

# The OUTLOOK

Nutrition Programs

Illinois State Board of Education

bulletin board

## School Meals: Building Blocks for Healthy Children

The Institute of Medicine (IOM) of the National Academies recently released the report titled *School Meals: Building Blocks for Healthy Children* as commissioned by the United States Department of Agriculture (USDA) to develop recommendations on improvements to the National School Lunch and School Breakfast Programs to align them with the latest Dietary Guidelines for Americans. The USDA is currently reviewing this report and will “develop a proposed rule to determine the best ways to improve the National School Lunch Program and School Breakfast Program based on IOM's final report. Stakeholders and the public will have ample opportunity to comment on the USDA's proposed rule.” A free downloadable copy of the report is available online direct from the IOM at <http://www.iom.edu/en/Reports/2009/School-Meals-Building-Blocks-for-Healthy-Children.aspx>.

## Got School Breakfast? Community Unit School District 300 Serves Breakfast District- Wide

Securing State School Breakfast Program Start-Up Grants for 11 schools was just the impetus Community Unit School District 300 in Carpentersville needed to serve



### Important Dates—December

- 2 USDA Food Distribution Program and Illinois Commodity System Workshop—Illinois Education Association Professional Development Center in Springfield
- 4 Bridging the Gap in School Meal Service Procurement—Hilton Garden Inn and The Regency Conference Center in O’Fallon
- 7–13 National Hand Washing Awareness Week
- 10 Submit Claim for Reimbursement
- 11 Bridging the Gap in School Meal Service Procurement—Eastland Suites in Bloomington
- 13–20 Make changes, if needed, for January commodity order deliveries
- 15 *Green Initiatives in School Wellness* Webinar—USDA Midwest Region
- 15 Verification Summary Report due
- 25 Christmas Day—ISBE office closed



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breakfast at all of its 26 schools. The added breakfast financial incentives offered by the Illinois State Board of



High school students Sonia Rodriguez, Jacqueline Rodriguez, and Matt Blunk enjoy breakfast.

Education helped as well. According to Eric Knutson, Grant Specialist and Chief School Business Official (CSBO) Intern, CUSD 300's breakfast initiative was a collective effort with Scott Rodgers, CUSD 300's Food Service Manager from ARAMARK.

In a two-month period, breakfast participation at CUSD 300 grew by 768 meals each school day compared to last year. This increase is attributed to a collective effort, the CUSD 300 Breakfast Initiative, which began with buy-in from the schools principals. Principals sampled breakfast fare on silver platters during an October principals meeting and heard other district principals describe their successful breakfast programs. Breakfast menus were posted next to each item.

CUSD 300 understands the four Ps of marketing, especially *promotion*.

- *Promotion:* For a nominal fee, professional photographs were developed featuring high school students eating breakfast items. These photos were then featured on the cover of the CUSD 300 Monthly newsletter with an article, in a timely manner.
- *Price:* The school breakfast cost is \$1.50 at all grade levels. The reduced rate is \$.30. Adults pay \$2 for breakfast.
- *Product:* Food Service Manager Rodgers indicated the District has added hot items to the breakfast menu, which are enjoyed by students. The district prepares food onsite as well as satellites it.
- *Physical Distribution:* Depending on the school situation, breakfast is offered in the cafeteria with a traditional service or during morning break.

It is still relatively early in the school year and the district-wide average daily participation (ADP) at breakfast is 15.34 percent. The district's enrollment is 19,776. So what is the recipe for breakfast success? For CUSD 300, it was principal buy-in, the breakfast grant awards, timely marketing (promotion), flexibility in service, cafeteria or classroom, and cooperation.

Kudos to CUSD 300 for making the efforts to provide school breakfast to their students to help them better

achieve in and out of the classroom.

For more information on beginning a School Breakfast Program, visit [www.isbe.net/nutrition](http://www.isbe.net/nutrition), and click on *School Breakfast Program (SBP)*, or contact Nutrition Programs at 800.545.7892 or 217.782.2491.

## Administration

### Verification Deadlines

Verification is the process of confirming student eligibility for free and reduced-price meals in the National School Lunch and School Breakfast Programs. Annually, each local educational agency (LEA) must select and verify a sample from approved applications as of October 1.

