

The OUTLOOK

Nutrition Programs

Illinois State Board of Education



Eight-Three Illinois Schools Awarded Equipment Grants

The state of Illinois' American Recovery and Reinvestment Act of 2009 National School Lunch Program Equipment Assistance Grant share will provide more than \$3.6 million in federal stimulus funding to 83 Illinois school districts representing 254 schools which were awarded this grant. The schools will use the funds to purchase equipment meeting one or more federally mandated priorities:

- Improves quality of school nutrition meals that meet the dietary guidelines,
- Improves the safety of food served in the school meal programs,
- Improves the overall energy efficiency of the school nutrition operations, and
- Allows support for expanded participation in a school meal program.

Due to the large demand and the priority given, only schools in which at least 50 percent of the students are eligible for free and reduced-price meals received these grants.

Congratulations to Illinois' Two HealthierUS School Challenge Silver Level Award Winners



Kudos to Bushnell-Prairie City Elementary School in Bushnell and Ridgeview Elementary School in Colfax, the first two schools in Illinois to achieve Silver Level in the HealthierUS School

Challenge (HUSSC) initiative. The U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS) HealthierUS School Challenge

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silver level award recipients demonstrate the following attributes:

- Is a Team Nutrition School
- Offers reimbursable lunches that demonstrate healthy menu planning practices as well as principles of the Dietary Guidelines for Americans
- Provides nutrition education to students and the opportunity for physical education
- Maintains an average daily participation of 70 percent or greater
- Adheres to FNS established guidelines for foods served and sold in school outside of the National School Lunch Program



Special recognition ceremonies were held this past March and May at Ridgeview Elementary School in Colfax and Bushnell-Prairie City Elementary School, respectively. The schools received a plaque and banner from USDA representatives, as well as an Illinois State Board of Education Resolution honor.

If your elementary school is interested in taking the HealthierUS School Challenge at the bronze, silver, gold, or even gold with distinction level, visit www.fns.usda.gov/tn and click on *2009 HealthierUS School Challenge* today!

Administration

IMPORTANT! Sponsor/Site Applications Due September 15

Sponsor/Site Applications to participate in the National School Lunch Program, School Breakfast Program, Special Milk Program, and/or After-School Care Program during the 2009–2010 school year will be available late-August. Applications will be accessible through IWAS (ISBE Web Application Security)/Application and Claim Entry System (ACES) and are due no later than September 15, 2009. For instructions on completing the applications, go to <http://www.isbe.net/nutrition/htmls/instructions.htm>.

Electronic Direct Certification System Now Available With Guidance Materials

Effective with the school year 2009–2010, a NEW Electronic Direct Certification System will be implemented statewide. Last school year, ten school districts successfully piloted an electronic system. As a result, the statewide electronic system has been developed.

Direct 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 directly certified to receive free meals or milk are not subject to verification. **The *Electronic Direct Certification System* is now available securely through *Child Nutrition ACES*.** Please note that the eligibility certificates that were mailed to each student receiving Supplemental Nutrition Assistance Program (SNAP) (formerly the Food Stamp Program) and Temporary Assistance to Needy Families (TANF) will NO LONGER be mailed.

Guidance materials including the *Electronic Direct Certification System* document, issued July 2009, and the PowerPoint presentations of the two Electronic Direct Certification System webinars are available online as well at www.isbe.net/nutrition, under *What's New*.

If you have any questions regarding the Direct Certification Process or the Electronic Direct Certification System, please contact Illinois State Board of Education, Nutrition Programs Division staff at 800/542-7892 (Illinois only) or 217/782-2491. Staff may also be reached via electronic mail at cnp@isbe.net.



Household Eligibility Applications

Household Eligibility Documents (public announcement, letter to households, Household Eligibility Application, etc.) for the 2009–2010 school year are available online 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 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. For more information on error-prone applications, please go to page 65 of the School-Based Child Nutrition Programs Administrative Handbook at http://www.isbe.net/nutrition/pdf/sbn_admin_handbook.pdf.
- 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, 2009.

School-Based Child Nutrition Programs Rates of Reimbursement

Effective July 1, 2009, Through June 30, 2010

National School Lunch Program

		Less Than 60%	60% or More
	Paid	\$0.25	\$0.27
	Reduced-Price	\$2.28	\$2.30
	Free	\$2.68	\$2.70

The maximum price for a student reduced-price lunch is \$.40.

School Breakfast Program

		Non-Severe Need	Severe Need
	Paid	\$0.26	\$0.26
	Reduced-Price	\$1.16	\$1.44
	Free	\$1.46	\$1.74

The maximum price for a student reduced-price breakfast is \$.30.

