

# The OUTLOOK

## Nutrition Programs

Illinois State Board of Education



bulletin  
board

### Congratulations!

**Y**ou have completed another school year. See you back in August when *The Outlook* newsletter returns. Watch for *The Outlook* in your mailbox and the posting at [www.isbe.net/nutrition](http://www.isbe.net/nutrition). Have a safe and fun summer!

### Date Savers

**J**une 6 is the last day for early bird Registration for the School Nutrition Association's 2008 Annual National Conference being held in Philadelphia, Pennsylvania. To register, go to <http://docs.schoolnutrition.org/meetingsandevents/anc2008/register.asp>.

### Important Dates



- May 5–9 National Child Nutrition Employee Appreciation Week
- May 6 Illinois School Wellness Conference, From A to Z—Decatur, Decatur Conference Center (<http://www.actionforhealthykids.org/StateSpecificInfo.php?state=IL>)
- May 7 Project ACES (All Children Exercising Simultaneously)
- May 15 Deadline for early bird registration for the June 17–19 Illinois School Nutrition Association's Conference—Moline, I Wireless Center (<http://guest.cvent.com/EVENTS/Info/Summary.aspx?e=1a63cb21-a7dd-4008-acdb-99aeaba4abc2>)
- May 16 Fresh Fruit and Vegetable Program Grant Applications are due
- May 17–20 National Restaurant Association Show—Chicago, McCormick Place (<http://www.restaurant.org/show/attendees/registration.cfm>)
- May 26 Memorial Day—Illinois State Board of Education (ISBE) office closed
- May 31 Household income eligibility documents for fiscal year 2009 available at [www.isbe.net/nutrition](http://www.isbe.net/nutrition)
- June 2 Deadline to submit the Summer Food Service Program application

### May 2008 — *The Outlook*

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## Invitation to Comment on Rules

**P**roposed amendments to the rules governing school food service (23 Illinois Administrative Code 305) were recently reviewed by the Illinois State Board of Education and are currently available for public comment. This set of amendments responds to recommendations set forth in the report of the School Wellness Task Force. The proposed requirements continue to apply only to participants in the federal school meals programs that serve students in grades 8 and below (i.e., the requirements will not apply to high schools).

The proposed amendments have been posted on ISBE's website at [www.isbe.net/rules](http://www.isbe.net/rules); choose *Proposed Rules and Amendments*. Public comments may be submitted no later than May 19, 2008, either via email ([rules@isbe.net](mailto:rules@isbe.net)) or via standard mail (Sally Vogl, General Counsel, Illinois State Board of Education, 100 North First Street S-493, Springfield, Illinois 62777-0001).

*THE DEADLINE FOR PUBLIC COMMENT  
IS MAY 19, 2008*

## Administration

### National Child Nutrition Employee Appreciation Week

May 5–9, 2008

**M**ake plans now to recognize and honor your child nutrition employees during National Child Nutrition Employee Appreciation Week, May 5–9, 2008. Visit School Nutrition Association's website at <http://www.schoolnutrition.org/CNEA2.aspx?id=2705> for ways to demonstrate your appreciation, and view and print a sample proclamation today.

### Expect School Year 2008–09 Household Eligibility Application Online in May

**T**he 2008–09 Household Eligibility Application for free and reduced-price meals will be available on our website ([www.isbe.net/nutrition](http://www.isbe.net/nutrition)) no later than May 30, 2008. 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 *no earlier than*

*four calendar weeks prior to the time the students start school*. Schools cannot send letters home at the end of the current school year for the next school year, nor can the schools begin accepting and processing applications before July 1 annually.

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

## CHANGE! Carryover of Eligibility

**G**iven the emphasis placed on prompt determinations and ensuring access to program benefits, the United States Department of Agriculture (USDA) just released new guidance requiring student eligibility determinations from the previous school year **BE CARRIED OVER 30 OPERATING DAYS** (beginning with the first day of school) into the current school year, or until a new eligibility determination for the current year is made. The eligibility carryover period cannot be greater than 30 operating days, but could be less than 30 operating days if a new eligibility determination is made by the local education agency (LEA) before the end of the carryover period. This guidance replaces previously issued guidance on page 2 of the April 2006 issue of *The Outlook*.

