification activities no later than November 15 in preparation for completing the online verification summary report that is electronically due to ISBE no later than December 15.

Verification Timeline:

- **October 1**—Count number of **approved applications** on file by category and begin verification process. Applications to be counted were those that were approved for FREE and REDUCED-PRICE meal benefits based on income; or a SNAP or TANF ID number being provided; or Foster Child box being checked on the application. *This count should have only included applications that were on file as of the close of business on October 1.*

Prior to doing the application count all LEAs should have accessed the Electronic Direct Certification system to directly certify as many students as possible. **Any students that were able to be transferred to direct certification status** would not have had their household eligibility application included in the October 1, application count since they would now be considered to be a directly certified student.

Sponsors can access WINS and enter application the counts using the NSLP Verification Summary Report link available under Reports. Please ensure program year 2015 is selected.

Only application counts can currently be entered.

The remainder of the online Verification Summary Report will be available November 15, 2014.

- **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 CEP, other Provision and RCCI sites) will need to be prepared to provide student and/or enrollment counts.
- **November 15**—Ensure verification process is complete.
- **December 15**—Deadline to submit VSR.

Community Eligibility Provision (CEP), other Provisions, and Residential Child Care Institutions (RCCIs) should refer to specific instructions at <http://www.isbe.net/nutrition/PDF/vsr-instructions-cep-rcci.pdf>

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 recorded webinar at <http://www.isbe.net/nutrition/htmls/workshops.htm>.

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Claim Batch Files

Would you like to avoid typing in all those daily meal counts? Does your school already have an automated system for taking meal counts? If you answered 'YES' to both of those questions then you should consider submitting your monthly claims with a batch file rather than typing all those daily meal counts into the screens in WINS. Once you have your file formatted in the proper format, batch files

allow you to upload all of your meal counts and statistical information for all of your sites at one time for the month with the click of one button!

Batch file instructions are available from our website at <http://www.isbe.net/funding/pdf/wins-nslp-mc-file-format.pdf> or from inside WINS from the Sponsor Task tab on your Dashboard click on 'Batch Daily Meal Counts' and then the last thing on that page will say 'click [here](#) for help'. Just click on the word 'here' to access the instructions.

You must develop a file in either a text or csv format which is described in the instruction manual. Many of the automated school lunch software systems have already developed reports that export the necessary data from the system into the required file format. If a file is not available, check with your software vendor and see if one can be developed for you. Or perhaps you or someone in your district can manipulate your meal count data into the required file format as it is not difficult.

If you have questions regarding batch files or claims, please contact Funding & Disbursements at 217-782-5256

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Exempted Fundraising Days for NSLP Participating Schools - Update

As of July 1, 2014, the USDA Interim Final Regulations on "Nutrition Standards for all Foods Sold in Schools" are in effect. These federal regulations impact ALL food and beverages sold to students on the school campus during the school day for schools participating in the National School Lunch and/or School Breakfast Programs. Such requirements are commonly referred to as *Smart Snacks*.

Illinois Proposed Rules on the number of exempted fundraising days were issued by ISBE on July 11, 2014 with public comment accepted through August 25, 2014. ISBE staff made changes to the rules in response to public comment and the rationale for those changes may be reviewed at <http://isbe.net/rules/adopted/305.pdf>. At the October 15, 2014 ISBE Board Meeting, the Board adopted Illinois Administrative Rules, Part 305.15 providing guidelines to schools for exempted fundraising days. The final adopted rules will be submitted to the Joint Committee on Administrative Rules (JCAR) for approval to file such rules and changes subsequent to JCAR review are not included in this document.

As adopted by ISBE on October 15, 2014, the following chart details the maximum number of exempted fundraising days allowed:

	Grades K-8	Grades 9 -12
SY2014-2015	9	36
SY2015-2016 and beyond	0	9

RESOURCES:

