

# The OUTLOOK

## Nutrition Programs

### Illinois State Board of Education

bulletin board

## Proposed Rules Regulating Food Sales in Elementary and Middle Schools—Due Date for Comments Approaching

### Approaching

The proposed rules regulating the sale of foods outside of the federal food programs were published in the Illinois Register on January 6, 2006. The ending date for public comment is February 20, 2006. Comments about the proposed amendments can be submitted by email to [rules@isbe.com](mailto:rules@isbe.com) or by regular mail to Sally Vogl, Agency Rules Coordinator, 100 North First Street, S-493, Springfield, Illinois 62777-0001. Please check the Illinois State Board of Education's (ISBE's) website at <http://www.isbe.net/rules/proposed/default.htm> for further information.

## Model Local Wellness Policy to Be Mailed to Schools

Congress passed the *Child Nutrition and WIC Reauthorization Act of 2004* on June 30, 2004. Recognizing the role schools can play in health promotion, this law requires local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a wellness policy with the objectives of improving the school nutrition environment, promoting student health, and reducing childhood obesity (Public Law 108-265, Section 204) by the beginning of the 2006–2007 school year.

In addition, Public Act 094-0199 (<http://ilga.gov/legislation/publicacts/94/PDF/094-0199.pdf>) requires the Illinois State Board of Education to establish a State goal that all districts have a wellness policy.

The Illinois State Board of Education will be mailing a model wellness policy that can be used as a template by local wellness policy writers to schools. Each school district will also be receiving a local wellness policy tool kit.

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#### Calendar of Events

In addition, the Illinois Nutrition Education and Training is a source of free local wellness policy training and resources for your local wellness policy. Visit their website at <http://www.kidseatwell.org/> for related links, a bibliography, and an interactive online curriculum (to be available soon) developed in part through a United States Department of Agriculture (USDA) Team Nutrition Training grant.

## Legislation to Encourage Summer Food Service Programs

As part of the Childhood Hunger Relief Act (Public Act 93-1086), the General Assembly realized the importance of the Summer Food Service Program (SFSP) as an effective measure that must be widely implemented to ensure more adequate nutrition for Illinois children. Although a mandate for SFSP was **NOT** implemented, it is strongly encouraged that the board of education of each school district in this State where at least 50 percent of the students are eligible for free or reduced-price school meals operate a Summer Food Service Program OR identify a non-profit or private agency to sponsor a Summer Food Service Program within the school district's boundaries.

The Summer Food Service Program was instituted to provide nutritious meals to children during the summer months when school is not in session. The program is funded by the United States Department of Agriculture and administered by the Illinois State Board of Education. SFSP is the single largest Federal resource available for local sponsors who want to combine a feeding program with a summer activity program. Why not take advantage of this valuable resource to provide nutritious meals to the children in your community? For more information, contact Amy Bianco at 800/545-7892.

## School Food Safety Inspections Reminder

Beginning with the 2005–2006 school year, all schools participating in the National School Lunch or School Breakfast Programs are required to obtain a minimum of two food safety inspections each school year. Previously, participating schools were required to obtain a minimum of one food safety inspection per school year or comply with the frequency required by local standards. This is a result of the passage of Section 111 of the Child Nutrition and Women, Infants, and Children (WIC) Reauthorization Act of 2004 (Public Law 108-265).

The required inspections must be conducted by a State or local governmental agency responsible for food safety inspections. More frequent inspections may still be required by State or local governments. In addition, schools must post, in a publicly visible location, a report on the most recent food safety inspection, and provide a copy of the food safety

inspection report to a member of the public upon request. If you have questions about this change, please contact your local public health department.

## Administration

### Something New Added in the Administrative Review

Did anyone notice the National School Lunch Program Administrative Review checklist seems a little longer this year? The Illinois State Board of Education has added some additional programs for review during the Administrative Reviews this year. In addition to the National School Lunch Program, we will be reviewing the School Breakfast, Special Milk, and After-School Snack Programs.

What will this mean for you? The length of the review may be extended for an additional day(s) depending on the size of LEA and school chosen for review. Monitors will be starting the day a little earlier to observe breakfast and ending the day a little later for the After-School Snack Program. Please review the Administrative Review Checklist to ensure you are prepared for your visit. If you need a copy of the Administrative Review Checklist, visit our website at <http://www.isbe.net/nutrition/htmls/requirements.htm>. If you do not know if you are up for a review, this website also provides a listing of sponsors scheduled for a review for fiscal year 2006.