## USDA Releases New Eligibility Manual for School Meals

**T**he USDA recently released the updated *Eligibility Manual for School Meals—Federal Policy for Determining and Verifying Eligibility*. This document is available at <http://www.fns.usda.gov/cnd/Governance/notices/iegs/EligibilityManual.pdf>.

Due to the length of this document, copies may be requested via electronic mail at [cnp@isbe.net](mailto:cnp@isbe.net). Please include the following information:

- Subject line: USDA Eligibility Manual Request
- Body of the message: Name and complete address of the school
- Number of copies requested

Manuals will be mailed to schools in late July 2008.

While we encourage you to review the entire USDA guidance document, below we highlight some changes to note. The page number refers to the actual page number of the USDA *Eligibility Manual for School Meals—Federal Policy for Determining and Verifying Eligibility*.

- Local educational agencies should send out the Household Eligibility Application no earlier than four calendar weeks prior to the time students

start school. Household Eligibility Applications cannot be sent home at the end of the school year for next year, nor can the LEAs begin accepting and processing Household Eligibility Applications before the beginning of the federally-defined school year which is July 1 through June 30. (Page 7)

- Student eligibility determinations from the previous school year must be carried over 30 operating days (beginning with the first day of school) into the current school year, or until a new eligibility determination for the current year is made. The eligibility carryover period cannot be greater than 30 operating days, but can be less than 30 operating days if a new eligibility determination is made by the LEA before the end of the carryover period. (Pages 15–16)
- When income is reported on a Household Eligibility Application that is received by the household at different intervals, all income must be annualized. LEAs cannot convert the income to a monthly amount effective SY2008–09. All software must be updated to reflect this policy. (Page 19)
- If a Household Eligibility Application is missing required information, the determining official may not complete the application using information derived from other records available to the school. (Page 26)
- When joint custody has been awarded and the child physically changes residence, the greatest benefit level is used. For example, the mother’s household qualifies for free benefits while the father’s household qualifies as reduced-price, the child would receive free meals, regardless of which parent has custody. (Page 32)
- If benefits to a household have been terminated and the household reapplies for benefits in the same school year, the household is required to submit income documentation or proof of participation in the Food Stamps Program or Temporary Assistance to Needy Families (TANF) at the time of reapplication. Such Household Eligibility Applications may not be processed and approved without documentation. (Page 77)

ISBE will be updating the Administrative Handbook and all materials available online to reflect these changes as well as other programmatic changes. The *Basic Training* workshops to be held in July through September 2008 will reflect the most current guidance from USDA. Register today! For more information about the Basic Training workshops and all ISBE-sponsored training opportunities, please visit <http://www.isbe.net/nutrition/htmls/workshops.htm>.

## Direct Certification—The Letters are Coming!

**D**irect certification is a simplified method of determining student’s eligibility for free meals through the National School Lunch and School Breakfast Programs or free milk under the Special Milk Program without completing a Household Eligibility Application. In addition, students certified to receive free meals or milk are not subject to verification.

In conjunction with the Illinois Department of Human Services (IDHS), in early July, each school-aged child receiving Food Stamp Program benefits or Temporary Assistance to Needy Families (TANF) will receive a letter from IDHS notifying them of their eligibility to receive free meals or milk. The household takes the letter to the school to establish eligibility for free meals or milk. The school food authority (SFA) should sign and date the letter upon receipt and promptly provide benefits.

Students eligible for free meals through the National School Lunch Program (NSLP) and School Breakfast Program receive the reimbursable meal only; this letter does not apply to a la carte purchases or extra milk. The school cannot provide free milk to students who bring bag lunches in schools where free meals, which include milk, are available to students.

For more detailed information about the direct certification process in Illinois, please refer to the *Public Announcement and Certification of Eligibility* section of the School-Based Child Nutrition Programs Administrative Handbook available online at [http://www.isbe.net/nutrition/pdf/sbn\\_admin\\_handbook.pdf](http://www.isbe.net/nutrition/pdf/sbn_admin_handbook.pdf).

