

The OUTLOOK

Nutrition Programs

Illinois State Board of Education



bulletin board

Child Nutrition Employee Appreciation Week

May 4–8, 2009

The Child Nutrition Employee Appreciation Week is just around the corner! Take some time now to plan a special recognition for your hard-working school nutrition professionals. The School Nutrition Association suggests some ways (listed below), to recognize your school’s food service and nutrition staff during Child Nutrition Employee Appreciation Week, May 4–8, 2009.

- Post the announcement on school menus and any outdoors signage, such as marquee signs.
- Announce the special week on the school’s public announcement system and/or post on the school website.
- Consider switching roles for a day, let administrators help serve on the cafeteria line.
- Purchase a small token of appreciation and present with a certificate of recognition to the food service and nutrition staff.
- Develop a resolution for the April school board meeting announcing *Child Nutrition Employee Appreciation Week*.

Whatever you do, small or large, make an effort to recognize your school food service and nutrition staff the first week of May. Go to http://www.schoolnutrition.org/Level2_CNEAW.aspx?id=11716 for a sample press release, proclamation, ways to celebrate, and much more!

Important DATE!

Important Dates

- April 1 SFSP Current Sponsor Training – Galesburg
- April 2 SFSP New Sponsor and New Staff Training – Galesburg
- April 8 SFSP Current Sponsor Training – Fairview Heights
- April 9 SFSP New Sponsor and New Staff Training – Fairview Heights
- April 20 Early bird registration due date for the Illinois School Wellness . . . From A to Z Conference —Decatur
- April 21 Seamless Summer Option Workshop—Alsip
- April 22 SFSP New Sponsor and New Staff Training —Rolling Meadows

APRIL 2009 — THE OUTLOOK

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Attend the Illinois School Wellness . . . From A to Z Conference

May 5, 2009

Decatur Conference Center



The Illinois State Board of Education in partnership with the Illinois Action for Healthy Kids announce the one-day wellness conference highlighting successful implementation of school wellness programs involving nutrition, nutrition education, physical activity, and physical education. In addition, to help meet Public Act 094-0190's School Health Recognition Program the conference will recognize and celebrate schools having success with their wellness efforts. Connie Evers, noted child nutrition consultant and author is the keynote speaker. Browse an exhibit room for free resources, ideas, and networking. SAVE THE DATE of Tuesday, May 5, 2009, at the Decatur Conference Center in Decatur. Register at <http://www.actionforhealthykids.org/StateSpecificInfo.php?state=IL>. Click on Register for the *Illinois School Wellness Conference* TODAY! A registration fee of \$35, through April 20, 2009, includes lunch, refreshments, and materials.

Administration

Claim Common Cent\$

Funding & Disbursements Division

Phone: 217/782-5256

Fax: 217/782-3910



Do you have multiple sites? Do you want to speed up the process of submitting site claims? Check out the 'Upload Batch Files' option on the Child Nutrition ACES main menu. You can save all of your site claim data in a delimited file and submit all the site claims at one time by uploading that file. **After successfully uploading the site claim batch file, you must still go into ACES and submit the sponsor claim.**

What is a delimited batch file? A delimited batch file contains rows of information that could be displayed in a spreadsheet or table format. However, since it is a text-only file, no special formatting can break up the information into columns. Therefore, a delimited text file consistently uses characters throughout the document to indicate a column break. These characters are known as the delimiters. Nearly any character can be a delimiter, but the most common delimiter is a comma.

The following is a shortened example of using delimiters.

Data: 65432187654,54321,2003,7

Definition: AgreementNumber,SiteNumber,
ClaimYear,ClaimMonth

Batch files contain many records and can take up to five minutes to process. Please do not close or refresh your browser window during this time period to prevent transmission and processing errors. If errors are detected when trying to upload the batch file, you will receive an error messages back. You must fix the problem(s) in the batch file and resubmit the file until it goes through with no errors. A response page will appear after the batch file has been successfully processed.