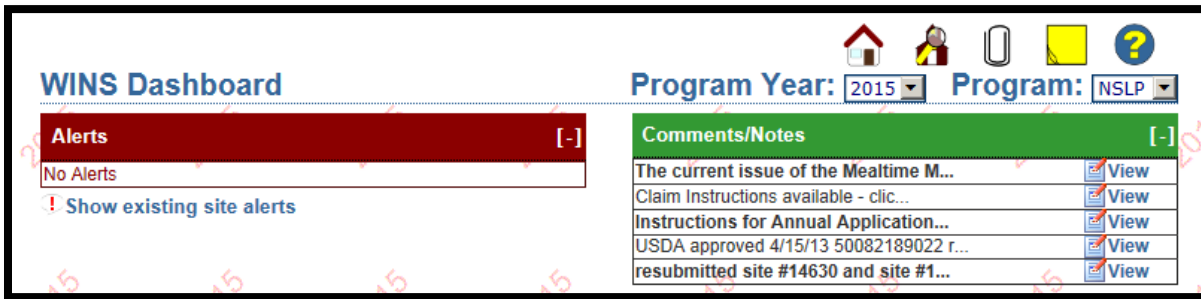
- USDA Smart Snacks Website:
<http://www.fns.usda.gov/school-meals/smart-snacks-school>
- ISBE's Smart Snack Website:
<http://www.isbe.net/nutrition/htmls/nslp-usda-nutrition-stds.htm>
- Illinois Administrative Code, Part 305
<http://www.isbe.net/rules/default.htm>

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WINS Savvy: Icons at the Top of the WINS Screen

As we are all working with the new WINS system, we would like to share monthly with the users some useful tips and technical assistance to help you become WINS savvy.

Icons at the Top of the WINS Screen:



Program Year: currently the WINS system will default to program year 2015, which runs October 1, 2014-September 30, 2015. If you are trying to complete your August 2014 or September 2014 claims, you will need to change the program year to 2014.

Program: For the School Nutrition Programs, this drop down box will say NSLP, this is something we are working to updated to say SNP, but until we do get that updated please know that in WINS NSLP in this box is for the National School Lunch Program, School Breakfast Program, After School Snacks, Special Milk Program, IL Free Lunch Program and/or the IL Free Breakfast Program. If you are also in the Child and Adult Food Care Program (CACFP) and/or the Summer Food Service Program (SFSP), then you can go to your CACFP and/or SFSP application and claims by using this drop down box and selecting the program that you need.

Alerts: If there are any reminders, errors and/or important information that we need from you- it will be listed under the Alerts.

Comments/Notes: This box may include reminders that go to all participants and it may also include notes specifically related to your programs.



House icon: this is will take you HOME, to your main dashboard.

School icon: this is your site look up button – it allows you to search for your sites by name, program year and program.

Paper Clip: this houses documents that we/ISBE send to you and allows you to send documents to us that are then saved on your application. You can find your Application Approval Letter under the paper clip.

Note pad: by clicking on the notes icon you can view notes from our office and also enter your own notes.

Question Mark/Help icon: all help documents are located under the question mark. This may include instructions for different requirements within the WINS system, instructions for making updates in the

WINS system, instructions for completing your claims and more. If you have questions about how to do something in WINS the first place to check is the question mark.

*Please note that the information available to you on this screen is program specific, therefore, if you are looking for the instructions for how to do your CACFP application, you will need to change the program to CACFP or if you are looking for notes on your SFSP then you will need to change the program to SFSP. You will not see SFSP or CACFP information if you have the program as NSLP, it will need to be changed to the program you are looking for information on.

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Online Fees in the School Nutrition Programs (SNP)

Many school food authorities (SFAs) offer online services to parents, including providing online options for parents to add money to their children's meal account. SFAs can charge a fee for these types of services but only if the SFA also offers a method for the household to add money to the account that does not add any additional fees for these services. Examples of methods SFAs can use for parents to add money to their children's meal account without incurring a fee include accepting money at the school food service office or accepting cash payments at the point of service.

As an alternative to charging parents a fee for these services, SFAs may use school food service account funds to cover the cost of providing online services to parents. If the school food service account does not have the funds to cover these costs, SFAs can seek outside sources to cover the costs associated with providing this service. Outside funding for these purposes may include monies donated from the general fund or outside organizations.

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Menu Planning 101

This in-person training is a BEGINNER level workshop intended to train school food service personnel on the basic meal pattern requirements for meals served within the National School Lunch and School Breakfast Programs. Currently we do not have any additional dates and locations scheduled for this school year however, please check back for future planned workshop dates. ISBE may be able to accommodate special dates and locations for this training if a group of at least 10 districts would like to come together for this training – please contact Lindsay at lblough@isbe.net with the date, location and the name of the districts that can attend.