## Updating Your Sponsor and/or Site Information

**A**s this school year is quickly coming to an end and you start preparing for next year, you may have updates and changes to make to your online application. This information is extremely important to ISBE so we can quickly and efficiently get information into the hands of those who need it. Instructions on how to update your Sponsor and Site Applications are below. For all of the following updates, you will login to IWAS and choose *System Listing*, click on *Child Nutrition ACES*, then select *Sponsor* and for *Program Type* choose *NSLP*, and for *Program Year* select *2008*. **Address Changes**—Go to the *Select a Link* box. If it is one of your sites, you will click on *View Sites* and choose the *Site Application* for the specific site you will be changing. You will then go to the address



and click on *Request Change*, then input the new address. Once completed, ISBE will be notified that you have requested to change your address. We then match your request to our state records. As long as these records match, we will approve the change and your application will be updated. If the records do not match, you will receive an email providing you with instructions on how to update the state records so we can proceed with the updates. If you are updating your sponsor address, select *Sponsor Application* from the Select a Link box and follow the same instructions as above by utilizing the *Request Change* button.

**Contact Changes**—Keep your contact information on your Sponsor and Site Applications current; this is very important. ISBE often provides important information, updates, and upcoming due dates to the contacts listed on the applications. The online Sponsor Application can only hold information for the authorized representative and one contact person, and then each site can have one contact person. You can update this information at anytime through IWAS. This can be done by accessing each application(s) you wish to change, updating the information on the application(s), and then scrolling to the bottom of the application and clicking on *Submit*. Make sure email addresses are verified regularly.

**Adding a New Site**—Login to IWAS and access the Sponsor Application. Go to the *Select a Link* box, and choose *Add a New Site*. You will complete an online application for the new site and click on *Submit*. ISBE will then receive notification that you have added a new site and we will verify all information on the application. As long as all information is accurate, we will then approve the new site. If we have questions regarding any of the information we will be in touch to clarify any questions.

If you have any questions regarding this process, please contact ISBE at [cnp@isbe.net](mailto:cnp@isbe.net) or 800-545-7892.

## Wellness Policy Reminder

According to Public Act 094-0199, adopted in October 2007, “All remaining public school districts not participating in the Federal Child Nutrition Programs shall have a Local Wellness Policy in effect no later than the first day of school during 2008–2009 school year.” For guidance on developing a Local Wellness Policy, visit [http://www.isbe.net/nutrition/htmls/wellness\\_policy.htm](http://www.isbe.net/nutrition/htmls/wellness_policy.htm) and <http://www.kidseatwell.org/LocalWellnessPolicy.html>.

## Corrective Action Plans Reminder

With the end of the school year fast approaching, please take a few minutes to ensure your Corrective Action Plan response has been completed and submitted to our office, if applicable. **The Corrective Action Plan is due approximately 30 days after your Administrative Report is issued.** The Administrative Review process is not completed until the Corrective Action Plan is approved by our office.

## Claim Common Cent\$

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



### Combined Claims for Reimbursement

Since Claims for Reimbursement are completed online, you can no longer combine June claims with May nor August with September. A separate claim must be submitted for each month regardless of the number of serving days. You may submit your June claim after all serving days are completed. You do not have to wait until the calendar month is complete. For example, if the last day meals were served is June 10, then you may file your June claim on June 11. You do not have to wait until the end of the month.

### Agreement Number/Sponsor ID/RCDT Code

PLEASE have your agreement number (also referred to as sponsor ID or **Region-County-District-Type** code) available when you call our office for claim questions. It is the first thing we will ask you in order to assist you. If you have any claim questions please contact Carol Curto or Gladys Rothenberg in Funding and Disbursements at 217/782-5256.

## Investigation of Food-Borne and Water Outbreaks

A food or waterborne outbreak is investigated by the local health jurisdiction where the food was prepared or where the food was eaten unless otherwise decided by the involved local health departments (LHDs). If an outbreak crosses local health department boundaries, the involved LHDs coordinate the response with each other and with the Illinois Department of Public Health. The U.S. Centers for Disease Control and Prevention (CDC) coordinates multi-state outbreak investigations. Responses to a food-borne outbreak may include environmental investigations of the food service establishment; epidemiologic investigations;

and collection of human, environmental, and/or food specimens for testing.

