



## **YOUR MONTHLY GUIDE TO SCHOOL NUTRITION PROGRAMS (SNP)**

### **November 2015**

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## RECALL NOTICE: Epinephrine Autoinjector Auvi-Q®

Students and schools may have on hand an epinephrine autoinjector by the brand name of Auvi-Q®, one of the two major manufacturers of epinephrine used to treat severe allergies. The manufacturer, Sanofi US, is voluntarily recalling **all** Auvi-Q.

The recall involves all Auvi-Q currently on the market and includes both the 0.15 mg and 0.3 mg strengths for hospitals, retailers, and consumers. This includes lot numbers 2081278 through 3037230, which expire October 2015 through December 2016. The products have been found to potentially have inaccurate dosage delivery, which may include failure to deliver the drug. Although no fatal outcomes have been reported, if a student is experiencing a serious allergic reaction and did not receive the intended dose, there could be significant health consequences for this life-threatening condition.

This recall does not affect the other common brand of epinephrine autoinjector, Epi-Pen®.

In the event of a life-threatening allergic reaction (anaphylaxis), the school should use the Auvi-Q device on hand if another (undesignated) epinephrine autoinjector is not available and then call 911 or local medical emergency services. Parents of students who carry or use Auvi-Q should be notified by the school nurse or district personnel as soon as possible. Per ISBE guidance based on severe allergy protocols, any time epinephrine needs to be injected, emergency medical services should be summoned.

Schools with Auvi-Q on hand for use as the undesignated epinephrine should contact their prescriber for a prescription for an alternate epinephrine autoinjector. More information is available at the Food and Drug Administration website at [www.fda.gov/Safety/Recalls/ucm469980.htm](http://www.fda.gov/Safety/Recalls/ucm469980.htm).

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## 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](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](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](mms://video2.isbe.net/NSLP_SBP_092415).

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## **USDA Foods: Delivery Charge Reimbursement Checks**

If you participated in the USDA Foods program in SY2014-15 and incurred expenses related to the warehousing and delivery of those USDA Foods, be on the lookout for a forthcoming reimbursement check.

The check is reimbursement for amounts paid to Lanter Distributing for warehousing and delivery fees for USDA Foods during the 2014-2015 school year (SY15). This check should be deposited in your SFA's bank account and posted as a prior year refund which would be a reduction to the same account the original expense of delivery charges was recorded (generally your foodservice account). This reimbursement is for amounts paid to Lanter for SY15 only and is only for "ordinary" delivery fees and fuel surcharges, if applicable. Any amounts paid Lanter for private storage, custom delivery or anything other than ordinary delivery charge and fuel surcharges are not being reimbursed.

The check is to be deposited by the SFA only. If this check is received by a food service management company or a vendor, it must be given to the SFA associated with the agreement number printed on the check.

We hope to be able to continue this reimbursement in future school years, but that possibility is not guaranteed. Please continue to pay your SY16 delivery charges.

If you have any questions, or have NOT received your check by 11/30/15, please call the Food Distribution division of the Illinois State Board of Education at 1-800-545-7892, or you can email: Jim [icopp@isbe.net](mailto:icopp@isbe.net), Julie [jflentje@isbe.net](mailto:jflentje@isbe.net), or Angie [ahancock@isbe.net](mailto:ahancock@isbe.net).

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## School Breakfast Program Mandate: Plan Ahead!

Public Act 96-0158 requires each school district in this State to implement and operate a School Breakfast Program by the first day of each school year in each school building within its district in which as of October if previous school year had 40 percent or more of the students eligible for free or reduced-price lunches in the prior school year. 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](http://www.isbe.net/nutrition/htmls/hb_756.htm)

To determine whether or not your school is required to operate a School Breakfast Program next school year (SY16-17), the 2015 October free and reduced-price eligibility percentages will be posted at [http://www.isbe.net/nutrition/htmls/eligibility\\_listings.htm](http://www.isbe.net/nutrition/htmls/eligibility_listings.htm) in January 2015 once October claims are finalized.

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## Summer Food Service Mandate: The Scoop on Summer



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](http://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

#### 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 2016) 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

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.

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## Professional Development Standards – Q&A

The Food and Nutrition Service (FNS) published the final rule “[Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010](#)”. The final rule seeks to ensure that State and local school nutrition program personnel in the National School Lunch and School Breakfast Programs have the knowledge and skills to manage and operate the programs correctly and successfully. The following are the most commonly asked questions thusfar in Illinois, along with answers that help explain the hiring and training standards that are effective July 1, 2015.

