

The OUTLOOK

Nutrition Programs

Illinois State Board of Education

Administration

Ten Top Common Citations on Administrative Reviews and Helpful Hints on How to Avoid Them

Although the holiday season is over, ISBE would like to provide you a gift. ISBE staff will be out conducting Administrative Reviews and we don't want you miffed. We thought we would share some common mistakes that others have made. In hopes that you will avoid them and to help you make the grade!

We are beginning to perform our administrative reviews scheduled for school year 2007–2008. Listed below are common citations with references to some online resources to avoid these citations in your upcoming review. Please reference our Administrative Handbook for more information, at www.isbe.net/nutrition. Click on *NSLP National School Lunch Program*, and then click on the *Administrative Handbook* bullet. Each item below includes a page reference to the online manual.

- 1) Benefit Issuance (page 101)—Not updated for changes from verification or from the previous year's application rolled over.

(continued on next page)

bulletin board

January 2008 — The Outlook

In this issue . . .

Important Dates.....	1
Date Savers	2

ADMINISTRATION

Ten Top Common Citations on Administrative Reviews and Helpful Hints on How to Avoid Them	1
School Wellness Policy Task Force Report on the Evaluation of School Wellness Policies Released.....	2
School Nutrition and Foodservice Operation Ninth Trends Report.....	2
HealthierUS School Challenge Adds Bronze Level	2
Claim Common Cents—Delay in State Reimbursement	3

FOOD DISTRIBUTION

USDA's Food Distribution Commodity White Paper	3
--	---

FOOD SERVICE AND NUTRITION

Meeting Student Nutrient Needs on the Forefront of Change	3
Menu Planning Approaches Chosen by Illinois Schools	4

GRANTS, AWARDS, and HONORS

United States Potato Board and School Nutrition Foundation Offer Elementary Schools a Wellness Grant Program	4
Champions for Healthy Kids Grant Application Due January 15	4

TRAINING, TIPS, and TOOLS

Summer Food Service Program Workshop: NEW Sponsors	4
Summer Food Service Program Workshop: CURRENT Sponsors Only	4
National School Lunch Program Seamless Summer Option Workshop: No Sewing Required.....	5
Solving the Mystery to the Summer Food Service Program Competitive Bidding Process.....	5
Additional Training Opportunities	5
Please Tell Us Your Wellness Success Story!	6
Calendar of Events—February	6

Important Dates



January 9, 2008	Reprocessed Taste Testing—Springfield, Prairie Capitol Convention Center
January 10, 2008	Summer Food Service Program Solving the Mystery of the Competitive Bidding Process Workshop—Tinley Park, Holiday Inn
January 17, 2008	Summer Food Service Program Solving the Mystery of the Competitive Bidding Process Workshop—Elgin, Holiday Inn
January 18, 2008	Verification Summary Report due to the Illinois State Board of Education (ISBE) http://www.isbe.net/nutrition/htmls/forms_sbn.htm
January 25, 2008	Bridging the Gap in School Meal Service Procurement Training—Mt. Vernon, Hamilton/Jefferson Regional Office of Education #25
February 1, 2008	Submit Annual Commodity Order Form

Ten Top Common Citations (continued)

- 2) Meal Count Edits (page 105 and sample form with instructions on pages 108 and 109—Edits are not completed monthly. Problems noted are not followed up.
- 3) Verification (pages 87–96)—Process is not completed by the November 15 deadline for every application chosen for review.
- 4) On-Site Reviews (page 45 and sample form available at http://www.isbe.net/nutrition/pdf/67-35_onsite_review_10-07.pdf)—Not completed by February 1 or three or more reviews are completed on the same day by the same individual.
- 5) Local Wellness Policy (pages 118 and 119)—No policy in place. This year the local wellness plan is required to be evaluated based on the goals established in your policy.
- 6) Hazard Analysis Critical Control Points (HACCP) plan (pages 117 and 118)—No functioning plan in place based on HACCP principles.
- 7) Sanitation Reviews (page 46)—Less than two reviews are conducted per school year. No documentation requesting review to the local health department.
- 8) Offer versus Serve under food-based menu planning approaches (pages 147 and 148)—Directing the student selections (entrée and milk).
- 9) Production Records (pages 141–145)—Not completed or did not list all food items available in a given day, including condiments.
- 10) NuMenu Nutrient Based Approach (pages 162–164)—Analysis not on file for each week or meals did not meet caloric and nutrient standards.

Please review our *National School Lunch Program—Administrative Review Checklist* to see if you have complied with all areas of the breakfast/lunch program. The checklist is available at www.isbe.net/nutrition/htmls/requirements.htm under *School-Based Programs*.