Currently, LEAs should have completed the following:

- Required application count to be done on October 1
- Required count of all students eligible as of the last operating day in October
- Received all verification materials from households to complete verification process by November 15 deadline. Complete instructions for completion of the verification process are available at [http://www.isbe.net/nutrition/htmls/forms\\_sbn.htm#hei](http://www.isbe.net/nutrition/htmls/forms_sbn.htm#hei).

Once the verification process is complete, the LEA must then electronically submit the online Verification Summary Report (VSR) to the Illinois State Board of Education by December 15. The VSR is available through the IWAS/Application and Claim Entry System (ACES). For complete instructions on how to complete the VSR, please go to [http://www.isbe.net/nutrition/pdf/verification\\_process.pdf](http://www.isbe.net/nutrition/pdf/verification_process.pdf).

### School Breakfast Program Mandate

The Childhood Hunger Relief Act (Public Act 096-0158) mandates that a school must provide a breakfast meal if it had 40 percent or more students eligible for free or reduced-price lunches in the preceding school year. For additional information on this mandate, including how to determine which schools are mandated and how to request an exemption from this mandate, go to [http://www.isbe.net/nutrition/htmls/hb\\_756.htm](http://www.isbe.net/nutrition/htmls/hb_756.htm).



## UPDATED—Applying Geographic Preference in Procurements for the Child Nutrition Programs

The USDA recently updated information related to geographic preference in the Child Nutrition Programs. Section 4302 of the Food, Conservation, and Energy Act of 2008, Public Law 110-246 (Farm Bill), amended Section 9(j) of the Richard B. Russell National School Lunch Act (NSLA), 42 USC 1758(j), directing the Secretary of Agriculture to encourage institutions operating the Child Nutrition Programs to purchase unprocessed locally grown and locally raised agricultural products. In addition, the Farm Bill allows school food authorities (SFAs) and other institutions receiving funds through the Child Nutrition Programs to apply a geographic preference when procuring those unprocessed agricultural products.

SFAs may use a geographic preference when procuring “unprocessed” agricultural products and such a geographical preference may be applied to purchase de minimis handling and preparation such as might be necessary to present an agricultural product to a school food authority in a useable form, such as washing vegetables, bagging greens, butchering livestock and poultry, pasteurizing milk, and putting eggs in a carton. In addition, the USDA now has expanded this to include chopped, cut, sliced, diced, or shucked products. It is important to note that the Farm Bill does not permit the use of geographic preferences in the SFAs’ procurement of agricultural products that have significant value added components. The USDA plans to issue a proposed regulation early in fiscal year 2010 on the geographic preference provision. The most recent Procurement Questions (October 9, 2009—Policy Memo SP 02-2010) is available online at [http://www.isbe.net/nutrition/pdf/sp02-2010\\_procurement\\_qa.pdf](http://www.isbe.net/nutrition/pdf/sp02-2010_procurement_qa.pdf).

## Summer Food Service Program



The Summer Food Service Program (SFSP) is designed to provide nutritious meals during the summer months to children from areas where at least 50 percent are eligible for free or reduced-priced meals during the school year through the National School Lunch and School Breakfast Programs. **Does your area meet this criterion?** If so, consider becoming a sponsor to help bridge the gap for the children in your community. All sponsors will be required to submit the program application and monthly Claims for Reimbursement via the Internet.

If the responsibilities of sponsorship of the SFSP are not

possible, you can still participate in the program by operating a site, being a vendor, or volunteering your time. Visit our website at <http://www.isbe.net/nutrition/htmls/summer.htm> to learn more about this vital program and how you can help.

Training workshops for the Summer Food Service Program will be held at the locations listed below for organizations interested in sponsoring the SFSP during the summer of 2010. Visit our website at <http://www.isbe.net/nutrition/htmls/summer.htm> for posting of workshop locations, times, and registration.

The new sponsor training sessions are designed to provide a complete overview of the SFSP including ISBE’s Internet-based program, the Application and Claim Entry System (ACES). All new sponsors are required to attend training.

