

The OUTLOOK

Nutrition Programs

Illinois State Board of Education

bulletin board

School Food Service Rules—Part 305

The Illinois State Board of Education (ISBE) adopted amendments to the School Food Service Rules—Part 305 on March 16, 2006. Filing of these amendments was prohibited by the Joint Committee on Administrative Rules (JCAR) on April 11, 2006. Efforts are under way to clarify JCAR's specific concerns so that ISBE can address them. This rulemaking cannot be concluded without further action by the Joint Committee or the General Assembly. The Nutrition Programs Division will continue to keep you updated. For additional information and resources on this rulemaking, please go to www.isbe.net/nutrition/htmls/rules.htm.

Important Reminders

- | | |
|-----------|---|
| May 1–5 | National Child Nutrition Employee Appreciation Week |
| June 4–10 | Summer Food Service Program Week |
| June 6 | National Hunger Awareness Day |

Use Nutrition Programs' Electronic Calendar

If you are looking for the date of an event such as Illinois School Breakfast Week, a workshop, or an advisory council meeting, then visit Nutrition Programs' electronic calendar at <http://webprod1.isbe.net/EventCalendar/eventcal.aspx> to see events, workshops, and more on a month-to-month basis! Important notices will be posted regularly.



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Welcome New Staff



Lindsay Blough

A graduate of Illinois State University in Normal, Illinois, Lindsay's education includes a B.A. and M.S. in Family and Consumer Science with an emphasis in nutrition. She has recently completed a dietetic internship at Tulane University in New Orleans, Louisiana. Lindsay will be working with school meals.



Debra Collins

Debra will be working in the National School Lunch area. Debra worked formerly as a Nutrition Educator for the St. Louis District Dairy Council, in the Springfield, Illinois office.

Administration

Claim Common Cent\$



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

Reminder for Fiscal Year 2006 Illinois Free Lunch/Breakfast Funding

All fiscal year (FY) 2006 Illinois Free/National School Lunch and Breakfast claims for July 2005 through June 2006 must be filed by July 31, 2006, in order to receive Illinois Free Lunch/Breakfast funding. The prorating process for FY06 Illinois Free Lunch/Breakfast will begin in August. Any claims received after July 31, 2006, may not receive full Illinois Free Lunch/Breakfast funding.

If you have any questions, please contact Funding and Disbursements personnel at 217/782-5256.

Expect Household Eligibility Application Online By May 31

The 2006-2007 Household Eligibility Application for free and reduced-price meals will be available on our website (www.isbe.net/nutrition) no later than May 31, 2006. All forms used in prior years to create copies for distribution should be discarded. The new application form must be used.

We realize schools like to prepare materials before this time for the upcoming school year; however, program regulations require schools to distribute free and reduced-price Household Eligibility Applications *at the beginning of the school year* (July/August).

If you have any questions, please contact Nutrition Programs at 800/545-7892 (Illinois only), 217/782-2491, or via email at cnp@isbe.net.

Record Retention Requirements for Child Nutrition Program Procurement Transactions

All school food authorities (SFAs) are required to retain program-related records for a period of three years from the day the SFA's final allowable payment under the contract has been recorded. This is true regardless of whether the final payment is recorded prior to the expiration of the contract or subsequent to the expiration date.

However, when a procurement contract allows for renewals, the three-year retention period begins when the final contract renewal period has expired and/or the final payment is recorded, whichever occurs last. The three-year retention period does not begin with the initial contract execution.

Actions such as bid protests, litigation, and audits may result in an extension of this three-year record retention period. In all such cases, the records must be retained until 1) the completion of the action and resolution of all issues arising from it or 2) the expiration of the regular three-year period, whichever occurs later.

Examples of records to be kept include:

- Written rationale for the method of procurement;
- Copy of the Invitation for Bid or Request for Proposal;
- Selection of contract type (fixed price or cost reimbursable);
- Bidding and negotiation history;
- Basis for contractor selection;
- Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- Basis for award cost or price;
- Terms and conditions of the contract;
- Any changes to the contract and negotiation history;

- Billing and payment records;
- History of any contractor claims; and
- History of any contractor breaches.

If you have questions regarding record retention requirements, please contact the Nutrition Programs Division at 800/545-7892.



Think Summer!

With the warmer temperatures finally upon us, schools will be out soon and images of summer activities begin to flood our thoughts. However, for some children, no school means no food. But wait—there may be

help close by! Does your city operate a Summer Food Service Program? The Summer Food Service Program (SFSP) 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 (USDA) and administered by the Illinois State Board of Education.