Date Savers

- | | |
|--------------|--|
| Feb. 1, 2008 | Local On-Site Review completion deadline (keep on file at school) |
| May 6, 2008 | School Wellness Conference, <i>From A to Z</i> —Decatur, Decatur Hotel and Conference Center |

School Wellness Policy Task Force Report on the Evaluation of School Wellness Policies Released

The Illinois School Wellness Policy Task Force has completed its work as outlined in Public Act 094-0199. The required report on the evaluation on six school districts' effectiveness of the school wellness policies was submitted to the Governor and General Assembly as of January 1, 2008. For access to this report and all of the reports and a complete list of Task Force members, please visit http://www.isbe.net/nutrition/htmls/wellness_policy.htm.

School Nutrition and Foodservice Operation Ninth Trends Report Midwest Response Says

The School Nutrition Association (SNA) annually conducts a voluntary online survey of its membership to gauge current economic, nutrition, participation, and food trends. Targeted in the survey were individuals who registered for the Annual National Conference held in Chicago this past July. The *School Nutrition: Back to School Trends Survey 2007* netted 208 completed surveys.

Illinois was ranked seventh among the 41 responding states represented. Not surprisingly, the Midwest region represented 24.5 percent, the largest representation by region, compared to the lowest region represented, Northwest with 4.8 percent. The average school district enrollment was 10,000–24,999.

The summary is posted on our website at www.isbe.net/nutrition.

HealthierUS School Challenge Adds Bronze Level

With nutrition standards, wellness policies, and increased emphasis on physical education and activity; we know more schools are approaching the HealthierUS School Challenge criteria. New to this special recognition is a bronze level. Schools with an average daily participation (ADP) of school lunch of 62 percent or greater and meeting the silver level criteria are eligible for bronze level consideration. Illinois has yet to recognize a HealthierUS School Challenge school. Be the first one and apply for the HealthierUS School Challenge today! Visit <http://teamnutrition.usda.gov/HealthierUS/index.html> for the application packet.

Claim Common Cents

Funding & Disbursement Services Division

Phone: 217/782-5256

Fax: 217/782-3910



Delay in State Reimbursement

Payments for the Illinois Free Lunch/Breakfast Program have been experiencing delays in processing by the Comptroller's Office. The Comptroller has issued, in part, the following information:

"Payees should be advised that the current delays affecting payments out of the state's General Revenue Fund (GRF) are expected to continue and likely lengthen throughout the remainder of calendar year 2007 and into calendar year 2008.

Under optimal revenue conditions, or for payments from non-GRF funds, the Office of the Comptroller (IOC) can issue a warrant within two to four days after a proper voucher is presented to our office. However currently, substantially more GRF bills or vouchers have been submitted to the IOC than incoming revenues or cash-on-hand permits to be processed on a timely basis. We do not anticipate that there will be sufficient GRF revenues to significantly reduce current payment backlogs for the near future

At this time, these delays are in excess of 30 business days and are expected to increase over the next several months. The IOC recognizes the considerable difficulties created by these conditions and asks for the continued cooperation of all parties concerned to address a situation that is beyond our office's control."

This does NOT affect Federal reimbursement for the National School Lunch/Breakfast/Milk Programs. Federal funds are being processed by the Comptroller within the normal time frames of two to four days after we voucher. We will continue to voucher the Illinois Free Lunch/Breakfast Programs on a regular basis with the Federal programs but be advised that delays in State payments will continue to occur for the foreseeable future.

Food Distribution

USDA's Food Distribution Commodity White Paper

USDA's Food and Nutrition Service's Food Distribution Division has recently posted its

White Paper which provides a snapshot of how the Food Distribution Program works. It includes legislative authorities, funding sources, product quality, and commodity purchases and deliveries. Visit this website, below to read the white paper. (<http://www.fns.usda.gov/fdd/ppt-slides/WhitePaper08-29-07.pdf>)

Food Service and Nutrition

Meeting Student Nutrient Needs on the Forefront of Change

The USDA is currently improving nutrient standards for the School Meals Initiative (SMI) to better align with the 2005 Dietary Guidelines for Americans. This article is the second in the series from the new Step Up Illinois School Meals initiative, focusing on meeting student nutrient needs in an effort to better prepare school staff for the upcoming revisions. Analysis of the 2003–2004 School Meals Initiative data from 581 Illinois schools indicated three percent of schools were not providing enough vitamin A, vitamin C, calcium, or iron in their reimbursable meals. Adequate nutrients play a key role in student wellness, growth, and learning.