A sample comma delimited spreadsheet can be downloaded from within the 'Upload Batch Files' option on the ACES main menu. Additionally, there is a table that describes the fields required in the batch file and the format for those fields.

Food Distribution

Excess Inventory at Processors

Pursuant to the new procedures relating to excess inventory at processors we have implemented a new module on the Illinois Commodity System (ICS). The new module is located under the *Annual Order Forms* main menu option on ICS and is called *Excess Processing*. We currently have chicken, cheese, and peanut butter available.

Any excess inventory is listed by the processor and can be claimed by any school that does not have excess inventory at processors. The inventory will be offered on a first come first served basis. Those schools claiming pounds should be familiar with commodity processing procedures and end product distribution.

Excess inventory from processors could come at any time so we advise checking the list on a weekly if not daily basis as we anticipate any inventory that comes along will be claimed quickly.

The excess inventory procedures can be found on the food distribution website by selecting *Inventory Level Procedures at Further Processors Letter*.

If you have any questions about the procedures or the module, please call Food Distribution Program staff at 217-782-2491.

Commodity Values for Auditors

All schools are audited each year by their own independent auditors. Part of this audit includes the value of USDA commodities allocated to your school. It is the responsibility of each school to provide the needed information for the auditors, including the information regarding USDA commodities.

The needed information is very easy to locate, and we suggest this be given to the school bookkeeper by the end of each school year. The information is available on the Monthly Commodity Bulletin for April, which is located on the ICS website <http://webapps.isbe.net/ics> under *Reports*, then select *Bulletin Report*.

In the *Contract Summary for School Year 2009* section, the value of commodities allocated for that year will be the total of the amounts shown as *A PAL Allocated*, *B PAL Allocated*, *Processing Deductions*, and *Total Bonus Deductions*. For your convenience, this total is on the bulletin as well; *Total PAL Deductions + Total Bonus Deductions*. If you received DoD fresh fruits and vegetables, you will need to include that value as well. You will need to access this information from the DoD ordering system.

We ask that schools provide this information to auditors when requested.

Food Service and Nutrition



Free Team Nutrition Resources

Free resources are available at the USDA's Team Nutrition website. You may order the resources online, and download them as well at <http://tn.ntis.gov/>. The order forms are divided by audience, specifically, food service professionals, educators, parents, and child care providers.

Grants, Awards, and Honors

Fresh Fruit and Vegetable Program Grant Opportunity

We are happy to announce that the Illinois State Board of Education (ISBE) will be accepting applications for the Fresh Fruit and Vegetable Program (FFVP)

Grant for the 2009–2010 school year! The FFVP Grant is a competitive grant to be used to provide fresh fruits and vegetables at no cost to students during the school day at times other than during the meal periods in elementary schools, with priority given to schools with 50 percent or greater free and reduced-price eligibility.



To be selected as a school to participate in the FFVP, the school site must:

- ✓ Participate in the National School Lunch Program
- ✓ Be an elementary school
- ✓ Be at least 50 percent free and reduced-price eligible (highest priority must be given to schools with the highest percentage of low-income students). ISBE can only select schools with less than 50 percent eligibility once all interested and eligible schools at or above 50 percent have been selected.
- ✓ Agree to make and advertise to enrolled students the availability of fresh fruits and vegetables without charge at times other than meal periods
- ✓ Comply with all federal and state guidelines for the FFVP as outlined in these materials
- ✓ Submit the FFVP application no later than April 15, 2009.

The FFVP Grant is different from the Department of Defense (DoD) Fresh Fruit and Vegetable Program. The DoD Fresh Fruit and Vegetable Program is available to all sponsors in the NSLP for fresh fruits and vegetables to be provided as part of the reimbursable meal. For additional information on the DoD Fresh Fruit and Vegetable Program, please contact Food Distribution Program staff at 800/545-7892 or cnp@isbe.net.

For additional information about the FFVP Grant, program requirements, and to access the FFVP Grant application, visit our website at http://www.isbe.net/nutrition/htmls/ffv_program.htm. The FFVP Grant application must be completed and submitted to our office no later than April 15, 2009, in order to be considered for this exciting program for the 2009–2010 school year!