### SFSP New Sponsor Training Workshop Schedule

- Thursday, February 25 in Marion
- Thursday, March 4 in Alsip
- Tuesday, March 16 in Champaign
- Thursday, March 25 in Fairview Heights
- Thursday, April 8 in Palatine
- Thursday, April 15 in Morton
- Thursday, May 6 in Chicago
- Monday, May 10 in Springfield

Current sponsors, unless otherwise notified, may attend either of the training sessions. The current sponsor training sessions are only half-day trainings that include regulation updates, system changes, budget analysis, and networking. All current sponsors are highly encouraged to attend a training session.

### SFSP Current Sponsor Training Workshop Schedule

- Wednesday, February 24 in Marion
- Wednesday, March 3 in Alsip
- Wednesday, March 24 in Fairview Heights
- Wednesday, April 14 in Morton

For additional information, contact Amy Bianco or Deb Collins at 800.545.7892 or email [abianco@isbe.net](mailto:abianco@isbe.net) or [dcollins@isbe.net](mailto:dcollins@isbe.net).

## Claim Common Cent\$



Funding & Disbursement Services Division  
Phone 217/782-5256  
Fax 217/782-3910

## Financial Reimbursement Information System Inquiry: When will I get my money?

Claims are usually vouchered for payment every Tuesday morning. Funds for the National School



Lunch Program, School Breakfast Program, and Special Milk Program are *Federal funds* and are processed for payment without delay by the Comptroller's office. You should generally receive *Federal funds* within a week of the voucher date if you are on the EFT (Electronic Funds Transfer). If you receive paper checks in the mail, please contact our office for information on how to sign up for the EFT.

Conversely, Illinois Free Breakfast/Lunch funds are *State funds* that are still experiencing delays in processing at the Comptroller's office. *State funds* may be delayed by several months due to the cash flow condition of the state.

You can access the Financial Reimbursement Information System (FRIS) to check and see when your payments were processed by the comptroller. FRIS Inquiry is available from the ISBE website at [www.isbe.net](http://www.isbe.net). Click on the *FRIS Inquiry* link directly below the header on the ISBE homepage. Select which *Fiscal Year* you want and enter your RCDT number/agreement number and click on *Display Payments*. You can search by voucher number or date range. For a date range search, enter the start date of your search. You can choose to sort the results by Program Code or Processed Date and click on Go. You will receive a list of all the vouchers for your organization including the voucher number, amount, and the date processed by the Comptroller.

Keep in mind, the sooner you submit your claim, the sooner you will receive your reimbursement. Claims should be submitted by the 10<sup>th</sup> day in the month following the claim month. If you have any questions regarding claims or payments, contact Carol Curto or Gladys Rothenberg at 217.782.5256.

## Food Distribution

### School Year 2011 Annual Commodity Order Approaching

The Illinois Commodity System (ICS) will be accepting orders beginning January 4, 2010, for next school year. Due to time constraints placed on States by the USDA, we must require that you complete your order by **Monday, February 1, 2010**.

Schools that choose to divert commodities to processors should watch the ICS Message Board carefully starting in February for important news regarding processors that are receiving trucks of commodities and those that are not. Orders placed with processors that do not receive trucks

can be changed to those processors that are receiving trucks from **February 8 through February 12**. If you placed an order with a processor that did not receive a truck, that order will be deleted.

You can call Food Distribution Program staff at 217.782.2491 if you have any questions regarding the annual order process.

### New Product Offered for Further Processing in School Year 2011—Pollock

If you serve fish on your menu, be sure to check the options available for a new product being offered for diversion in the Food Distribution Program. For the first time in the Food Distribution Program, frozen Alaska Pollock is being offered. This is a processor item and will require further processing. For the upcoming annual order period, *Pollock (Fish)* will be a processing diversion option for school year 2011 on the ICS. You can divert this and other commodities on your annual order form by selecting the *Diversion to Processor* option on the *Annual Order Form* main menu on ICS.

In January 2010 (during the annual order period), you will be able to see what items are offered for this new commodity by selecting *Approved End Products Report* from the Reports menu on the ICS. Select 2011 for the *Program Year* and select *Pollock (Fish)* in the *Donated Food Category*. A listing of all approved end products will appear.