Special Milk Program

	All Milk	Paid Milk	Free Milk
Pricing Program Without Free Option and Nonpricing Programs	\$0.16		
Pricing Program With Free Option		\$0.16	Average cost per ½ pint milk

After-School Snacks in After-School Care Programs

	Paid	\$0.06
	Reduced-Price	\$0.37
	Free	\$0.74

The maximum price for a student reduced-price after-school snack is \$.15.

Food Distribution Program

Planned Assistance Level (PAL) \$0.195 per lunch

Illinois Free Breakfast and Lunch Programs

\$0.1275 each free breakfast and/or lunch

Update Your Contact Information Because The Outlook Newsletter Will Be Available Online Only

As a “going-green initiative,” Nutrition Programs will no longer mail copies of *The Outlook* newsletter to the 4,000 plus Illinois schools. We will inform you via email when each month’s issue has been posted online. This enables us to provide information to you quickly in a fiscally responsible manner. Therefore, it is very important that you update your contact information. The online application for sponsors can designate information for the authorized representative and one contact person, and each site can have one contact person.

To accomplish an update; complete the following:

1. Login to IWAS
2. Choose *System Listing*
3. Click on *Child Nutrition ACES*
4. Select *Sponsor* (for program type choose NSLP for 2009 for the current year, or choose 2010 [2010 option available August 2009]). If you make the change to your 2009 application before completing your 2010 application, the information will carry over.
5. Once the *Sponsor Name, Agreement Number,* and *Select a Link* box appear, go to the *Select a Link* box and select *View Sponsor Application*
6. The sponsor application will appear. Go to the email address for the contact(s) you need to update.
7. Delete the email address(s) currently in the field and then type in the new one(s). Scroll to the bottom of the screen and click on *Submit to ISBE* in order to save the changes. This can be done for each site by going to the *Select a Link* box again and selecting *View Sites*; all site numbers, site names, and a *Select a Link* box will appear. You need to access each individual site to make updates. For each site, go to the *Select a Link* box and select, *View Site Application*. When the site application appears, update the email address and scroll to the bottom of the screen and click on *Submit to ISBE* to save all changes. If you have multiple sites to update you will need to update each one of the sites.

The Outlook newsletter is published every year August through May. You may view and print *The Outlook* newsletters, current, archived, and annual indexes at www.isbe.net/nutrition, click on Newsletters. Expect August’s issue of *The Outlook* issue announcement the first week of August.



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 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 the adverse actions will go into effect. As with the replacement of benefit issuance documentation, a letter should be mailed stating 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 school food authority (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 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.



Claim Common Cent\$

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

Printing Your Claim Analysis

Once your sponsor claim has been processed for payment, you may view and print the corresponding *Claim Analysis* report for that claim. The *Claim Analysis* report details the number of meals being paid; the amount the claim earned; as well as the voucher number, voucher date, and payment amount. To view, save, or print the Claim Analysis:

1. From the ACES main menu, select the third bullet point, *Claim Analysis*
2. Select the Program Year and Program Type

3. Select your RCDT/Agreement #
4. Select the claim month (and revision number if applicable)
5. Select the *Claim & Voucher Analysis* report
6. Click on the *print* icon on the top toolbar
7. Change the defaulted page range from *Pages 1 to 1 to All*. (If multiple claims were processed at the same time, you MUST change this default to *All* in order to view all claims.)
8. Select *OK* and open the file—A pdf report will open which you can save or print using the icons on the top toolbar

Reminder—For August and September you must file a separate monthly claim for each site, for each month regardless of the number of serving days in August.

If you have any questions regarding claims or payments, please contact Carol Curto or Gladys Rothenberg at 217/782-5256.

Food Distribution

Warehouse Delivery Rates

For school year 2009–2010, the base delivery rates per 100 pounds will remain unchanged.

Zone 1 (Jo Davies, Stephenson, Winnebago, Boone, Lake, Carroll, Ogle, DeKalb, Kane, Cook, Whiteside, Lee, LaSalle, Kendall, DuPage, Will and Grundy counties)

Dry	\$9.41
Refrigerated	\$11.73
Frozen	\$12.52

Zone 2 (all other counties)

Dry	\$10.18
Refrigerated	\$11.42
Frozen	\$13.51

As in previous years, depending on the price of diesel fuel, you may be subject to a surcharge. The surcharge is based on the average price of diesel fuel as reported by the U.S. Energy Information Administration. The surcharge is 1 percent of the delivery charge for every \$.10 increase in diesel fuel over the base rate of \$2.41 per gallon.

