

The OUTLOOK

Nutrition Programs

Illinois State Board of Education



bulletin board

Welcome Back!

Important Dates

- Sponsor and Site Application—Completion date no later than September 14
- National School Lunch Week—October 15-19, *Vote for School Lunch*

IMPORTANT! Sponsor/ Site Applications Due September 14

Sponsor/Site Applications to participate in the National School Lunch Program, School Breakfast Program, Special Milk Program, and/or After-School Care Snack Program during the 2007–08 school year will be available beginning mid-August. Applications will be accessible through IWAS (ISBE Web Application Security)/Application and Claim Entry System (ACES) and are due no later than September 14, 2007. For instructions on completing the applications, go to <http://www.isbe.net/nutrition/htmls/instructions.htm>.

Share Your Success Stories School Recognition Program Online

As schools implement effective changes as a result of Local Wellness Policies, the Illinois State Board of Education, Nutrition Programs Division encourages school(s) to **SHARE YOUR SUCCESS STORIES** related to your Local Wellness Policy efforts, specifically in nutrition, nutrition education, physical activity, and other school-based areas. We would appreciate your input by completing

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August 2007 — The Outlook

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Share Your Success Stories School Recognition Program Online *(continued)*

a simple questionnaire describing your success story. Watch our website at www.isbe.net/nutrition for more news!

Introducing New Division Staff

The Nutrition Programs Division announces the addition of three staff persons this summer. Welcome aboard Lou, Chad, and Debbie! Lou Berkman has been with ISBE for many years



Lou Berkman



Chad Martel



Debbie Stoneburner

working on grants which included Tech Prep, JTPA, Advanced Placement, Learning Technology Centers, and Educational Technology. He is very pleased to now be working with the Nutrition programs as a Field Monitor. Lou lives in Chicago and will be working with the Chicago area programs.

A graduate of Eastern Illinois University in Charleston, Illinois, Chad's degrees include a B.S. and M.S. in Family and Consumer Sciences with a Nutrition emphasis. Prior to relocating to the Springfield area, Chad worked for University of Illinois Extension as a Nutrition and Wellness Educator. Chad will be working in the School-Based Child Nutrition Programs area.

Debbie is a graduate of Southern Illinois University—Carbondale with a CPA from the University of Illinois. She is formerly a consultant with many years of experience in auditing, accounting and computerized accounting systems for various entities, profit and non-profit. She will be working in the day care homes section of the Child and Adult Care Food Program.

Expect Mailing to School Food Authorities and Individual School Sites this Month

Two separate mailings occurring this month will provide useful resources for school food

authorities (SFAs) and individual schools sites in the National School Lunch Program. As a service to schools, Illinois State Board of Education (ISBE) Nutrition Programs is mailing the following

To SFAs

- School-Based Child Nutrition Programs Administrative Handbook, July 2007
- School-Based Child Nutrition Programs Calendar School-Year 2007–2008
- USDA's School Meals Initiative (SMI) Tools for Success CD

To individual school sites

- School-Based Child Nutrition Programs Administrative Handbook, July 2007
- School-Based Child Nutrition Programs Calendar—School Year 2007–2008

If you have questions regarding these materials, please contact us at cnp@isbe.net, or via phone at 217/782-2491 or 800/545-7892

Administration

Household Eligibility Applications

Household eligibility documents (public announcement, letter to households, Household Eligibility Application, etc.) for the 2007–2008 school year are available on line at http://www.isbe.net/nutrition/htmls/household_eligibility.htm.

As you process applications for the new school year, KEEP IN MIND the following two important requirements:

1) Track which applications are error-prone applications! Error-prone applications are those applications with an income listed within \$100/month (\$1,200/year, \$50/twice per month, \$46.15/every two weeks, or \$23.07/week) above or below the free eligibility limit or below the reduced-price eligibility limit. Doing this will assist you later when it comes time to select applications for verification.

2) Regulations require that you verify no more and no less (unless certain criteria is met) than 3 percent of your total approved applications on file as of October 1, 2007! Therefore, to ensure you do not exceed

the 3 percent cap, it is recommended that you not verify any application (unless for cause) prior to the verification period of October 1–November 15.