## Food Service and Nutrition

### Fuel Up to Play 60 Free School Wellness Activation Kits Still Available

The National Dairy Council, the St. Louis District Dairy Council, and Midwest Dairy Council along with the National Football League are offering a customizable nutrition and physical activity kit for schools across the nation. *Fuel Up to Play 60* is a youth-led program that empowers students to make changes at school that will help them “get active and play” for 60 minutes daily and “fuel up” with nutrient-rich foods. The activation kit includes healthy eating and physical activity action strategies, posters, and other resources.

In addition, Illinois Action for Healthy Kids is offering a \$750 grant opportunity to central Illinois schools targeting grades 4 through 8. The *Fuel Up to Play 60* grant will help schools implement the program; applications are due

**December 7.** Contact Joyce Fikri, St. Louis District Dairy Council at [jfikri@stldairycouncil.org](mailto:jfikri@stldairycouncil.org) or by phone at 217.726.8480 if you are interested in this opportunity or learning more about the *Fuel Up to Play 60* via a webinar.

To register to participate in the *Fuel Up to Play 60* program, to order your school's free kit (one per school while supplies last), and to register for the e-newsletter, go to [www.FuelUpToPlay60.com](http://www.FuelUpToPlay60.com).

## Wellness Initiatives, From **A** to **Z** Continued

As indicated in the November issue of *The Outlook*, we are including descriptions of the numerous wellness and health initiatives, projects, and programs to be highlighted at the May 4, 2010, *Illinois School Wellness From A to Z Conference* in Decatur. Watch for more descriptions in the January–April issues of *The Outlook*.

- *Fuel Up to Play 60* ([www.fueluptoplay60.com](http://www.fueluptoplay60.com))  
The National Dairy Council, the St. Louis District Dairy Council, and the Midwest Dairy Council along with the National Football League are offering a customizable nutrition and physical activity kit for schools across the nation. *Fuel Up to Play 60*, is a youth-led program that empowers students to make changes at school that will help them “get active and play” for 60 minutes daily and “fuel up” with nutrient-rich foods.
- Generation Health, created in Springfield, Illinois by Dr. Kemia Sarraf  
Generation Health (GEN H) is designed to create a comprehensive health program to improve nutrition in schools and help students to become more physically active.
- HealthierUS Challenge—USDA ([www.teamnutrition.usda.gov](http://www.teamnutrition.usda.gov))  
The objective of the HealthierUS Challenge is to recognize schools that take specific steps to improve their programs, address obesity, and encourage other schools to follow their lead. Effective October 21 secondary schools may now apply for the HUSSC Challenge.
- Healthy Schools Program—Alliance for a Healthier Generation ([www.healthiergeneration.org](http://www.healthiergeneration.org))  
The Healthy Schools Program supports schools nationally in creating healthier environments, using a comprehensive approach. The Healthy Schools Program framework provides recognition for these worthwhile efforts.

## Grants, Awards, and Honors

### Illinois Zero Waste Schools Grant Program Application Due January 29, 2010

Attention: K–12 Schools Interested in Recycling, Waste Reduction, and Composting

Consider applying for the *Illinois Zero Waste Schools Grant Program*. The deadline to apply is January 29, 2010. The Request for Application is available at <http://www.illinoisbiz.biz/NR/rdonlyres/9BDD4346-3CA3-412E-B647-4A39030764E4/0/FY10ILZeroWasteSchoolRFA.pdf>. In addition, informational sessions through conference calls are scheduled through January 26. The schedule is also available at <http://www.illinoisbiz.biz/NR/rdonlyres/681C597F-590E-47EE-9558-3F7C7644B386/0/FY10ConferenceCallSchedule.pdf>. Contact Brett Ivers ([Brett.Ivers@illinois.gov](mailto:Brett.Ivers@illinois.gov)) to register for the conference call.