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Stakeholder and Expert Task Force on Physical Education (SETFPE)

On August 4, 2014, Public Act 98-0859 (<http://www.ilga.gov/legislation/publicacts/98/PDF/098-0859.pdf>) created the Stakeholder and Expert Task Force on Physical Education. The purpose of this Task Force is to submit recommendations (from which ISBE will adopt rules for implementation of physical fitness assessments and collect and report aggregate fitness information), including:

- Methods for ensuring validity and uniformity of fitness scores, including assessment admin protocols and professional development approaches for PE teachers
- How often fitness scores should be reported to ISBE

- Grade levels within elementary, middle, and high school categories for which scores should be reported to ISBE
- Indicators that should be reported to ISBE, including score for aerobic capacity (grades 4-12), muscular strength, endurance, flexibility
- Development of protocols to protect students' confidentiality and individual info/identifiers
- How fitness scores should be reported by ISBE to the public, including potential correlations with academic achievement, attendance, discipline data
- May also recommend methods for assessing student progress on Goals 19 & 21-24

Members have been appointed to this task force and will begin meeting in November. Meetings are open to the public. Listing of members is posted and meeting dates along with minutes from each meeting will be posted at <http://www.isbe.net/EPE/default.htm> (under SETFPE).

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School Breakfast Program Mandate

Public Act 96-0158 requires each school district in this State to implement and operate a School Breakfast Program by the first day of the 2015-2016 school year in each school building within its district in which as of October 2014 had 40 percent or more of the students eligible for free or reduced-price lunches in the prior school year (FY15). ISBE administers the federally-funded School Breakfast Program and the state-funded IL Free Breakfast Program to assist you in implementing a successful program and to supplement the cost of providing the program. For additional information on this legislation, including the opt-out provision, go to http://www.isbe.net/nutrition/htmls/hb_756.htm

To determine whether or not your school is required to operate a School Breakfast Program in SY15-16, FY2014 free and reduced-price eligibility percentages will be posted at http://www.isbe.net/nutrition/htmls/eligibility_listings.htm in January 2015 once October claims are finalized.

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The Scoop on Summer – Summer Food Service Mandate

Public Act 096-0734 (amends Public Act 095-0155), amends Section 20 of the Childhood Hunger Relief Act (105 ILCS 126/20). This amendment requires a school district to implement a summer breakfast and/or lunch program for the duration of the summer school program in all schools where 50 percent or more of the student population is eligible for free or reduced-price meals **AND** that have a summer school program,. This amendment applies to all schools that meet the above criteria, including those schools not currently participating in any federal Child Nutrition Program. The legislation along with question and answers are accessible at www.isbe.net/nutrition on either the National School Lunch Program or Summer Food Service Program webpage under *Regulations and Policies*. Staff from our Nutrition & Wellness Programs Division is available at 800/545-7892 or 217/782-2491 for technical assistance with reimbursement or program operations.



Important Dates to Remember for Summer Food Service Program

January 15

- ❖ Deadline to submit **written** *Opt-Out* Request to your regional superintendent of schools

February 15

- ❖ Deadline to develop and keep on file the district plan to conduct a summer lunch and/or breakfast program for each school where at least 50 percent of the students are eligible for free or reduced-price school meals **AND** that have a summer school program
- ❖ Sign up for the Summer Food Service Program (SFSP) training (to be posted in January 2015) if participating in the SFSP. For more information on the SFSP, visit <http://www.isbe.net/nutrition/htmls/summer.htm>.

Prior to March 1

- ❖ Regional superintendent of schools must convene a public hearing to hear testimony from the school district and interested community members

March 1

- ❖ Deadline for regional superintendent to:
 - Inform the school district, in writing, of his or her decision, along with the reasons why the exemption was granted or denied
 - Provide a listing to the Nutrition Programs Division of all districts that applied to *opt-out*, along with the affected schools, whether the exemption was *granted* or *denied*, and the reasons for the action

April 1

- ❖ Deadline for the Illinois State Superintendent of Education to hear appeals on the decisions of regional superintendents of schools

To determine whether or not your school is required to operate the Summer and/or School Breakfast Program in SY15-16, FY2014 free and reduced-price eligibility percentages will be posted at http://www.isbe.net/nutrition/htmls/eligibility_listings.htm in January 2015 once October claims are finalized.