School-Based Child Nutrition Programs Rates of Reimbursement

Effective July 1, 2007, Through June 30, 2008

National School Lunch Program			
	Less Than 60%	60% or More	
Paid	\$0.23	\$0.25	
Reduced-Price	\$2.07	\$2.09	
Free	\$2.47	\$2.49	
The maximum price for a student reduced-price lunch is \$4.00.			
School Breakfast Program			
	Non-Severe Need	Severe Need	
Paid	\$0.24	\$0.24	
Reduced-Price	\$1.05	\$1.31	
Free	\$1.35	\$1.61	
The maximum price for a student reduced-price breakfast is \$3.00.			
Special Milk Program			
	All Milk	Paid Milk	Free Milk
Pricing Program Without Free Option and Nonpricing Programs	\$0.17		
Pricing Program With Free Option		\$0.17	Average cost per 1/2 pint milk
After-School Snacks in After-School Care Programs			
	Paid	\$0.06	
	Reduced-Price	\$0.34	
	Free	\$0.68	
The maximum price for a student reduced-price after-school snack is \$1.15.			
Food Distribution Program			
Planned Assistance Level (PAL) \$0.2084 per lunch			
Illinois Free Breakfast and Lunch Programs			
\$0.1150 per each free breakfast and/or lunch			

School District Policy on Outstanding School Food Services Balances

Schools should have clear local policies regarding student accounts. ISBE does not have an established statewide policy on the dollar amount limits for food service accounts per student. It is advisable to limit charges per student to a relatively small amount. The term “charging” refers to any and all forms of exchange of verbal or signed agreement for payment of a meal after the service of the meal. For example, a school could establish \$10 or five meals as the maximum amount that a child can charge to their account.

Per the USDA, students eligible for *reduced-price* or *paid* meals must be provided a meal if they have money at the point of sale to pay for the current meal. Schools may deny a reduced-price or paid student if they do not provide the required payment for that meal. Students eligible for *free* meals must be provided a meal even if the student owes money (a la carte items or second meals purchased).

In cases of meals being charged, a written notice should be sent to parent(s) outlining the account balance, the school policy, and a date on which the adverse actions will go into effect. As with the replacement of benefit issuance documentation, a letter should be mailed stating that the account balance is at \$11, which is over the policy limit (provide information regarding the policy) and therefore meals/food/beverages will no longer be able to be charged to the account as of specific date (i.e. January 10, xxxx). The date should provide the parent time to pay the balance.

You may use all collection procedures available to the SFA for collection of debt including collection agencies. Just a reminder, per the USDA, students eligible for free meals sometimes accrue debt due to purchasing a la carte items and those students must receive their reimbursable meal, however, a la carte items should be handled according to the school’s policy on student accounts.

Finally, policies must be implemented and followed consistently. To ensure there is no overt identification of free or reduced-price eligible students, schools are encouraged to use the same procedures for all students, including full-price paid students, when dealing with benefit issuance documentation, outstanding food service account, and discipline.

Denying, Delaying, or Changing Meals as Discipline

Per USDA regulation, denial of meals and milk as a disciplinary action against any child enrolled in a school participating in a federal Child Nutrition Program is prohibited. If the withholding of meals or milk is the disciplinary action or the disciplinary action *directly* results in the loss of meals or milk, it is not allowable (e.g., a student is suspended from school during the meal or milk periods only). If however, the disciplinary action indirectly results

in the loss of meals or milk, it is allowable (e.g., a student is suspended from school).

Additionally, so long as there is no consequent discrimination against persons with disabilities or other protected groups, schools may delay meal/milk service or change meal components as a form of discipline. Delaying meal/milk service as a disciplinary action may involve serving outside the normally designated period or serving in an unusual location, such as a classroom or detention area. Changing meal components as a disciplinary action often takes the form of substituting peanut butter or cheese sandwiches for the normal entrée.

However, the required components must still be served and in Offer versus Serve situations the full range of component choices must still be offered. This means that in Food-Based Menu Planning Approach schools may not provide only a three-item bag lunch. The State Agency does not encourage substitution of meal components. The menu planning process is designed to meet overall nutrition guidelines over a week. Adding, deleting, or replacing food components may result in the menu planning process not meeting weekly nutritional guidelines.

Greet Fall With a Fresh Attitude

Use measures for success

Do you believe the axiom, “that which gets measured, gets managed”? Do you have measurements such as benchmarks or standards of success for your operation? How does your operation define success? Many reports and reference tools are available to evaluate your School Nutrition Programs. One of these is the School Nutrition Association’s Keys to Excellence Classics, an online self-assessment tool available at www.schoolnutrition.org. While it focuses on administration, communications and marketing, nutrition and nutrition education, and operations, others examine pricing, turnover, energy conservation, and/or food preparation specifically. For a quick starting point, read the Food and Nutrition Information Center’s (FNIC) Food Service Management Resource List, January 2007 at www.nal.usda.gov/fnic/service/management06.pdf.