**Q1: How do the training standards apply when the program director duties are divided between three or four staff members, and no one clearly meets the definition of program director? For example, an administrative assistant completes the meal applications, a cook serves the meals, a secretary or teacher runs the point of service and prints out reports, and another staff person submits the claims for reimbursement.**

A1: The individual(s) who plans, administers, implements, monitors, and evaluates all aspects of the school nutrition program is generally considered the school nutrition program director. Depending on

the size of the school nutrition operation, these program responsibilities may be divided into one or more positions. Only the person who performs the majority of these duties must meet the training standards for program directors. Program director duties generally include sanitation, food safety, and employee safety; nutrition and menu planning; food production; facility layout and design and equipment selection; procurement; financial management and recordkeeping; program accountability; marketing; customer service; nutrition education, general management; personnel management; and computer technology. See a sample job description for a program director at: <http://www.nfsmi.org/ResourceOverview.aspx?ID=161>.

**Q2: Who has to meet the training standards for program director when the school nutrition program manager carries out the duties of the program director but another individual holds the title of program director?**

A2: Job duties and job titles may differ from district to district. If the school nutrition program director duties are performed by the program manager, then both the director and the manager would be responsible for meeting the training standards for the program directors. SFAs should discuss unique situations with the State agency to determine the appropriate course of action.

**Q3. For SFAs in unique situations, such as those consisting of one site or those with less than 500 students and no designated program director, must the person responsible for the food service operation meet the training standards for a school nutrition program director?**

A3: Yes. The training standards for school nutrition program directors are intended to apply to the individual who plans, administers, implements, monitors, and evaluates all aspects of the school nutrition program for an SFA, regardless of the number of sites in the SFA or the LEA student enrollment size. The training standards are intended to ensure that the person responsible for the school nutrition program has the knowledge and skills to manage the program as required.

**Q4: Do the definitions established in the final rule apply to volunteers serving as school nutrition program managers?**

A4: The final rule does not establish professional standards for volunteers but gives the State agency discretion to extend the training standards to volunteers at all levels, including those serving as school nutrition program managers.

**Q5: What staff members need to complete annual training?**

A5: The term “school nutrition program staff” refers to individuals without managerial responsibilities who are involved in the day-to-day operations of the school food service for a school participating in the NSLP or SBP. Program staff would generally include individuals such as cooks, cashiers, and others who are involved in the preparation and service of school meals; individuals that are involved in other program operations such as eligibility determinations, meal counting and claiming, etc.; and support staff that may have an impact on the safety of school meals. However, a person who provides support to, but is not specifically involved in, the operation of the school nutrition program, such as the cleaning custodian, is not required to meet the training standards (even if they are paid using nonprofit food service account funds). The program director or manager must examine the job duties of program staff to determine what job-specific training they need to perform their jobs effectively and in compliance with program regulations.

**Q6: Do the professional standards apply to a staff such as a secretary or an office assistant who processes free and reduced-price meal applications during the fall months only?**

A6: No. Office staff members that process free and reduced-price meal applications or that provide other support for the school nutrition program for a short period of time during the school year are not required to meet the annual training standards. However, these individual should receive adequate training specific to the task they will perform. This situation is different from office staff working on Program activities 20 hours or more per week throughout the school year; in that situation, staff must complete 6 hours of annual training (4 hours in SY 2015-16). Staff working less than 20 hours per week must complete 4 hours of annual training.

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## **SY16 DoD Fresh Fruits and Vegetables Program**

Did your school allocate money for the DoD Fresh Fruits and Vegetables Program in SY16? Not sure? To find out, login to ICS, click on DoD Fresh Fruits and Vegetables under Annual Order Forms. Click “Next” on the screen indicating Program Year 2016.

Although this program is optional, each year someone from the school is required to choose yes or no for participation and select the amount to be used. If Yes Is marked, someone from the school designated the amount in the “Total PAL \$’s to spend on DoD” field to be used in this program.



The money designated for this program is deducted from your Beginning PAL Balance on ICS for the USDA Foods program. However, all orders for the DoD Fresh Fruits and Vegetables Program must be placed on FFAVORS. FFAVORS will track usage for this program as well. If you need assistance getting set up, or are set up in FFAVORS, but can't seem to log in, don't hesitate to contact Mary Anne Sharpe with DoD at 215/737-8294 or e-mail [maryanne.sharpe@dla.mil](mailto:maryanne.sharpe@dla.mil).

Recent reports from DoD indicate that many Illinois schools have yet to place any orders for fresh fruits or vegetables. Are you aware that this is a "use it or lose it program"? Towards the end of each school year, any unused amounts will be used by other schools participating in the program.

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## Mark Your Calendar: USDA Foods Show



# USDA Foods Show

hosted by ISBE and ILSNA

### Two Show Locations:

<b>Northern Illinois Location:</b> Abbingdon Banquets - Glen Ellyn, IL Tuesday, January 12, 2016	<b>Southern Illinois Location:</b> Gateway Center - Collinsville, IL Thursday, January 14, 2016
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- **Complimentary** registration for all ILSNA members
- Earn **Professional Standards** Continuing Education Hours. New USDA Education requirements went into effect July 1 for ALL School Nutrition Employees. Don't miss this opportunity to get the CEUs you need!
- USDA Foods Shows to include updates from **ISBE's Nutrition Department**, Food Exhibit, and an **opportunity to win professional development vouchers** to be used at future ILSNA/SNA events.