School Food Service Equipment Grant Application Coming Soon!

The American Recovery and Reinvestment Act of 2009 (ARRA) was signed into law by President Obama on February 17, 2009. The ARRA provides a one-time

appropriation of approximately \$3.6 million for school food service equipment in the State of Illinois.

Information provided from the United States Department of Agriculture (USDA) requires the funds be distributed to sponsors participating in the National School Lunch Program via a competitive grant process with priority given to sponsors for equipment for schools in which at least 50 percent of the students are eligible for free or reduced-priced meals. Such funds are expected to be spent as soon as possible; therefore, schools can begin gathering information about equipment needs within their districts.



ISBE will announce the grant applications and the deadlines as soon as they are available. Please watch our website (www.isbe.net/nutrition) for more information.

School Breakfast Program Grant Opportunity

Action for Healthy Kids in coordination with Kellogg's® Corporate Citizenship Fund, is offering grants to schools that currently participate in the School Breakfast Program (SBP) that have at least 50 percent free and reduced-price eligibility. Priority will be given to schools in states with the lowest average daily student participation in school breakfast. According to the Food Research and Action Center's (FRAC) 2007–2008 School Breakfast Scorecard, Illinois is among one of the states with the lowest average daily student participation.

The grants are intended to fund implementation of alternative breakfast programs, innovative marketing and promotions, and/or enhancement of the school breakfast experience through educational enrichment activities. The goal is to increase their average daily student participation by 25 percent.



Funding awards will range between \$500 and \$2,000. The amount of the grant award will be based on building enrollment, type of project, potential increases in participation, and desired use of funds. All school buildings meeting the grant requirements will be eligible for funding; however, priority will be given to school buildings in states with low average daily student participation in school breakfast as a percentage of school lunch participation.

Time Frame

- **April 10, 2009**—Proposals must be received by Action for Healthy Kids
- **May 4, 2009**—Funded school buildings will be notified
- **September 1, 2009, and May 30, 2010**—Project activities must be completed
- **December 18, 2009**—Mid-project report due
- **June 15, 2010**—Final evaluation and report due

Visit http://www.actionforhealthykids.org/whats_new.php for the grant application and additional information about this exciting grant opportunity!

Sarah Titzer, director of team programs, can be reached for information related to this grant at (317) 884-0321 or at Sarah@ActionForHealthyKids.org.

Training, Tips, and Tools

Hats Off to You and All That You Do! Illinois School Nutrition Association Announces 59th Annual Conference



Hats Off to You and All That You Do! is the theme of the Illinois School Nutrition Association's 59th Annual Conference to be held at the Drury Lane in Oak Brook Terrace, Illinois on June 16, 17, and 18, 2009.

School nutrition professionals wear many different hats in the course of their day. They are managers of time, resources, and people. They handle procurement, food safety regulations, staffing, program marketing, food production, and carry out federal, state, and local nutrition regulations.

This year's conference is designed to further develop the talents of school nutrition professionals who have devoted their careers to serving nutritious meals to students. It features *Child Nutrition U*, a series of educational sessions that will build core skills. This tract begins with a 3½ hour preconference session on fiscal management followed by classes on program regulations, marketing, commodity management, and basic nutrition. It will culminate with a graduation ceremony at the end of the conference.

Other topics such as stress management in the work place,

meeting the special dietary needs of students, the facts about high fructose corn syrup, going green, personal identity theft, and catering will be covered. And do not forget the industry exhibits! There will be over 300 booths exhibiting food, disposables, educational materials, and equipment utilized in child nutrition programs.

Check out the Illinois School Nutrition Association's website (<http://www.ilsna.net/>) for more information.

School Nutrition Specialist Exam Being Offered in Illinois

The School Nutrition Specialist (SNS) Credentialing Exam will be offered by the Illinois School Nutrition Association during their upcoming Annual Conference in Oakbrook Terrace, Illinois. The exam will be offered to eligible candidates on Tuesday, June 16, 2009, at 8 a.m.