As you reflect on last year’s operation, rate your operation in the following areas, either with a grade

or a numerical scale. If you were to characterize school year 2007, how would you describe your highs and lows? What would you like to see modified, improved, added, or removed? Plan to concentrate on those areas rated lower than others.

FOCUS AREA		FY2007 Rating	FY2008 Rating
1	Quality Food Service and Preparation		
2	Food Safety and Sanitation		
3	Marketing		
4	Participation—Both Student and Sponsors		
5	Operations—Fiscally Solvent, Labor, Food, and Other		
6	Wellness Policy and Practices		
7	Training		
8	Team Effort		

While we know these are all interrelated, it is advisable to work on one area at a time for progress. Therefore, consider taking one of the above areas in the chart and then observe and evaluate your operations with respect to that one area for a specific time period, maybe one month or one quarter. For example, focusing on participation in October, plan to conduct a National School Lunch Week (NSLW) event October 15–19, to increase participation. Look at your last year’s participation rates by month and then compare to Fiscal year (FY) 2008 rates by month. Another example could be with training, plan to train staff on food safety and HACCP during September which is National Food Safety Education month. Continue with equipment training in October and then customer service training in November. Develop a monthly or quarterly training plan for your staff.

Quality Food Service and Preparation—Do you develop new cycle menus annually? Do you try new recipes? Do you experiment with different commodities?

Food Safety and Sanitation—Are you satisfied with your IDPH inspection results? Do you post them in a conspicuous place and share them with the school board members?

Marketing—Do you have a marketing plan? Are you reaching all racial groups? Did you survey your primary customers, the students?

Participation—Are your participation rates good? Are you pleased with your participation levels? Were your customers satisfied? Have you considered expanding services, i.e. breakfast, after-school snacks, and suppers? One golden rule of food service is to KNOW YOUR CUSTOMER. What are some easy and useful ways to gauge what your customer

wants? Consider oral and written surveys to get input from your students, or form a student advisory group.

Operations- Labor, Food and Other Costs—Have you calculated your meals per labor hour? Do you know your food costs? Are your prices appropriate?

Wellness Policy and Practices—Are you involved with the school (s) district’s wellness policy? Do nutrition and food service staff serve on your school/district’s Local Wellness Policy committee? Have you engaged in a school-wide or community event? Have you enrolled in USDA’s Team Nutrition initiative at <http://teamnnutrition.usda.gov/team.html>?

Training—Do you conduct staff training? Do you encourage professional development? Is cross-training implemented? Visit the National Food Service Management Institute’s website at www.nfsmi.org for training ideas.

Team Effort—Are staff involved in decision-making? Does all staff participate in meetings? Do you maximize your staff’s abilities by matching talents with abilities? Do you have community volunteers?

In addition, regular communication and updates to your school board (through board reports) and with the school community, faculty, staff, and students are vital for a successful operation. Whether you address these points individually or collectively, greet this Fall with a fresh attitude and use measurements to gauge success.

Questions and Answers

1. Q. When is a breakfast cereal creditable toward the grains/breads component for reimbursable meals?

- A. A breakfast cereal is creditable if ANY of the following are true:
- The cereal is labeled and *first ingredient* is listed as whole grain, enriched, OR fortified.
 - The *ingredient* statement shows that the primary grain ingredient is either whole grain OR enriched: flour, meal, bran, or germ.
 - Manufacturer documentation provides the gram amount of creditable grains per serving.

2. Q. If a product has packaging that is labeled “whole grain” or “made with whole grain,” is it a creditable grains/breads component?

- A. Packaging with these statements or phrases is not guaranteed to meet the guidelines of a creditable grain/bread component. In situations

such as these, the following chart can help you determine if the cereal is a creditable grains/breads component.

FNS Nutrient Criteria for Breakfast Cereals Served to Children Ages One and Older					
Required Nutrient	Cereal Portion Size		Minimum % Daily Value (%DV) of Nutrient per Portion	or	Minimum Weight of Nutrient per Portion
	Ready-to-Eat (whichever amount weighs less)	Ready-to-Cook			
Thiamin (B1)	1.0 ounce or 3/4 cup	25 grams dry	6.7 %	or	0.10 mg
Riboflavin (B2)	1.0 ounce or 3/4 cup	25 grams dry	3.5 %	or	0.06 mg
Niacin (B3)	1.0 ounce or 3/4 cup	25 grams dry	4.2 %	or	0.84 mg
Folic Acid (B9)	1.0 ounce or 3/4 cup	25 grams dry	5.0 %	or	20.0 mcg
Iron	1.0 ounce or 3/4 cup	25 grams dry	3.9 %	or	0.70 mg

For further information on determining the creditability of breakfast cereals, visit http://www.isbe.net/nutrition/pdf/Detrmng_Creditability_Bkfst_Cereals.pdf.