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Subscribe to Team Nutrition e-newsletter

Hear about new Team Nutrition (TN) resources developed by USDA and/or by State agencies (with Team Nutrition grant funding), as well as ideas for promoting healthy eating and physical activity by subscribing to USDA's Team Nutrition e-newsletter, go to <http://healthymeals.nal.usda.gov/subscribe-team-nutrition-e-newsletter-0>. Archived issues are available on this website as well.



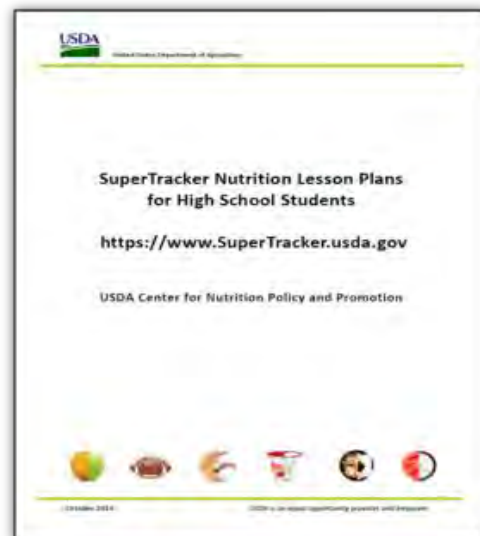
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New Nutrition Education Resource for High Schools

The SuperTracker Nutrition Lesson Plans for High School Students is the newest resource developed by the USDA Center for Nutrition Policy and Promotion focusing on health and nutrition targets for high school level students. The lesson plans will help students examine their physical activity and eating habits with the SuperTracker, free online tool.

Download the lesson plans at <http://www.choosemyplate.gov/information-educators.html>.

Download the SuperTracker resource at <https://www.supertracker.usda.gov/>



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2015 Calendar for Free Training at NFSMI

The National Food Service Management Institute is offering free face-to-face training sessions in Oxford, Mississippi for 2015. Keep the calendar below handy and plan your training session soon.

Participants may earn continuing education credit to use toward certification or credentialing for the School Nutrition Association, the Academy of Nutrition and Dietetics, or other professional organizations.

Registration and participant materials are free for each session. Lunch will be provided. Participants will receive certificates that reflect continuing professional education upon completion of each session. Space is limited, so reserve your seat early. Travel expenses to the trainings in Oxford, MS would be at your district's own expense and would be an allowable cost to your non-profit school food service account. Click on the name of each training session for more information and a registration form.

JANUARY 2015

Date	Topic	Time	Credit Hours	SNA Key Area
Jan 12-16 Mon-Fri	<u>Orientation to School Nutrition Management</u> 3 hours college credit available	8a-5p Mon-Thu 8a-12p Friday	30.5 hrs	Various
Jan 24 Saturday	<u>Family Child Care FUNdamentals</u>	8:00a - 3:30p	6 hrs	1 & 2
Jan 27 Tuesday	<u>Meal Pattern (for Breakfast and Lunch)</u>	9:00a - 4:00p	6 hrs	1 & 2
Jan 28 Wednesday	<u>Financial Management: A Course for School Nutrition Managers</u>	9:00a - 4:00p	6 hrs	3

FEBRUARY 2015

Date	Topic	Time	Credit Hours	SNA Key Area
Feb 3 Tuesday	<u>Foundations for Training Excellence</u>	8:00a – 5:00p	8 hrs	3 & 4
Feb 4-5 Wed-Thu	<u>Financial Management: A Course for School Nutrition Directors</u>	8a – 5p Wed 8a – 12p Thu	12 hrs	3
Feb 10 Tuesday	<u>Nutrition 101: A Taste of Food and Fitness</u>	8:00a – 5:00p	8 hrs	2
Feb 11 Wednesday	<u>Food Safety in School Nutrition</u> <i>(formerly <u>Serving It Safe</u>)</i>	8:00a – 5:00p	8 hrs	1
Feb 18 Wednesday	<u>Managing Food Allergies in School Nutrition Programs & Norovirus</u>	8:00a – 5:00p	8 hrs	1
Feb 19 Thursday	<u>Food Safety Basics</u>	8:00a – 12:00p	4 hrs	1

MARCH 2015

Date	Topic	Time	Credit Hours	SNA Key Area
Mar 16-20 Mon-Fri	<u>Orientation to School Nutrition Management</u>	8a-5p Mon-Thu 8a-12p Friday	30.5 hrs	Various
Mar 24 Tuesday	<u>Meal Pattern Training for Breakfast and Lunch</u>	9:00a – 4:00p	6 hrs	1 & 2
Mar 25 Wednesday	<u>HealthierUS School Challenge (HUSSC): Smarter Lunchrooms</u>	9:00a – 4:00p	6 hrs	1