For more information about the qualifications to sit for this exam and deadline information, please visit the Illinois School Nutrition Association's website at www.ilsna.net.

Information regarding this credential, benefits, requirements, and fees can be found on the School Nutrition Association's website at <http://www.schoolnutrition.org/Content.aspx?id=132>.

Do not miss this opportunity to become the next school nutrition professional in Illinois with the SNS credential.

Prairie Oak School's Wellness Policy Success Story

Prairie Oak School in Berwyn has started an After-School Wellness Club with fourteen members, all of whom are in the fourth grade. They meet once a week and have promoted exercise as their main focus.

In October, they endorsed a Walk-to-School Day. In November, they conducted a fundraiser for the Thumbuddy Special charitable organization that provides services to disabled children in the community. In December, they prepared for the holiday season by making homemade Christmas cards for the residence of the Pershing Nursing Home in Stickney. In January, they made pledges to be better people and live healthier lives. They have started to exercises using several different techniques including dancing. They also did an experiment about washing their hands. One group of students washed their hands like normal, another group used a hand sanitizer, and the final group did nothing. Then they used exposing ultraviolet lotion and saw how germs accumulate

on their hands. They now know how to wash their hands properly.



The After-School Wellness Club members live by the Prairie Oak School Wellness Pledge: *Here at Prairie Oak School we care about the health of our students, teachers, families, and community. We pledge to make a commitment to wellness by living and encouraging healthy daily living habits. We pledge to watch our diet, eat healthy foods, listen to our heart, and to love our neighbor.*

Thank you, Prairie Oak School for sharing your wellness success story. We are always looking for wellness success stories to share with others. Please consider submitting your school's wellness success story at <http://www.isbe.net/nutrition/htmls/share.htm> today!

Seven Great Reasons to Join the State and National School Nutrition Associations

1. Network opportunity with other school nutrition professionals
2. Reduced rates at national conference, workshops, seminars, Emporium Store items, and other trainings
3. The quarterly publication, *Illinois Newsgram*, and the national monthly magazine, *School Nutrition*
4. Advocates on Capitol Hill and at the USDA to promote Child Nutrition Programs
5. Scholarships and grant opportunities
6. Credentialing and certification recognition programs
7. The Illinois School Nutrition Association's mission statement is . . .

To assist our members in advancing the availability, quality, and acceptance of school nutrition programs as an integral part of education.



. . . the BEST REASON to Join!

Mark Your Calendar for the School Nutrition Association's Annual National Conference 2009, June 29–July 2

The School Nutrition Association's Annual National Conference (ANC) is June 29–July 2, 2009, in Las Vegas at the Mandalay Bay Conference Center. For further information and online registration, visit <http://docs.schoolnutrition.org/meetingsandevents/anc2009/>.

School-Based Child Nutrition Programs Workshops



Unlock your training through School-Based Child Nutrition Programs Workshops.

Upcoming workshops include Summer Food Service Program (SFSP) for new and current sponsors, Menu Planning and Dietary Guidelines Training, Basic Training, and Certification and Verification. For current information, locations, additional details and registration for these upcoming trainings, visit www.isbe.net/nutrition/htmls/workshops.htm.

Calendar of Events–MAY

- Renew any meal service contracts or school-to-school agreements (if applicable)
- Complete the Meal Count Edit prior to submission of the Claim for Reimbursement
- Submit Claim for Reimbursement Service Program—Alsip
- 2–6 American Commodity Distribution Association's Annual National Conference, Costa Mesa, California
- 4–8 Child Nutrition Employee Appreciation Week
- 5 Illinois School Wellness Conference—Decatur, Decatur Conference Center
- 13–15 IASBO Annual Conference and Exhibitions—St. Charles
- 16–19 National Restaurant Association Show—Chicago, McCormick Place
- 25 Memorial Day—ISBE office closed

www.isbe.net/nutrition—Your link to the Child Nutrition Programs in Illinois



Illinois State Board of Education

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