Check out these key foods rich in nutrients:

- **Calcium**—Low-fat or nonfat milk, cheese, and yogurt
- **Vitamin A**—Broccoli, cantaloupe, carrots, greens, romaine lettuce, spinach, and sweet potatoes
- **Vitamin C**—Fresh oranges, kiwi, and peppers and fresh or frozen strawberries and peaches
- **Iron**—Beans, lean beef, ready-to-eat cereals, and spinach

Here are some great, practical strategies for improving the nutrient content of your school meals.

- Bone up on calcium by offering a yogurt parfait bar at breakfast. Check out www.midwestdairy.com/pages/index.cfm?TREE_ID=519 for a yogurt bar success story and an instruction sheet for setting up the bar at your school.
- Bring your "A game" to the cafeteria. Add dark green or deep yellow vegetables like romaine lettuce, spinach, or shredded carrots to boost the vitamin A content of your salads.
- Get fresh and colorful with vitamin C-rich fresh fruits from the Department of Defense (DOD) Fresh Fruit and Vegetable Program. Cut kiwis in half and serve—kids love scooping out the flesh with a spoon. Also, try serving fresh strawberries when in season with a low-fat yogurt dip.
- Boost the iron in school meals by adding beans.

Try hummus dip with fresh vegetables. Hummus is a middle-eastern dip made with garbanzo beans that is growing in popularity. Check out the USDA recipe at www.nfsmi.org/Information/school_recipes/E-24.pdf. Also, try adding beans to your burritos, chili, quesadillas, and soups.

When introducing new items like hummus dip or kiwi to students, remember kids are more likely to try a new food if they know something about it first and have a positive opportunity to taste it. This is a great reason to coordinate your efforts with classroom teachers. The hummus dip would enhance lessons on the Middle East and kiwi originates from New Zealand.

For an additional list of foods rich in vitamin A, vitamin C, and iron, check out *Food and Nutrient Guidance* at www.fns.usda.gov/tn/HealthierUS/index.html

Menu Planning Approaches Chosen by Illinois Schools

Are you curious which menu planning approaches Illinois schools choose to utilize? The following chart provides the menu planning approach breakdown in the 4,328 Illinois schools for 2007.

By School	
Traditional Menu Planning Approach	1636 (38%)
Enhanced Menu Planning Approach	1487 (34%)
NuMenu Menu Planning Approach	1205 (28%)
(Includes City of Chicago School District 299's 575 sites)	
Assisted NuMenu Planning Approach	0

Grants, Awards, and Honors

United States Potato Board and School Nutrition Foundation Offer Elementary Schools a Wellness Grant Program

Attention: All Illinois Public Elementary Schools. A new opportunity exists to apply for \$2,500 grants from the US Potato Board and the School Nutrition Foundation's School Wellness Grant Program. The grant funds are to be used towards purchasing equipment and/or implementing a physical education curriculum. Some eligibility requirements and restrictions exist. Grant applications are due April 15, 2008. Contact the School Nutrition Foundation Coordinator at 800/877-8822, extension 104 for details. Apply for the grant at www.schoolnutrition.org or www.healthypotato.com/health.asp.

Champions for Healthy Kids Grant Application Due January 15

Entering its fifth year, the General Mills Foundation, in partnership with the American Dietetic Association Foundation and the President's Council on Physical Fitness, announces the *Champions for Healthy Kids* grant program. Fifty \$10,000 Champions for Healthy Kids Grants will be awarded to community-based groups that develop creative ways to help youth adopt a balanced diet and physically active lifestyle. Grant applications are due January 15, 2008, and grants will be awarded in May of 2008. Visit <http://www.generalmills.com/corporate/commitment/champions.aspx> for further information.

Training, Tips, and Tools

Summer Food Service Program Sponsor Workshops: NEW Sponsors

This all-day workshop is a must for all NEW sponsors who would like to participate in the Summer Food Service Program in summer 2008. Come and learn the rules and regulations of the program and strategies to help your organization run a successful program. **Sponsors who were new in 2007 must also attend this workshop.** Current sponsors have the option to attend this all-day workshop or may attend the half-day workshop for current sponsors. Pre-registration is required for both workshops. The workshops will be held March through April. To preregister, visit <http://www.isbe.net/nutrition/htmls/workshops.htm>

Summer Food Service Program Sponsor Workshop: **Current Sponsors Only**



Existing sponsors, these March and April workshops are just for you! This half-day Summer Food Service Program (SFSP) workshop is planned to help you improve your program and decrease your administrative questions. Workshops will cover the program requirement updates and detailed training on budgets. Do not miss this chance to share and compare with other experienced SFSP sponsors and take ideas to reduce your workload and improve your programs. For more information or to register, visit our website at <http://www.isbe.net/nutrition/htmls/workshops.htm>

National School Lunch Program Seamless Summer Sponsor Training: No Sewing Required

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. Nutrition Programs Division is offering four National School Lunch Program (NSLP)- Seamless Summer Sponsor Trainings this March and April state wide for current and/or new sponsors to learn how to operate the program or smooth out the ripples. Training will cover the three Rs:



- Requirements
- Reimbursement
- Regulations

Workshops will also cover the basics of menu planning, completing the application process, and outreach. Registration for all interested in attending is required. For more information or to preregister visit our website: <http://www.isbe.net/nutrition/htmls/workshops.htm>.