APRIL 2015

Date	Topic	Time	Credit Hours	SNA Key Area
April 14 Tuesday	<u>Financial Management: A Course for School Nutrition Managers</u>	9:00a – 4:00p	6 hrs	3
April 15 Wednesday	<u>Nutrition 101: A Taste of Food and Fitness</u>	8:00a – 5:00p	8 hrs	2
April 16 Thursday	<u>Food Safety in School Nutrition</u> <i>(formerly <u>Serving It Safe</u>)</i>	8:00a – 5:00p	8 hrs	1
April 17 Friday	<u>Financial Management: A Course for School Nutrition Directors</u>	8:00a – 5:00p	8 hrs	3
April 22 Wednesday	<u>Food Purchasing for Child Care</u>	8:00a – 4:30p	7.5 hrs	1
April 23 Thursday	<u>Family Child Care FUNdamentals AND Norovirus for Child Care</u>	8:00a – 3:00p 3:00p – 5:00p	6 hrs 2 hrs	1 & 2

MAY 2015

Date	Topic	Time	Credit Hours	SNA Key Area
May 5 Tuesday	<u>Food Safety Basics</u> AND	8:00a – 12:00p	4 hrs	1
	<u>Practical Skills for Preparing Quality Meals</u>	1:00p – 5:00p	4 hrs	1
May 6 Wednesday	<u>Financial Management: A Course for School Nutrition Managers AND Cashier's Training</u>	8:00a – 3:00p	6 hrs	3
		3:00p – 5:00p	2 hrs	1

JUNE 2015

Date	Topic	Time	Credit Hours	SNA Key Area
June 8-12 Mon-Fri	<u>Orientation to School Nutrition Management</u> 3 hours college credit available	8a-5p Mon-Thu 8a-12p Friday	30.5 hrs	Various

Questions regarding NFSMI trainings? Contact Lisa Rogers at lrogers@olemiss.edu or 800 321 3054.

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“Smarter Lunchrooms” Focus of HealthierUS School Challenge



If you missed last month’s webinar, Take the HealthierUS School Challenge: Smarter Lunchrooms Challenge (HUSCC:SL), cohosted by Nutrition and Wellness Programs and Action for Healthy Kids-Illinois; you may still view the webinar and download the PowerPoint at <http://www.isbe.net/nutrition/htmls/workshops.htm>.

The HUSCC: SL recognizes schools that have achieved excellence in nutrition and physical activity. The newly revised HUSCC application includes a major focus on Smarter Lunchrooms. Smarter Lunchrooms is a USDA-funded research center that helps shape school environments by applying

evidence-based tools to school lunchrooms that encourage students to improve their eating behaviors. The Cornell Center for Behavioral Economics in Child Nutrition Programs (B.E.N. Center) in conjunction with the Cornell Food and Brand Lab researches Smarter Lunchroom best practices and lunchroom solutions.

A few of the evidence-based findings follow:

- Moving and highlighting fruit (on the menu & signage) increased sales of fruit by up to 102 percent.
- Naming vegetables and displaying the new names with the foods increased selection of vegetables between 40 and 70 percent
- The first of highlighted entrée on the lunch line has an 11 percent advantage over the second option.

Read more on Smarter Lunchrooms at www.smarterlunchrooms.org and <http://healthymeals.nal.usda.gov/healthierus-school-challenge-resources/smarter-lunchrooms>. To apply for the HealthierUS School Challenge, go to <http://www.fns.usda.gov/hussc/healthierus-school-challenge-smarter-lunchrooms>. In addition, a HUSSC: SL resource handout is located at www.actionforhealthykids.org/storage/documents/HUSSC_SL_Webinar_Resources_FINAL.pdf.

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Calendar of Events

November 2014



- 2 Daylight Savings Time – turn clocks back one hour
- 4 ISBE Offices closed - Election Day
- 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
- 11 ISBE Offices closed – Veteran's Day
- 13-20 Make changes to next month's USDA Foods order
- 21 IL State Board of Education Board Meeting
James R. Thompson Center, 100 W. Randolph, Chicago
<http://www.isbe.net/board/default.htm>
- 27-28 ISBE Offices Closed - 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](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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