During an outbreak investigation, it is important to quickly gather information on the symptoms, duration, and incubation period of the illness. This helps determine how human and food specimens are collected and what laboratory testing should be done. Once a food is implicated by the epidemiological investigation, a decision is made on what laboratory testing will be done based on symptoms, duration, and incubation period of illness.

In the seven-year period between 1999 and 2005, there were 257 reported food-borne outbreaks and 14 reported waterborne outbreaks in Illinois. More than 10,000 persons became ill as a result of these outbreaks. At least 277 persons were reported hospitalized after becoming ill and one fatality was associated with these outbreaks.

The top six factors contributing to these outbreaks were: improper holding temperatures, poor personal hygiene of food handler, bare-hand contact with food by food handler, contaminated surfaces, inadequate cleaning, and food handling by an infected person.

## Food Distribution

### Information for Your Auditors

Now that the delivery periods for this school year are over, make sure you print out the April 2008 Bulletin Report for your auditors. It is the responsibility of each school to provide this information for the auditors, including the amount received from the Department of Defense (DoD) Fresh Fruit and Vegetable Program.

The April 2008 Bulletin Report for commodities is easy to locate, and we suggest this information be given to the school bookkeeper by the end of each school year. The information is available on the Illinois Commodity System (ICS) website under *Reports*, then select *Bulletin Report*.

In the *Contract Summary for School Year 2008* section, the value of commodities allocated for that year will be the total of the amounts shown as *A PAL (Planned Assistance Level) Allocated, B PAL Allocated, Processing Deductions, and Value of Bonus Commodities*. If you received DoD fresh fruits and vegetables, you will need to include that value as well. You need to calculate this from your DoD invoices.

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

## School Year 2009 Deliveries

School year (SY) 2009 will begin with August 2008 deliveries. Schools will be able to go on the ICS and look at the commodities allocated to them for this first delivery period on July 13, 2008. During the period July 13 through July 20, changes can be made to the allocation if needed. Also, please check the delivery schedule located on the Food Distribution Program homepage to find out when your first delivery of SY2009 will be. If your scheduled delivery date for August 2008 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 contact the Food Distribution Program staff at (217) 782-2491 if you have any questions.

## Department of Defense Fresh Fruit and Vegetable Program Unused Funds

Unused funds are now available for use by other schools participating in the program. Funds will be available until the entire states funds are spent. For the current school year, the Department of Defense allowed participation in the program to all schools that requested to participate subject to a \$500 allocation floor. ISBE allocated the money we could spend with DoD amongst all schools that selected yes under *Fresh Fruits and Vegetables Participation* on the *Annual Order Forms* menu option on ICS. Recent reports from DoD indicate many schools that have money allocated to them have yet to place any orders for fresh fruits or vegetables. Schools can see how much money has been allocated to them by selecting *Fresh Fruits and Vegetables Participation* on the *Annual Order Forms* menu option on ICS.

Those schools that have not spent any of the money allocated to them are advised to contact DoD at 215/737-3676 to begin placing orders

## Food Industry Recipes

Did you know the food industry provides recipes at the Food Distribution Program website? If you are looking for ways to use commodities such as turkey, pears, potatoes, peanuts, cherry, eggs and more, then bookmark this industry website (USDA commodities) by accessing <http://www.fns.usda.gov/fdd/recipes/guests.htm>.

## Food Service and Nutrition

### SPICE IT UP! In 2009

**I**nventory your spice racks to see if you have the spices and herbs listed in the spice chart below. Reference the chart when preparing foods to improve flavor, taste, and appeal for your customers. The ratio to using dried herbs to fresh is one to three. To ensure freshness, store dried herbs and spices away from light and heat in airtight containers.