## Training, Tips, and Tools

### Training Opportunities

Looking for training on your school meal program or to hear some great new ideas for your school? Check out some of the workshops, online trainings, and training materials available:

- *Summer Food Service Program: New Sponsors Workshops*—This all-day workshop is necessary for all NEW sponsors who would like to participate in the Summer Food Service Program during summer 2010. Come and learn the rules and regulations of the Summer Food Service Program and strategies to help your organization run a successful program. Sponsors new in 2009 must also attend this workshop. Current sponsors have the opportunity to attend this full-day workshop or may attend the half-day workshop for current sponsors only (described below). Registration is required.
- *Summer Food Service Program Workshop: Current Sponsors Only*—Existing sponsors, these workshops are just for you! This half-day workshop will help improve your program and decrease your administrative questions. Workshops will cover program requirement updates and detailed training on the simplified summer cost procedures. Do not miss this chance to share and compare with other experienced

sponsors and return with ideas to help reduce your workload and improve your programs.

- *Building a Strong Seamless Summer Program*—The Seamless Summer Option is available to participants in the National School Lunch Program who want to continue feeding children in the school and community during the summer months. The Nutrition Programs Division offers training for current and/or new sponsors to build a strong and successful summer program. Three workshops will be offered throughout the state. Workshops will cover the basics of menu planning, completing the application process, and outreach as well as regulations, program requirements, and the reimbursement process. Registration is required.
- *Bridging the Gap in School Meal Service Procurement: The Invitation for Bid and Contract Process*—This informative workshop is designed to assist school food authorities (SFAs) currently contracting or seeking to contract for meal services with a food service management company or meal vendor in meeting all requirements associated with the Invitation for Bid and Contract process. Attendees will better understand the three-step document submission and review process and receive hands-on training in developing Invitation for Bid and Contract documents that meet federal and state regulations and statutes.

For specific dates, times, locations, and to register for these workshops, visit our website at <http://www.isbe.net/nutrition/htmls/workshops.htm>.

In addition to ISBE's trainings, there are other great opportunities for food service trainings through other sources. Here are some other resources to check out:

- *School Nutrition Association (SNA)*—Visit [www.schoolnutrition.org](http://www.schoolnutrition.org) and click on *Career and Education* and select *Continuing Education*. The professional development programs link will provide you with information related to online education courses, PowerPoint presentations, and assessment tools. There are also online education opportunities at Child Nutrition U. Currently there are five online courses available through Child Nutrition U: Expanding Breakfast, Healthy Edge, The New Look of School Milk, Prime Purchasing Practices, and Food Safety.
- *National Food Service Management Institute (NFSMI)*—A wide variety of trainings are available on NFSMI's website at [www.nfsmi.org](http://www.nfsmi.org). Click on



*Training Opportunities* for the details. They offer satellite seminars, workshops, online instructions, technical assistance, a training library, and online presentations. In addition to the online trainings and workshops available through the NFSMI, they also have hundreds of items available to download from their website.



- *Illinois Nutrition Education and Training Program (ILNET)*—"Cooperative learning, interactive, examples of using activities in the curriculum, organized, fun, and informative" were a few of the comments received on the ILNET workshop evaluations last school year. Check [www.kidseatwell.org](http://www.kidseatwell.org) for training opportunities available online or in your area. Currently ILNET is offering a web-based training course, *Nutrition Education That Works: An Integrated Approach*. It is an interactive course that explores statistics related to the current health of children, health recommendations, and how schools can play a part. ILNET also provides a variety of trainings by request for policy makers, administrators, teachers, food service staff, nurses, coaches, and those involved in implementing local wellness policies.



## School Wellness Webinar Series Announced, First Webinar December 15

The USDA Midwest Region is pleased to announce the first of a three-webinar schedule beginning with *Green Initiative in School Wellness* on December 15, 2009. Register now for this informative 90 minutes to learn how schools are creating healthier school environments. The diverse speakers include a Minnesota school food service director, an Ohio science teacher, and a Michigan school principal. Each presenter shares their unique green initiative project and participants will be able to ask questions. Register now at <http://vovici.com/wsb.dll/s/17fb9g417fb>.