Solving the Mystery to the Summer Food Service Program Competitive Bidding Process

(January 2008)

This SFSP-Competitive Bidding Process all-day workshop is designed for any SFSP sponsor who has over \$10,000 in food costs and will be contracting with a food service management company for summer 2008. Learn how to complete the Invitation for Bid, prepare a cycle menu, develop criteria for the contract, and how to conduct a bid opening. New this year is the opportunity to add a renewable clause to the contract so your organization will not have to conduct a bid opening every year. For more information or to register to attend, visit our website at <http://www.isbe.net/nutrition/htmls/workshops.htm>

Additional Training Opportunities

Do you need continuing education credits? Do you want to expand your knowledge, skills, and abilities related to nutrition, food service and nutrition education? Then read the announcements below for upcoming training opportunities.

Healthy Cuisine for Kids Seminar – Limited space, register today!—The Washburne Culinary Institute, Chicago—March 11—14, 2008

ATTENTION school nutrition staff interested in developing culinary skills to prepare and serve healthy and appealing meals meeting the Dietary Guidelines for Americans. Spaces are limited for the Healthy Cuisine for Kids Seminar in Chicago. The registration deadline is February 1, 2008. This 3-day seminar targets potential school district trainers. The seminar will cover:

- Culinary demonstrations
- Healthful cooking techniques
- Promoting the use of vegetables, fruits and grains in school meals

Visit www.nfsmi.org and click on *Healthy Cuisine for Kids* to learn more or contact Theresa Stretch at tstretch@olemiss.edu or call 800/321-3054.



Illinois Dietetic Association, Spring Assembly—Oakbrook Marriott, March 19—20, 2008

For further information on the Illinois Dietetic Association's Spring Assembly, visit www.eatrightillinois.org or <http://www.eatrightillinois.org/ContinuingEd/springassembly.asp>.



The National Restaurant Association Show—May 17—20, 2008

Billed as the world's most comprehensive food service marketplace, the National Restaurant Association (NRA) show is held in Chicago annually, a benefit to all Illinois residents. If you have never been to the NRA show, make this year a must to see the new products, trends, exhibits, and much more! Take advantage of the early registration rate of just \$35 by April 11 for unlimited access to the NRA show all four days. Register online at <http://www.restaurant.org/show/attendees/registration.cfm>.

Please Tell Us Your Wellness Success Story!

The bottom line with successful wellness policies is implementation and evaluation to bring about effective measurable changes related to nutrition, nutrition education, and physical activity. In compliance with Public Act 094-0190, School Health Recognition Program, we are requesting your contributions of effective strategies you are using to implement and evaluate your wellness policies. Please help us by submitting your success story at <http://www.isbe.net/nutrition/htmls/share.htm>. Complete the simple [submission form](#) and email the form to enp@isbe.net or fax it to Nutrition Programs at 217/524-6124. We plan to post these stories on our website at www.isbe.net/nutrition so other schools may learn from your experiences. Thank you for sharing your wellness policy experiences with us!

Calendar of Events—FEBRUARY

- Complete the Meal Count Edit prior to submission of the Claim for Reimbursement
- Submit Claim for Reimbursement
- 1 On-Site Review completion deadline (*keep on file at school*)
- School year 2009 Annual Commodity Order deadline
- 6 *Bridging the Gap in School Meal Service Procurement Training*—Mt. Vernon Regional Office of Education
- 12 Lincoln's Birthday—ISBE office closed
- 13–20 Make changes, if needed, for March commodity orders
- 18 President's Day—ISBE office closed
- 29 Leap Year Day



Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001
www.isbe.net

Rod R. Blagojevich
Governor

Jesse H. Ruiz
Chairman

Dr. Christopher Koch, Ed.D.
State Superintendent of Education

An Equal Opportunity/Affirmative Action Employer and Provider
Printed by the Authority of the State of Illinois • January 2008 4500 PRT3433037 No. 759



PRESORTED
STANDARD
U.S. POSTAGE
PAID
Permit No.
805
Springfield, IL

RETURN SERVICE REQUESTED