To find the SFSP site closest to you, go to www.isbe.net/nutrition, scroll down and click on the big yellow button that says *Summer Food Service Program*, and then click on *Illinois Nutrition Programs Interactive Map*. You can search this map by either county or zip code for the closest program site and take your children there for a nutritious meal.

Other ways to participate in the Summer Food Service Program:

- Become a sponsor
- Run a site
- Be a vendor
- Volunteer

If you have any questions regarding the Summer Food Service Program, contact Amy Bianco at the Nutrition Programs Division of the Illinois State Board of Education at 800-545-7892 or email abianco@isbe.net.

Seamless Summer Option: An Opportunity for School Districts

Are there hungry kids in your district when school is out? It is now even easier to feed those kids! You can apply to operate the Seamless Summer Option in the National School Lunch Program or School Breakfast Program.

What is It?

The Seamless Summer Option combines features of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and Summer Food Service Program (SFSP). This option reduces paperwork and administrative burden, making it easier for schools to feed children from low-income

areas during the traditional summer vacation periods, for year-round schools, and long school vacation periods (generally exceeding two to three weeks).

Why Should Schools Do This?

- Your community needs it—kids still need good food, even when school is out.
- It is easy—continue the same meal service rules and claiming procedures used during the regular school year.
- There is reduced paperwork and monitoring rules, compared to running different child nutrition programs at the same time.
- Although the traditional SFSP is still available to schools, the Seamless Summer Option offers a streamlined approach to feeding hungry children in your community.

How Does it Work?

School districts participating in the National School Lunch Program or the School Breakfast Program are eligible to apply for the Seamless Summer Option. Once approved by the Illinois State Board of Education, school districts serve meals free of charge to children 18 years and under from low-income areas.

The same NSLP and SBP rules apply for this meal service. Meals served are reimbursed at NSLP and/or SBP *free* rates. Allowable meals may include breakfast, a.m. snack, lunch, p.m. snack, and supper. Up to two types of meals, except lunch and supper, per day can be reimbursed (three for migrant sites and camps).

The various types of sites allowed to participate in this option include:

- **Open sites**—all children eat free in communities where at least 50 percent of the children are eligible for free/reduced-price school meals.
- **Restricted open sites**—sites that meet the open site criteria (explained above) but are later restricted for safety, control, or security reasons.
- **Closed enrolled sites**—may be in any community for an enrolled group of low-income children and meet the 50 percent criteria explained above. This excludes academic summer schools.
- **Migrant sites**—serving children of migrant families.
- **Camps**—residential or non-residential camps.

For additional information, contact Evelyn Phelps at 217/782-2491 or 800/545-7892 or visit our website at www.isbe.net/nutrition/htmls/summer.htm. Information can also be found on USDA's website at www.fns.usda.gov/cnd/summer/.

You may not operate this option at schools only open for students attending an academic summer school unless you open your doors to the community. (In this situation, you must operate the traditional NSLP/SBP.)

Make the Grade With the After-School Snack Program!

Does your school participate in the National School Lunch Program? Does your school conduct an after-school program that provides educational or enrichment activities for children? If you answered “yes” to both of these questions you should consider participating in the NSLP After-School Snack Program. For more answers to your questions read on:

Question: Who is eligible to receive after-school snacks?
Answer: All school-age children who are 18 or under at the start of the school year may receive a reimbursable snack.

Question: What qualifies as an educational or enrichment activity?
Answer: Educational or enrichment activities could include arts and crafts, homework assistance, life skills and computer or remedial education. Competitive sports teams are not eligible to participate.

Question: What kinds of snacks are served?
Answer: Snacks must contain at least two different components from the following four:

- Fluid milk
- Meat or meat alternate
- Vegetable(s) or fruit(s) or full strength vegetable or fruit juice
- Whole-grain or enriched bread or cereal

More questions? Contact the Nutrition Programs Division at 800/545-7892

School Year 2006 Commodities Stored Over Summer Break

In an attempt to reduce/eliminate out of date product being shipped in the subsequent school year, ISBE discouraged over summer storage of SY2005 commodities. For this same reason, we also ask that all SY2006 commodities stored over the summer be delivered within the first three months of SY2007 (August, September, and October of 2006).

If you have any SY2006 commodities you know you will not use, contact the Food Distribution Program by **May 1, 2006**, so we can unallocate these items from you and allocate them to schools to use before the expiration date. You may contact Food Distribution Program staff at 217/782-2491.

SY2007 Deliveries

SY2007 will begin with August 2006 deliveries. Schools will be able to go to the Illinois Commodity System (ICS) website and look at the commodities allocated to them for this first delivery period on July 13, 2006. During the period July 13 through July 20, changes can be made to the allocation if needed. Also, please be sure to check the delivery schedule located on the Food Distribution homepage to find out when your first delivery of SY2007 is scheduled. If your scheduled delivery date for August 2006 is before you will be in session or before you need commodities, be sure to mark “Do Not Deliver” during the July 13–20 adjustment period. Have a great summer and be sure to contact the Food Distribution Program at 217/782-2491 if you have any questions.