Food Distribution Program and Illinois Commodity System Workshops

Nutrition Programs staff is providing United States Department of Agriculture Food Distribution Program (FDP) and Illinois Commodity System (ICS) workshops at seven sites in November and December

2009. The trainings focus on the Illinois Commodity System, placing annual commodity orders, diversions to processors, the Department of Defense (DoD) Fresh Fruit and Vegetable Program, and additional monthly processes to teach better management of USDA foods. Some workshops are scheduled from 12:30 to 4 p.m. with registration beginning at noon, and others are scheduled from 8:30 a.m. to noon with registration beginning at 8 a.m. Preregistration is required and space is limited, so register today!

12:30 P.M. Workshops

- November 3 Galesburg
- November 12 Schaumburg
- November 17 Marion
- December 2 Springfield

8:30 A.M. Workshops

- November 4 Bloomington
- November 13 Tinley Park
- November 18 Fairview Heights

For more information and to register, go to <http://webprod1.isbe.net/cns/calendar/asp/EventList.asp> and scroll down to the *USDA Food Distribution Program and Illinois Commodity System*.

Reprocessed Commodity Taste Test

The annual reprocessed commodity taste test is right around the corner. If you have never diverted commodities to a processor before or divert every year, this event is a must to learn about all that is available to you in processing commodities. The Illinois School Nutrition Association (ILSNA) is sponsoring the event planned for November 4, 2009 in Bloomington at the Parke Hotel and Conference Center. Information for this event will be posted on their website at <http://www.ilsna.net/>.

Taste tests are great places to try different commodities that will be offered for the 2011 school year. There is no cost and you do not have to divert commodities to a processor to attend. ILSNA member schools and ISBE will give a brief presentation before the taste tests begin explaining the commodity divert process. Please plan on attending and come hungry to this information and product-filled taste test.



Food Service and Nutrition



How to Serve More Whole Grains—Excuses “Not to” Are Diminishing

Question: *How can you serve more whole grains this school year to help your students maintain good health?*

Answer: Make it your #1 resolution!

Read on to find out how you can do that easily.

Now, more than ever, there are fewer excuses to avoid serving more whole grains in your school food service and nutrition operation, thankfully. The nutrient contribution of whole grains is irrefutable.

It is much easier to serve more whole grains now because food manufacturers have expanded their whole grain offerings; the USDA Commodity Food Program now offers brown rice, whole grain rotini, whole grain pancakes, and whole grain tortillas for use in our schools. In addition to those resources, the Whole Grains Council has compiled over 20 School Food Service Recipes, which have been school-tested. These are listed below:

Whole Grains Council School Foodservice Recipes

- Autumn-Inspired Wheatberry Salad
- Bulgur and Brown Rice Pilaf
- Carrot Lentil Brown Rice Casserole
- Chicken, Brown Rice, and Edamame Salad
- Cinnamon Rolls
- Italian Pasta Salad
- Jackson Square Pasta Salad
- Multi-Grain Pumpkin Muffins
- Quinoa Pilaf
- Sonoma Rice Pilaf With Almonds and Figs
- Spelt Pita
- Sweet Coconut-Curry Brown Rice
- Tamari-Almond Kamut Berry Salad
- Vegan Preacher Cookies
- Warm Rice Salad With Roasted Chicken, Bacon, and Cheddar
- Whole Grain Penne With Zucchini and Parmesan
- Whole Grain Spaghetti With Fresh Vegetables

- Whole Wheat Veggie Pizzas
- Whole Wheat White Pizza
- Wild Mushroom-Walnut Bulgur Pilaf

Visit

www.wholegrainscouncil.org/files/WGRecipesForFoodservice.pdf to access these recipes.

Did you know that September is *Whole Grains Month*? Plan to serve some new whole grain menu items with the above recipes to celebrate Whole Grains Month and beyond. Make and achieve a school year 2010 resolution to serve more whole grains with these great offerings.

Celebrate National School Lunch Week October 12–16, 2009

All-Star School Lunch



It is not too early to begin planning for your National School Lunch Week celebration, October 12–16, 2009. The School Nutrition Association (SNA) makes this task a lot easier by providing a week of a sample menu, decorations, press

releases, proclamations, logos, trading cards, and even a contest *Draft Your All-Star School Lunch Team*, and much more! This year's theme, *All-Star School Lunch*, pairs the National Basketball Association with school lunch in the form of five basketball teams. A special feature enables you to develop your own trading cards as well as play a memory game at www.allstarschoollunch.org. Visit SNA's website at <http://docs.schoolnutrition.org/meetingsandevents/nslw2009/>.