Food Distribution

Changes in Planned Assistance Level

The National School Lunch Program Commodity Assistance rate for SY08 is \$0.1875 per meal claimed. This rate has been calculated from the Producer Price Index that is published by the Bureau of Labor Statistics. Also, due to a shortfall in nationwide spending, Illinois has been allocated an additional one-time entitlement which totals \$0.0209 per meal claimed. Therefore, your total SY08 rate will be \$0.2084 per meal. We have updated the changes to the Planned Assistance Level (PAL) rate on the Illinois Commodity System and, accordingly, your SY08 beginning PAL will reflect this increase on your annual order form. Please change your annual order accordingly.

Warehouse/Delivery Contract Change

Effective with your August deliveries, the contract rates to warehouse and deliver commodities have increased due to a new warehouse/delivery contract. In Zone 1, which consists of Jo Davies, Stephenson, Winnebago, Boone, Lake, Carroll, Ogle, DeKalb, Kane, Cook, Whiteside, Lee, LaSalle, Kendall, DuPage, Will and Grundy counties, the delivery rate per 100 pounds is as follows: dry= \$9.41, refrigerated = \$11.73, and frozen = \$12.52. In Zone 2, which is all other counties, the delivery rate per 100 pounds is as follows: dry= \$10.18, refrigerated = \$11.42, and frozen = \$13.51.

Food Service and Nutrition

Temperature, Not Color, Important Determinate of Ground Beef Safety

What You Need to Know About Safely Preparing Hamburgers

Here is an annual reminder of the importance of taking temperatures and not relying on the internal color of hamburger patties.

The Food Safety and Inspection Service (FSIS) continues to advise consumers to use a meat thermometer when cooking hamburger and not rely on the internal color of the meat to be sure it is safe to eat. Visual testing for clear juices is no longer sufficient.

Research indicates some ground meat may prematurely brown before a safe internal temperature of 160 F has been reached. Also, some lean ground beef, or ground beef that contains approved seasonings or flavorings such as spices and spice extractives, may remain pink at temperatures well above the 160 F final cooking temperature recommended for consumers.

To accurately measure the internal temperature of a ground beef patty, a food preparer must insert the thermometer through the side of the patty to the center. For more information about this subject or other food safety articles, visit the FSIS website at <http://www.fsis.usda.gov>.

SEPTEMBER IS



National Food Safety Education Month®

Celebrate National Food Safety Education Month® in September

“Viruses: They’re in Your Hands” is the theme of the 13th observance of National Food Safety Education Month. The National Restaurant Association Educational Foundation (NRAEF) has provided training materials online for food service establishments.

Make time this September to focus on food safety with your staff and customers.

Other Food Safety Education Programs that may be of interest follow:

- **Be Food Safe**—http://www.fsis.usda.gov/Be_FoodSafe/index.asp
USDA in cooperation with the Partnership for Food Safety Education, the Food and Drug Administration, and the Centers for Disease Control has developed a *Be Food Safe* campaign. The campaign focuses on the four basic safe food handling behaviors: clean, separate, cook, and chill that were created for the Fight BAC!® campaign. Visit http://www.fsis.usda.gov/Be%5FFoodSafe/BFS_Messages/index.asp to download fact sheets, posters and public service announcements.
- **Thermy**®—http://www.fsis.usda.gov/food_safety_education/thermy/index.asp
- **Is it Done Yet?**—www.IsItDoneYet.gov
- **Fight BAC!**—<http://www.fightbac.org/>



Grants, Awards, and Honors

Illinois HealthierUS School Challenge Competitive Mini-Grant Recipients Announced

Congratulations to the Illinois HealthierUS School Challenge Mini-Grant Recipients below! These elementary schools will work toward meeting the HealthierUS School Challenge during the 2007–2008 school year. This activity is part of the USDA’s 2006 Team Nutrition and Training Grant, administered by Illinois Nutrition Education and Training, which is supported by ISBE.