Food Service and Nutrition

Revisions to 2001 Food Buying Guide

If you are using the 2001 Food Buying Guide, please be aware that USDA corrected some errors identified by users. It is important to use the Pen and Ink Changes, issued by USDA in 2003 when using the 2001 Food Buying Guide resource. The document can be found at <http://schoolmeals.nal.usda.gov/FBG/buyingguide.html>.

Milk: Lactose Intolerance versus Allergy

What is the difference?

You may be serving children with one of these conditions. Here is a quick review of the differences and similarities of these two reactions to milk products.

Lactose Intolerance: Is a digestive disorder in the small intestine. Individuals who are lactose intolerant do not produce enough of the digestive enzyme lactase. Lactase is the primary enzyme for digesting lactose, the natural sugar in milk. The symptoms range from mild to severe and occur within 30 minutes of eating a dairy food. The most common symptoms experienced include nausea, abdominal cramping, bloating, gas, and diarrhea. Although lactose intolerance causes great discomfort, it in itself is not life threatening. Lactose intolerance can be hereditary and can show up as early as two years of age. Later in life a digestive disease can bring on lactose intolerance.

Milk Allergy: The immune system detects the milk protein casein in the body and perceives it as an attacking agent. The body develops antibodies and triggers an allergic reaction when dairy products are eaten. Symptoms of a milk allergy can be similar to those of lactose intolerance, but can increase in severity. Symptoms can occur within minutes or up to two hours after consuming the offending food. Each

time the immune system detects casein, it produces antibodies and strengthens the reaction to a perceived attack on the immune system. Symptoms can again range from mild to severe, but can also be life threatening. Some common symptoms are tingling in the mouth, swelling of the tongue and tightening of the throat which can obstruct the airway, developing hives, stomach cramps, vomiting, and diarrhea. In the most extreme cases, blood pressure can drop, a loss of consciousness can occur, and even death.

If you are serving these students, it is helpful to be aware of their conditions and how you can prepare foods safely. Some may require complete restrictions from all dairy products which will mean closely monitoring the labels of the foods being served. You may also need to consider preparation of foods and take extra measures not to expose other foods to dairy products during preparations.

Bookmark Team Nutrition Website

Let your fingers do the walking to the USDA's Team Nutrition website at <http://teamnutrition.usda.gov/team.html> to find an event calendar, a link to the Healthy School Meals Resource System, MyPyramid for Kids, nutrition education studies, recent USDA and Food and Nutrition Service news, school success stories, and more!

Grants, Awards, and Honors

Action for Healthy Kids Website Releases Findings on Illinois Grant Study

Visit the Action for Healthy Kids website at www.actionforhealthykids.org to download the recently released report, *An Action for Healthy Kids Report: Helping Students Make Better Food Choices in School*. The report covers the findings of a dozen Illinois schools that implemented strategies to improve student food choices.

Other reports available online include:

- *An Action for Healthy Kids Report: Parents' Views on School Wellness Practices*
- *The Learning Connection: The Value of Improving Nutrition and Physical Activity in Our Schools*

This national site offers information on events, programs, reports, a newsroom link, and resources to improve school environments.

Training, Tips and Tools

Local Wellness Policy Training

Calling All Superintendents . . .

Concerned that the deadline for having a Local Wellness Policy in place in your schools is quickly approaching? Training is being offered throughout the state by the Illinois NET Program in cooperation with the Illinois Association of Regional School Superintendents (IARSS). Earn two continuing professional development units (CPDU) while having questions answered about how to create an exemplary wellness policy. Be an advocate and encourage schools in your region to sign up for a regional Local Wellness Policy workshop. To access the link for training dates, locations, and contacts, visit Illinois NET online at www.kidseatwell.org and click on the *What's New Section*. If you have any questions about the workshops, please call Illinois NET at 800/466-7998.

Basic Training for National School Lunch Program to be Offered in August

In August 2006, the Illinois State Board of Education Nutrition Programs Division will again offer introductory workshops targeted to new sponsors/new staff of school-based Child Nutrition Programs. The half-day workshop will provide participants with an overview of the United States Department of Agriculture's regulations that govern the school-based programs including processing household applications, verification, completing the annual application process and financial reports, menu planning, commodities, and much more. Even though primarily designed for new sponsors/new staff, the workshops will serve as an excellent overview of the program regulations for anyone with these responsibilities.