### Question and Answers

- Q.** Are public special education facilities subject to the Illinois Free requirements of providing a free lunch/breakfast to eligible needy children at school?
- A.** *Yes, public special education facilities are subject to the Illinois Free requirements of providing a free lunch/breakfast to eligible needy children at school. They may apply for reimbursement for meals served that meet criteria established in Illinois Administrative Code, Part 305.10 Free Lunch Program. You can access the rules at <http://www.isbe.net/rules/archive/pdfs/305ark.pdf>.*
- Q.** What conversion should be used when using boneless, skinless chicken breasts in the Child Nutrition Programs?
- A.** *According to guidance from the USDA and the Food Buying Guide, one pound of as-purchased boneless, skinless chicken breasts would yield .73 pounds of cooked chicken meat.*

## Claim Common Cent\$

Funding & Disbursement Services Division

Phone 217/782-5256

Fax 217/782-3910



### Claim Submission

**Submitting your claim is a two-step process** (whether using the batch file submission process or individually submitting site claims directly through ISBE's Application and Claim Entry System [ACES]). You must first submit all site claims and then submit the sponsor claim. Site claims cannot be paid until the sponsor claim has been submitted. If you receive a message stating *Sponsor claim changes saved successfully* you can be assured your claim has been received by our office and will be processed for payment. You can also check the claim status for the sponsor claim and if it says *Approved* the claim has been received by ISBE and will be processed. Please **do not** resubmit your site claims again after submitting the sponsor claim for the month unless you have changes to report.

### Revised Claims

To file revised claims, please make the necessary changes to the applicable site(s) and resubmit the site claim. After resubmitting the revised site claim(s), open the sponsor claim for that month. When you open the sponsor claim you should receive the following message *There are site claims available for consolidation. Would you like to include them in this claim?* Respond with *OK*. The sponsor claim should now include the updated site claim figures. If it does not, then click the *Recalculate* button on the sponsor claim to update it. After you ensure the sponsor claim includes the revised figures, you should submit it to ISBE.

## Reminder!

We ask that claims be submitted by the 10<sup>th</sup> of the month following the month you are claiming. If the claim is submitted after 60 calendar days, it will not be received as approved. If an approved sponsor claim is not received within the required guidelines, you will be required to submit a corrective action for claim submission. We process claims for payment each week, so the sooner you submit your claim, the sooner you will receive reimbursement. Do NOT wait until the last day to submit claims. If you run into problems, you may not have time to correct the problems before the date of disapproval.

Following the above procedures will ensure accurate and timely claim filing and payment. Please contact Carol Curto or Gladys Rothenberg at 217/782-2826 if you have any questions regarding claims.

## Communication Requirements With Households

We would like to remind all local educational agencies (LEAs) of the requirement concerning communications with households related to the application, certification, and verification procedures for free and reduced school meals. Section 104 (b) (1) of the Child Nutrition and WIC Reauthorization Act of 2004 requires that *any communication with a household shall be in an understandable and uniform format and, to the maximum extent practicable, in a language that parents and legal guardians can understand*. Whenever LEAs communicate with households applying for or participating in the National School Lunch Program and the School Breakfast Program, this communication must be as accessible to the household as possible.

Updated English and Spanish application materials are available on the Illinois State Board of Education, Nutrition Programs website ([http://www.isbe.net/nutrition/htmls/household\\_eligibility.htm](http://www.isbe.net/nutrition/htmls/household_eligibility.htm)). The United States Department of Agriculture currently provides translated application packages for 19 different languages which can be found on their website (<http://www.fns.usda.gov/cnd/Translations/Default.htm>). In addition, USDA plans to include translations for new languages prior to the beginning of school year 2006–2007 with additional translations added annually. In the meantime, the translated application packages currently available on their website are still valid.

## Food Distribution

### Diversion of Commodities to Processors

This month ISBE will award contracts to processors that had enough schools order products from them. SFAs need to check and see if the processor you diverted commodities to will be awarded a contract. If the processor to which you diverted commodities IS getting a contract, no action is necessary. If the processor to which you diverted commodities is NOT getting a contract, you need to switch the commodities to a processor who IS going to receive a contract. We will post a listing of the contracted processors on the Illinois Commodity System message board by February 13, 2006. In addition, instructions on how to switch commodities will be available. Schools will have until **February 17, 2006**, to switch commodities to an awarded processor. If a school does not switch their commodities, ISBE will *zero out* those pounds diverted to a processor NOT getting a contract.

## Storage of Commodities Over Summer Break

ISBE will no longer allow *over summer* storage of prior year commodities at the Lanter warehouse. For example, we are currently in school year 2006. At the end of the 2006 school year, we will not allow 2005 school year commodities to be held in the warehouse. We are making this policy in an attempt to reduce/eliminate out-of-date commodities being shipped in the subsequent school year. If you have any 2005 commodities you know you will not use, please contact the Food Distribution Program as soon as possible so we can unallocate these items from you and allocate them to schools that can use them before their expiration dates. You can determine what 2005 commodities you have been allocated by looking at your most recent monthly commodity bulletin on the Illinois Commodity System (ICS).