DISTRICT	SCHOOL(S)
Bushnell-Prairie City Community Unit School District 170	Bushnell-Prairie City Elementary
Cartersville Unit 5 District	Tri-C Elementary School
Century Community Unit School District 100	Century Elementary
Morrison Community Unit School District 6	Northside Elementary School
Morrison Community Unit School District 6	Southside Elementary School
Oak Park Public Schools District 97	Hatch Elementary School
Oak Park Public Schools District 97	Oliver Wendell Holmes Elementary School
Red Hill Community Unit School District 10	Bridgeport Grade School/Summer Attendance Center/Petty Elementary
Ridgeview Community Unit School District 19	Ridgeview Elementary
Salem School District 111	Hawthorn School
University of Chicago Charter School Corporation	North Kenwood Oakland Charter School
Yorkville Community Unit School District 115	Bristol Bay Elementary School

Classroom Breakfast Funds Available

Share Our Strength, a national non-profit anti-hunger organization, is seeking grant applications from schools that are interested in receiving grants to implement or improve classroom breakfast programs in Illinois. Grants will be available for the 2007-2008 school year and can be used for the implementation, improvement, or facilitation of classroom breakfast programming. To be eligible, your program must make breakfast in the classroom available to all students within the school. Preference will be given to those schools demonstrating the highest need in terms of free and reduced meal eligibility. For more information and/or to receive an application, please email Carol Watson, Grants Program, at cwatson@strength.org or call 202/478-6561.

Training, Tips, and Tools Developing a Food Safety Program Materials Available Online

According to Carla Hogan, Food Service Director at District 50 Schools in Washington, Illinois who characterizes the Developing a Food Safety Program Workshop she attended in Peoria this June as the “best, most useful workshop for our district to attend!! I went to the website today and the word format is GREAT! This I can edit/update and customize to our district. Will have accomplished for August return to school!”

If you are not familiar with this resource, please note that the National Food Service Management Institute’s (NFSMI) Developing a Food Safety Program materials are available online at their website at http://www.nfsmi.org/Information/school_fs_program.html. Download the workbook, templates, a PowerPoint presentation, standard food safety operating procedures, and view their streaming video, *Developing a School Food Safety Program*.

Order Free Team Nutrition Resources Online

A limited number of free English and Spanish Team Nutrition resources are available by ordering online at <http://www.fns.usda.gov/tnforms/NTISform.html>. The resources include posters, child care resources,

equipment guides, fruit and vegetable challenge packets, and more! So order today while the supplies last. Plan to use the posters on bulletin board displays. Conduct a fruit & vegetable challenge this fall.

Acronyms Listing Available

A listing of over 30 acronyms commonly used in the School-Based Child Nutrition Programs is located at www.isbe.net/nutrition. Just click on *Data and Other Useful Information*, and then click on *Commonly Used Acronyms in School-Based Child Nutrition Programs*, or at www.isbe.net/nutrition, click on *NSLP*, and then click on *Commonly Used Acronyms*. You may want to bookmark this location or download the one-page sheet and post in an appropriate area to reference as needed.

BOOKMARK These Websites as Favorites

Nutrition Programs
www.isbe.net/nutrition

Illinois Nutrition Education and Training (NET) Program
www.kidseatwell.org

Food and Nutrition Service, USDA
www.fns.usda.gov

School Nutrition Association
www.schoolnutrition.org

Healthy School Meals
http://healthymeals.nal.usda.gov/nal_display/index.php?info_center=14&tax_level=1

Looking for Spanish Child Nutrition Outreach and Nutrition Education Materials?

USDA, Food and Nutrition Service has posted multiple Hispanic outreach initiatives and nutrition education at <http://www.fns.usda.gov/cga/FactSheets/reaching.htm> in an effort to increase service to this underserved population.

www.isbe.net/nutrition

Your link to the
Child Nutrition Programs in Illinois

**PLEASE SHARE THIS NEWSLETTER
WITH . . .**

- . . . your administrator
- . . . your food service staff
- . . . your educators
- . . . your local wellness policy committee

Calendar of Events—SEPTEMBER

- Submit Claim for Reimbursement
- National Food Safety Education Month®
- Complete the meal count edit prior to submission of the Claim for Reimbursement
- 3 Labor Day—ISBE office closed
- 13-20 Make changes, if needed, for October commodity deliveries
- 15 Sponsor and Site Application submission deadline (annual application for participation in school-based Child Nutrition Programs)
- 15 Annual Financial Review due for all school food authorities other than public schools
- 19 National School Lunch Program Basic Training Workshop—Rockford
- 20 Illinois School Wellness Policy Council Meeting
- 27 National School Lunch Program Basic Training Workshop—Bloomington



Illinois State Board of Education

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