SPICE CHART

	Beef	Breads	Chicken	Fish	Meat	Salads	Soups	Snacks	Veg
Basil		–	–	a	a	a	a	–	a
Cinnamon		a	–	–	–	a	–	a	a
Chili Powder		–	–	a	–	a	a	–	a
Cloves		–	–	–	–	a	a	–	a
Dill Weed/ Seed		–	–	a	–	a	a	–	a
Ginger		–	–	–	a	a	a	–	a
Marjoram	a	–	a	a	–	a	a	–	a
Nutmeg		–	–	–	a	–	–	a	a
Oregano		–	a	–	a	a	a	–	a
Parsley		–	–	a	a	a	–	–	a
Rosemary		–	–	a	a	a	–	–	a
Sage		–	a	–	a	a	a	–	a
Thyme		–	a	a	–	a	–	–	a

Source: modified [http://hin.nhlbi.nih.gov/nhbpep\\_kit/herbs.htm](http://hin.nhlbi.nih.gov/nhbpep_kit/herbs.htm)

### 2008–2009 Special Observances Dates/Themes Announced

**T**he School Nutrition Association has announced the 2008–09 National School Lunch Week and the National School Breakfast Week themes. Bookmark their respective websites to use for planning, promoting, and publicizing your special events. Each site contains recipes, menus, logos and artwork, suggestions for events, proclamations, and much more!



*National School Lunch Week, October 13–17, 2008*

Please bookmark [www.schoolnutrition.org/vote](http://www.schoolnutrition.org/vote) and check back regularly. Visit <http://docs.schoolnutrition.org/meetingsandevents/nslw2007/nslw.asp> for further information.

*National School Breakfast Week, March 2–6, 2009*

Please bookmark [www.schoolnutrition.org/nsbw](http://www.schoolnutrition.org/nsbw) and check back regularly. Visit <http://docs.schoolnutrition.org/meetingsandevents/nsbw2008/index.html> for more information.

## Grants, Awards, and Honors

### GRANTS—Are You Considering Starting a School Breakfast Program at Your School?

**I**f so, join the forty-two schools who have thus far taken advantage of the \$3,500 state-funded School Breakfast Program Start-Up Grant for 2007–08! Funds can be used towards any non-recurring costs (costs related to the start-up of the program only), equipment (refrigeration equipment, serving equipment, warming trays, carts, menu boards, toasters, cereal dispensers, etc.), outreach and materials (conference attendance, brochures, flyers, menus, etc.). Any school that does not currently operate a School Breakfast Program, but agrees to operate a program for at least 20 serving days in the start-up year and three years beyond is eligible to apply. The application process is simple. Go to <http://www.isbe.net/nutrition> and click on the box entitled *School Breakfast Program*. Funds are still available for the 2007–08 school year. Application materials for the 2008–09 school year will be available online in early July, provided funding is available.

### HealthierUS School Challenge: Recognizing Nutrition Excellence in Schools

**C**onsider taking the HealthierUS School Challenge next school year! By meeting the Food and Nutrition Service's standards, your school may be eligible for a bronze, silver, or even a gold school status. Visit <http://teamnutrition.usda.gov/HealthierUS/index.html> for the application information. Consider challenging your school to join the 166 gold schools and 17 silver schools nationally in 2009! Become the first Illinois HealthierUS School Challenge recipient!

## Training, Tips, and Tools

### Upcoming Workshops and Conferences

**W**hile you are enjoying your well earned summer break, please remember to schedule a day to attend our National School Lunch Program Basic Training workshops. We recommend everyone



attend, but would like to extend an extra special invitation to two specific groups of individuals. The first group is new individuals to the school nutrition programs and seasoned individuals that have not attended training in several years. The second group is individuals within schools that have not been administratively reviewed in four or five years. The Basic Training workshops will assist you in preparing for the coordinated review to avoid citations and fiscal assessments.

Remember to visit our website at [www.isbe.net/nutrition](http://www.isbe.net/nutrition), under *Special Events and Workshops*, for workshop notices, conferences, and more this spring. Learn about the Basic Training workshop; NSLP Seamless Summer Training; Developing a Food Safety Program; Healthy Meals, Healthy Students workshop; Summer Food Service Program Orientation, and more!