Again, we need to hear from you quickly. If we do not receive notice to unallocate commodities, we will deliver these commodities to schools with the April 2006 delivery unless you have taken delivery prior to then. Please call Food Distribution Program staff at 800/545-7892 or email [jflentje@isbe.net](mailto:jflentje@isbe.net) so we can avoid sending unwanted commodities to your school.

## USDA Commodity Food Programs, Key Acronyms, and Abbreviations

Are you new to school meals? And the Commodity Food Program? Visit USDA's Food & Nutrition Services' website (<http://www.fns.usda.gov/fdd/aboutfdp/fd-acronyms.htm>) for a listing of over 50 acronyms and abbreviations related to USDA Food Distribution Program and other Child Nutrition Programs. The information may help guide you in your daily activities.

## Food Service and Nutrition

### Team Nutrition Schools in Illinois Tops 1,000

Exactly 1027 Illinois schools have enrolled in USDA's Team Nutrition Initiative since its inception in 1995. These schools have been focusing their attention on the important roles of nutritious school meals, nutrition education, and a health-promoting school environment play in helping students learn to enjoy healthy eating and physical activity.

New Team Nutrition schools will receive a resource kit (while supplies last) of materials to help you plan and carry out activities for your students and their families.

### How to Enroll in Team Nutrition

Enrolling is easy. Print and complete the School Enrollment Form, provided as a PDF file, on the USDA Team Nutrition's website (<http://teamnutrition.usda.gov/team.html>) and fax it to 703/305-2549 or mail it to:

Team Nutrition  
3101 Park Center Drive, Room 632  
Alexandria, Virginia 22302

Please fax a copy to Joan Love at ISBE at 217/524-6124.

## National School Breakfast Week Materials Available

March 6–10, 2006

Do you need resources for your National School Breakfast Week special activities? USDA's Food and Nutrition Service has compiled a new *Bright Ideas for Using Eat Smart. Play Hard.*<sup>TM</sup> materials. This resource includes suggestions for contests, lesson plans, and activities to make any breakfast celebration complete. Breakfast-promoting posters, bookmarks, activity sheets, and more are available on the *Eat Smart. Play Hard.* website at [www.fns.usda.gov/eatsmartplayhard/collection/main.html#BI](http://www.fns.usda.gov/eatsmartplayhard/collection/main.html#BI).

To view and download *Bright Ideas for National School Breakfast Week*, go to [www.fns.usda.gov/eatsmartplayhard/collection/Files/BrightIdeasSBPWeek.pdf](http://www.fns.usda.gov/eatsmartplayhard/collection/Files/BrightIdeasSBPWeek.pdf).

Additional Child Nutrition Programs' materials are available at [www.fns.usda.gov/eatsmartplayhard/orderform.htm](http://www.fns.usda.gov/eatsmartplayhard/orderform.htm).

Do not hesitate. Order your free items now!

## American Heart Month—Are You Heart Smart?

February is American Heart month, which is a great opportunity to raise awareness of heart disease, exercise, and eating habits at your school/facility. The Illinois NET Loan Library has many items that can help get you **pumping**. The following items are available for check out.

1004 CG *Hearts N' Parks Community Mobilization Guide* (teachers, administrators, coaches)—this guide leads community leaders through the implementation of the *Hearts N' Parks* program, which incorporates healthy eating and physical activities. Includes information on partnering, public visibility, performance indicators, and how to celebrate your successful program. Contains many forms for tracking information, consent forms, and a variety of other useful tools.

1086 FS *Setting Up for Success* (food service staff, teachers, school nurses)—nutrition displays, quick activities, games, and healthy message handouts are all included in this book for you to use in the classroom, cafeteria, meeting, or health fair. This book contains a variety of nutrition topics, such as super-sized snack savvy, healthy habits, food and fitness, and build a healthy pyramid.

1136 NE *Making It Happen! School Nutrition Success Stories* (food service staff)—*Making It Happen! School Nutrition Success Stories* shares stories from 32 schools and school districts that have made innovative changes to improve the nutritional quality of all foods and beverages offered and sold on school campuses. A wide variety of approaches are described.

185 RM *Children and Weight: What Communities Can Do* (administrators, educators, food service staff)—this kit provides the necessary tools to establish a community coalition to address the issue of overweight children. Includes meeting guides, agendas, four PowerPoint presentations, and a video. The video highlights three different success stories.