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## 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](https://strength.formstack.com/forms/innovation_opportunities_homepage)

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## 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:

- November 4, 2015 – Springfield (10 am - 2 pm)

Register by visiting <http://webprod1.isbe.net/cnscaledar/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](mailto: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.



## Invitation to Comment on Rules: Enhanced Physical Education in IL

[Public Act 98-0859](#) required a myriad of requirements in relation to enhancing physical education in Illinois, one of which was for ISBE to develop rules regarding assessment of physical fitness as well as reporting of the assessment data. Summary is as follows:

PA 98-0859 charged the Enhance Physical Education Task Force with identifying an assessment to be used in schools to measure "aerobic capacity, body composition, muscular strength, muscular endurance and flexibility" of students in order to ascertain the effectiveness of Goal 20 of the ILS for Physical Development and Health, which is to achieve and maintain a health-enhancing level of physical fitness based upon continual self-assessment.

The law further required that "health-related fitness testing" be part of a school's curriculum for students in grades 3 and above. The fitness testing used must be appropriate to the students' "developmental levels and abilities", and scores achieved on the testing may not be used as part of a student's grade or to evaluate a teacher. The law also required that rules pertaining to fitness testing be adopted by the State Board no later than December 31, 2015.

New Section 1.425 consolidates requirements now stated in Section 1.420(p) of the rules (which will be modified) with the recommendations that the Task Force shared with the Board in August. New Section 1.425(a) through (f) represents existing requirements. New Section 1.425(g) puts into rule the Task Force's recommendations regarding the use of the Fitnessgram or the Brockport Physical Fitness Testing for students with disabilities whose Individualized Education Program, or IEP, identifies the Fitnessgram as not appropriate. Schools must begin using the assessments in the 2016-17 school year, and electronically report results about the fitness testing to the State Board by May 1, 2017, and annually thereafter.

The proposed rules developed by ISBE are based on recommendations of the task force and are now available for public comment through November 30, 2015 at [www.isbe.net/rules](http://www.isbe.net/rules); choose "Proposed Rules and Amendments.", then **Part 1 (Public Schools Evaluation, Recognition and Supervision)** (End date November 30<sup>th</sup>).

Please submit any comments or suggestions to [rules@isbe.net](mailto:rules@isbe.net).

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## Training: *Pump Up P.E.* Training for Suburban Cook County Educators

The Illinois Public Health Institute (IPHI) is offering a series of FREE, one-day trainings for physical **educators in Suburban Cook County**. *Professional Development hours are available.*

Physical educators who attend this one-day training, will learn about:

- Recent revisions to State Learning Standards (SLS) on Physical Development & Health including a thorough review of the SLS and recent P.E. developments in Illinois
- Benefits of Enhanced P.E. for students' health and academic achievement

Physical educators will leave the training with practical, immediately applicable strategies, tools & resources to:

- Increase MVPA using modified games and classroom management procedures
- Use backwards design to align curriculum with State Learning Standards
- Administer the fitness tests that will be required in IL starting in the 2016-17 academic year
- Understand what to do with fitness data – keys to meaningful implementation
- Teach the brain/body connection – getting students to ‘own’ their fitness
- Champion P.E. and wellness efforts in their schools, districts and communities

### Training Schedule

Timeframe	Training Dates & Levels		
November, 2015	Tues, 11/3 Elementary	Weds, 11/4 Middle	Thurs, 11/5 High
February, 2016	Sat, 2/6 Elementary	Sat, 2/6 Middle	Sat, 2/6 High
March, 2016	Tues, 3/1 Middle	Weds, 3/2 High	Thurs, 3/3 Elementary
March, 2016	Tues, 3/8 High	Weds, 3/9 Elementary	Thurs, 3/10 Middle

#### Locations:

- November: Sharps Community Center, 1609 36th Ave, Melrose Park, IL 60160
- February: Elmwood Park High School, 8201 W Fullerton Ave Elmwood Park, IL 60707
- March: TBD

These trainings are being made possible with funding from the Centers for Disease Control and Prevention through the Healthy HotSpot initiative led by the Cook County Department of Public Health.

**REGISTER:** [http://iphionline.org/register Cook Co PE Trainings 1/](http://iphionline.org/register_Cook_Co_PE_Trainings_1/)

Questions? Contact Sarah Chusid at (312) 850-4744 or [Sarah.Chusid@iphionline.org](mailto:Sarah.Chusid@iphionline.org).

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## Calendar of Events

### November 2015

- 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](http://www.isbe.net/funding/pdf/nutrition_claim_due_dates.pdf)
- 11            ISBE offices closed in observance of Veterans’ Day
- 13-20        Make changes to next month’s USDA Foods order

- 16 Ensure verification of selected household eligibility applications is complete
- 20 ISBE Board Meeting (as needed) – Chicago, IL <http://www.isbe.net/board/default.htm>
- 26-27 ISBE offices closed in observance of Thanksgiving

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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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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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