### Calendar of Events—June, July, and August

	Submit Claim for Reimbursement
	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
16–19	Illinois School Nutrition Association’s 58th Annual Conference—Moline
26	Healthy Meals, Healthy Students—Implementing the 2005 Dietary Guidelines at Your School—Fairview Heights
<b>July</b>	
	Submit Claim for Reimbursement
	Complete the meal count edit prior to submission of the Claim for Reimbursement
4	Independence Day—ISBE office closed
8–9	USDA’s Special Needs Conference—Chicago
10	Developing a Food Safety Program Workshop—Lombard
10	Healthy Meals, Healthy Students—Implementing the 2005 Dietary Guidelines at Your School—Lombard
13–20	Make changes, if needed, for August commodity deliveries
16	Basic Training—Schaumburg
17	Basic Training—Tinley Park
19–23	Society for Nutrition Education’s Conference—Atlanta, Georgia ( <a href="http://www.sne.org/">http://www.sne.org/</a> )
20–23	School Nutrition Association (SNA) 62nd Annual National Conference—Philadelphia,

Pennsylvania (<http://docs.schoolnutrition.org/meetingsandevents/anc2008/>)

- 30 Basic Training—Effingham
- 31 Basic Training—Fairview Heights

### August

- Submit Claim for Reimbursement
- Complete the meal count edit prior to submission of the Claim for Reimbursement
- 6 Basic Training—Oak Lawn
- 7 Basic Training—Bolingbrook
- 13 Basic Training—Galesburg
- 14 Basic Training—Bloomington
- 27 Healthy Meals, Healthy Students—Implementing the 2005 Dietary Guidelines at Your School—Springfield

## SCHOOL MEALS SNAPSHOT

Fiscal Year 2007 — JULY 2006–JUNE 2007

### National School Lunch Program (NSLP)

Number of Participating Schools .....	4,311
Number of Lunches Served Annually .....	185,949,959
Number of Free .....	102,779,782
Number of Reduced-Price .....	14,771,001
Number of Paid .....	68,399,176

### School Breakfast Program (BKFST)

Number Participating Schools .....	2,966
Number of Breakfasts Served Annually .....	45,543,187
Number of Free .....	36,697,385
Number of Reduced-Price .....	2,915,393
Number of Paid .....	5,930,409

### After-School Snack Program (SNACK)

Number of Participating Schools .....	640
Number of Snacks Served Annually .....	3,842,242
Number of Snacks Served Daily .....	18,314

### Funding

Federal Reimbursements	
<b>(October 2006–September 2007)</b> .....	\$296,643,971
National School Lunch and After School Snacks	
Federal Reimbursements	
<b>(October 2006–September 2007)</b> .....	\$61,357,905
School Breakfast Program	
State Reimbursements <b>(July 2006–June 2007)</b>	
National School Lunch and Breakfast	
Programs .....	\$20,999,993

### Commodities

School Entitlement Value of USDA Commodities	
.....	\$.20/per meal

## August 14 Basic Training Workshop Location Change

**P**lease note: The August 14 Basic Training workshop to be held in Bloomington has been moved from the Hawthorne Suites to the Parke Hotel & Conference Center located at 1414 North Towanda Barnes Road. For further information on the location, visit Park Hotel and Conference Center's website at <http://www.parkehotel.com/index.php>.



## Fresh Fruit and Vegetable Program Grant Opportunity!

**W**e are happy to announce that Illinois was recently added as a state to participate in the Fresh Fruit & Vegetable Program (FFVP). The



purpose of the program is to increase fruit (both fresh and dried) and fresh vegetable consumption in elementary and secondary schools. This wonderful program will award grants to 25 Illinois school buildings for the 2008–2009 school year.

Visit our website at [www.isbe.net/nutrition](http://www.isbe.net/nutrition) for additional information about this program and to access the FFVP grant application. In order to be considered for this exciting program for your 2008–2009 school year, you must complete and submit the grant application to our office no later than May 16, 2008!

If you have any questions, please contact Lindsay Blough or Roxanne Ramage at [cnp@isbe.net](mailto:cnp@isbe.net) or call (800) 545-7892 or (217) 782-2491. We hope you will consider taking part in the Fresh Fruit & Vegetable Program as another way to help your students develop lifelong healthful eating habits.



## Illinois State Board of Education

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[www.isbe.net](http://www.isbe.net)

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