To search the NET Loan Library and order materials, visit our website at [www.kidseatwell.org](http://www.kidseatwell.org). If you do not have access to the Internet and would like a printed Loan Library Catalog, please contact Stephanie Modglin at 618/993-2696, 800/455-5843, or email [smodglin@roe21.k12.il.us](mailto:smodglin@roe21.k12.il.us).

## Grants, Awards, and Honors

### Wellness Policy State Agency Grant Plans

Through the 2006 Local Wellness State Agency Grant, Illinois plans to accomplish the following through September 2007.

- Collaborate with the Illinois Action for Healthy Kids to develop and administer a needs assessment on local wellness policy
- Partner with the Illinois Extension to provide training for community/parents to raise awareness about children's health issues and build support for local wellness policies
- Provide presentations at superintendent meetings to promote resources and training opportunities related to local wellness policy and arrange regional trainings for school teams

Watch the Illinois Nutrition Education and Training website at [www.kidseatwell.org](http://www.kidseatwell.org) for upcoming announcements.

## Training, Tips and Tools

### Only Two More Illinois Capturing the School Milk Opportunity Seminars Left

Plan to attend one of the two remaining Illinois *Capturing the School Milk Opportunity* seminars soon by registering today! The seminars are scheduled for February 22 in Chicago, and February 24 in Peoria.

Each seminar includes:

- Progressive steps for a well-developed school milk program
- Case histories and promotional tips, with useful details on how improved milk programs have increased milk consumptions and school meal program numbers
- How milk can drive gallons of revenues and profits

Visit [www.schoolnutrition.org/schoolmilk](http://www.schoolnutrition.org/schoolmilk) for more information or to register online.

### 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 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 tentative locations listed below for organizations interested in sponsoring SFSP during the summer of 2006. **Be sure to visit our website at <http://www.isbe.net/nutrition/htmls/summer.htm> for confirmation of workshop locations, times, and registration.**

#### SFSP Training Workshop Schedule

- Tuesday, February 28—Galesburg

- ☉ Thursday, March 2—Champaign
- ☉ Tuesday, March 7—Alsip
- ☉ Tuesday, March 21—Fairview Heights
- ☉ Thursday, March 23—Herrin
- ☉ Tuesday, March 28—St Charles

The training sessions are designed to provide a complete overview of SFSP including ISBE's Internet-based program application and claim system. All sponsors are required to attend the training. For additional information, contact Amy Bianco at 800/545-7892 or email [abianco@isbe.net](mailto:abianco@isbe.net).

## Get Ready for WOW (Windows of Wellness) Workshops!

**W**indows of Wellness (WOW) will be the theme of this year's annual school-based Child Nutrition Programs administrative workshops scheduled throughout Illinois during June 2006. Workshop topics will include local wellness policies, the 2005 Dietary Guidelines for Americans, recent changes in USDA civil rights requirements, food safety and Hazard Analysis and Critical Control Point (HACCP), what to expect during an Administrative Review, and much more.

Check the Nutrition Programs website for specific workshop information and to preregister (required) at <http://www.isbe.net/nutrition/htmls/workshops.htm>. These workshops are guaranteed to WOW all who attend!

## Extreme Makeover: School Nutrition Edition Conference

**T**he Illinois School Nutrition Association is planning its annual conference, *Extreme Makeover: School Nutrition Edition* on June 19–21, 2006, at the Peoria Hotel Pere Marquette and the Peoria Civic Center. Your registration fee includes access to the exhibits on June 20, great meals and snack breaks, and a variety of breakout sessions.

In addition, if interested, preconferences ranging from a Sanitation Refresher Course to Garnishing With a Healthy Edge are offered. Visit their website at [www.ilsna.net](http://www.ilsna.net) for registration information or contact Nadine Palmer, Executive Director at 800/804-8308, 847/622-8177, or via email at [mail@ilsna.net](mailto:mail@ilsna.net) for more information.

**The**  
**OUTLOOK**  
FOR SCHOOL NUTRITION PROGRAMS

## Illinois State Board of Education

CALENDAR OF EVENTS


### March

National Nutrition Month®  
Complete the Meal Count Edit prior to submission of the Claim for Reimbursement

- 5 Submit Claim for Reimbursement
- 6–10 National School Breakfast Week—*Go Places With School Breakfast*
- 12–15 Nutrition Association's Legislative Action Conference—Washington, D.C.
- 13–20 Make changes, if needed, for April commodity deliveries
- 20 Washington's Birthday—ISBE office Closed

**Illinois School Nutrition Association**  
**56th Annual Conference**

**Xtreme Makeover:**  
**School Nutrition Edition**



**June 19 - 21, 2006**  
**Pere Marquette Hotel/Peoria Civic Center**  
**Peoria, Illinois**

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