## Culinary Courses Help Schools Meet School Meal Recommendations

The National Food Service Management Institute (NFSMI) is developing a series of six free online courses designed to help child nutrition teams prepare healthier school meals that appeal to students' tastes. The *Culinary Techniques for Healthy School Meals* courses help school food service staff initiate food production and



culinary techniques that incorporate principles of the Dietary Guidelines for Americans into the planning and preparation of school meals.

Illinois school food service staff members that complete all six courses are eligible to receive a stipend reimbursement of \$75 and a set of dietary guidelines posters for their cafeteria while funding lasts. The stipends were made available by a USDA Team Nutrition Training grant.

The launch of the NFSMI culinary courses is particularly timely as the Institute of Medicine just released a report on school meals commissioned by the USDA. The IOM's *School Meals: Building Blocks for Healthy Children* (<http://vovici.com/wsb.dll/s/17fb9g417fb>) report provides recommendations for revising the standards and requirements for the National School Lunch Program and the School Breakfast Program. The USDA will use the report to draft proposed rules for revising these programs.

Go to [KidsEatWell.org](http://KidsEatWell.org) for details about the NFSMI courses, the reimbursement stipend, and posters.

### Technology-Enhanced Projects for Teens Available

**N**utrition A3 (Anytime, Anywhere, Anyplace) is an exciting new program that helps middle school, high school, and after-school teachers support student wellness and address Illinois learning standards. This program, developed by the Illinois Nutrition Education and Training Program in collaboration with Northwestern University's iCollaboratory, provides grades 7–12 teachers with resources for 21<sup>st</sup> century learning.

The program consists of six technology-enhanced student projects that empower teens to make the following healthy food and physical activity choices:

- Enjoy more fruits and vegetables
- Choose less sweetened beverages
- Fuel up with less fat
- Increase physical activity time
- Decrease screen time
- Plan their daily food choices with MyPyramid

A free *Nutrition A3 Teacher's eCourse* on how to use the projects successfully will soon be online as well. Illinois teachers completing the free eCourse can earn four continuing professional development unit (CPDU) credits and are eligible to receive a \$50 training stipend through June 30, 2010, while funding lasts.

Visit [KidEatWell.org](http://KidEatWell.org) or call 800.466.7998 for more details on the student projects and teacher's eCourse.

## Calendar of Events—January 2010

Complete the meal count edit prior to submission of the Claim for Reimbursement



Continue On-Site Reviews of all feeding sites (required for all multi-site sponsors); must be completed annually by February 1.

If meal services contract is scheduled to expire, begin preparing your bid solicitation/contract documents for submission to ISBE for review. Go to <http://www.isbe.net/nutrition/>, under *Resources* click on *Food Service Management Companies and Vendors*, then click on *Forms*.

1	New Year's Day—ISBE office closed
10	Submit Claim for Reimbursement
10–12	Child Nutrition Industry Conference—Ponte Vedra Beach, Florida
13–20	Make changes, if needed, for February commodity deliveries
15	Public Act 096-0734 Timeline—Summer Food Service Program deadline to submit <b>written Opt-Out Request</b> to your regional superintendent of schools
18	Martin Luther King Jr. Day—ISBE office closed
February 1	Deadline for multi-site sponsors to complete On-Site Reviews
February 2	Deadline to place upcoming school year's Annual Commodity Order. Access the Illinois Commodity System at <a href="http://www.isbe.net/business.htm">http://www.isbe.net/business.htm</a> , under <i>Resources</i> , click on <i>Illinois Commodity System Food Distribution Program</i> to complete the Annual Commodity Order.
February 15	Deadline to petition your Regional Office of Education to request (if desired) an exemption from operating the school breakfast in the next school year. See <i>School Breakfast Program Mandate</i> article for more information.



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.

February 15 Sign up for the Summer Food Service Program (SFSP) training if participating in the SFSP. Visit [www.isbe.net/nutrition/htmls/summer.htm](http://www.isbe.net/nutrition/htmls/summer.htm).



Share this newsletter link with staff in your school.  
[www.isbe.net/nutrition/htmls/newsletters.htm](http://www.isbe.net/nutrition/htmls/newsletters.htm).

[www.isbe.net/nutrition](http://www.isbe.net/nutrition)  
**Your link to the Child Nutrition Programs in Illinois**



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