Dates and locations are as follows:

Thursday, August 10, 2006

8:30 a.m.–12:30 p.m.
Northfield Inn & Conference Center
Springfield

Thursday, August 24, 2006

8:30 a.m.–12:30 p.m.
Hilton Hotel
Oak Lawn

Registration for both locations will begin at 8 a.m. Beverages will be provided; however, no food will be served. Feel free to bring a snack for breaks. For specific workshop information and to preregister (required) go to www.isbe.net/nutrition/htmls/workshops.htm and click on *Workshop/ Training Schedule and Online Registration*. Contact division staff by phone at 800/545-7892 or via email at cnp@isbe.net with any questions.

Register for Windows of Wellness Workshops Today!

Do not forget to register to attend a National School Lunch Program Windows of Wellness (WOW) Workshop being offered throughout the state during June. Following is a tentative agenda for the one-day workshops:

Time	Session
7:30–8 a.m.	Registration
8–8:45 a.m.	General Session I Welcome and Updates
8:45–9 a.m.	Break
9–10 a.m.	Concurrent Sessions I <i>Basic Training on Certification and Verification of Household Applications</i> OR <i>Commodities</i>
10–10:15 a.m.	Break
10:15–11:15 a.m.	Concurrent Sessions II <i>Civil Rights</i> OR <i>Wellness Promotion</i>
11:15 a.m.–12 p.m.	General Session II <i>Lunch AND Overview of NET Services</i>
12–1 p.m.	Concurrent Sessions III <i>Reviews</i> OR <i>Building a Healthy A La Carte Program</i>
1–1:15 p.m.	Break
1:15–2:15 p.m.	General Session III <i>School Food Service Rules—Part 305 AND Local Wellness Policy</i>
2:15–3:15 p.m.	General Session IV <i>Food Safety (Illinois Department of Public Health)</i>

For workshop dates and locations and to preregister go to www.isbe.net/nutrition/htmls/workshops.htm.

NOTE: If you registered for a workshop but are unable to attend, please contact Nutrition Programs staff at 800/545-7892 to cancel.

Plan Now for School Year 2007 Special Events

As you prepare for SY07 activities, plan to include the following special events.

- National School Lunch Week (NSLW), *Vote for School Lunch*, October 9–13, 2006, since 1962
- Illinois School Breakfast Week (ISBW), November 13–19, 2006, since 1989
- National School Breakfast Week (NSBW), *A World of School Breakfasts*, March 5–9, 2007, reference the April issue of *School Foodservice & Nutrition Journal* (pages 49–61)
- Child Nutrition Week, first week in May, approximately 15 years old. Reference the April issue (pages 25–37) of the *School Foodservice & Nutrition Journal*, or online at www.schoolnutrition.org

The 2006 Outlook Index/2005-2006

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CALENDAR OF EVENTS

June

- National Dairy Month
- Complete the Meal Count Edit prior to submission of the Claim for Reimbursement
- 2 Deadline to submit the Summer Food Service Program application
- 4–10 Summer Food Service Program Week
- 5 Submit Claim for Reimbursement
- 6 National School Lunch Program (NSLP) Workshop—Effingham
- 7 NSLP Workshop—Carbondale
- 8 NSLP Workshop—Fairview Heights
- 13–20 Make changes, if needed, for July commodity deliveries
- 13 NSLP Workshop—Bloomington
- 14 NSLP Workshop—Rock Island
- 14 Hunger Awareness Day
- 15 NSLP Workshop—Jacksonville
- 19–21 Illinois School Nutrition Association (ISNA) 56th Annual Conference—Peoria
- 27 NSLP Workshop—Rockford
- 28 NSLP Workshop—Arlington Heights
- 29 NSLP Workshop—Oak Lawn

July

- Rates of Reimbursement (July 1, 2006–June 30, 2007) available on our website (www.isbe.net/nutrition)
- 4 Independence Day, ISBE Office Closed
- 5 Submit Claim for Reimbursement
- 13–20 Make changes, if needed, for August commodity deliveries
- 16–19 School Nutrition Association’s (SNA) 60th Annual National Conference—Los Angeles, California

- Only Two More Illinois *Capturing the School Milk Opportunity* Seminars Left Feb-06
- Orlando Selected as Site for Child Nutrition Industry Conference Dec-05
- Participate in Professional Development and Advance Your Future Career Sep-05
- Public Service Website Stresses Hand Washing Jan-06
- Register for Windows of Wellness Workshops Today! May-06
- Satellite Seminar Program on Local School Wellness Policy . Aug-05
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GRANTS/AWARDS/HONORS

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- Wellness Policy State Agency Grant Plans Feb-06



Illinois State Board of Education

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