National Food Safety Education Month®
National Restaurant Association Educational Foundation

Focus on Food Safety This September

Food Safety Thrives When You Focus on Five is the theme of this year's **National Food Safety Education Month®** awareness campaign sponsored by the National Restaurant Association. In September, SFAs are encouraged to educate staff on the five barriers, and help food service operators reinforce proper food handling practices and procedures. The barriers include: purchasing food

from unsafe sources, failing to cook food adequately, holding food at incorrect temperatures, using contaminated equipment, and practicing poor personal hygiene. Free training activities and posters are available to download at www.ServeSafe.com/nfsem.

Other Food Safety Education Programs That May Be of Interest

- Be Food Safe (http://www.fsis.usda.gov/Be_FoodSafe/index.asp)—The 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_FoodSafe/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) Recommended internal temperatures
- Fight BAC! (<http://www.fightbac.org/>)—Partnership for Food Safety Education, download newsletters, activities, graphics, fact sheets, and much more!



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



Obtain at least two school food safety inspections this school year.

Grants, Awards, and Honors

Kudos to School Year 2009–2010 Fresh Fruit and Vegetable Program Grantees

Nutrition Programs is pleased to announce the Fresh Fruit and Vegetable Program (FFVP) Grant awardees for school year 2009–2010. The purpose of the FFVP program is to increase fresh fruit and fresh vegetable

consumption in elementary and secondary schools that participate in the National School Lunch Program (NSLP). Priority is given to elementary schools based on free and reduced-price eligibility. This program is different from the Department of Defense (DoD) fruit and vegetable program and funding is to be used for fresh fruits and vegetables provided to children at no cost, outside of the reimbursable meal(s). Visit our website at www.isbe.net/nutrition to see the listing of the awardees. Under *What's New?*, click on *NSLP Fruit and Vegetable Grant Awardees for School Year 2009–2010*.



Training, Tips, and Tools

An Acronym to Remember—Food Groups to Encourage

Food Groups to Encourage (FGTE) was first introduced in the 2005 Dietary Guidelines for Americans. Expect to see FGTE more frequently in nutrition literature. It refers to these food groups:

- Fruits and vegetables, five subgroups (dark green, orange, legumes, starchy vegetables, and other vegetables)
- Whole-grain products, three or more ounce-equivalents
- Fat-free or low-fat milk or equivalent products

Visit the URL at www.health.gov/DietaryGuidelines/dga2005/document/html/Chapter5.htm for more information.

School Nutrition Education Program



Hurry and apply for the free evidence-based nutrition education curriculum today!

The Illinois Nutrition Education and Training (NET) Program announces the *NEW School Nutrition Education Program* to assist educators in obtaining evidence-based curriculum focused on improving food choices and increasing physical activity. This program offers one free nutrition education curriculum per Illinois school. Complete the application and pre-survey at www.kidseatwell.org. Because only one reimbursement is available per building, please coordinate your request through your principal's office. Please direct any questions to the Illinois NET Program at 800/466-7998.

Bookmark USDA Foods Toolkit Website

Take a minute to bookmark USDA's Foods Toolkit, which is a collection of valuable resources including fact sheets, breakfast resources, and commodity improvements to educate the school community about the school meals programs. The website is www.fns.usda.gov/fdd/foods/healthy/toolkit.htm.

Step Up Illinois School Meals Prepares School Nutrition Staff for Change

The *Step Up Illinois School Meals* initiative, funded by a USDA Team Nutrition Training Grant project, has assisted school nutrition staff with planning, preparing, and promoting school meals that demonstrate the *Dietary Guidelines for Americans* and *MyPyramid* principles. This timely initiative will continue to help school nutrition staff be proactive in preparing for the updated USDA school meal patterns and nutrition requirements. The Institute of Medicine could recommend the updated school meal patterns and nutrition requirements become effective as early as Fall 2009.

The Illinois Nutrition Education and Training Program, in partnership with the Illinois State Board of Education, Illinois School Nutrition Association and Illinois Action for Healthy Kids has implemented a statewide awareness campaign and developed a website focused on improving the nutritional quality of school meals. Highlights of the website include:

- *A Step Up Plan*—Menu planning tool that helps school nutrition staff gradually implement the Dietary Guidelines for Americans and MyPyramid principles as well as the USDA HealthierUS School Challenge criteria for school menus.
- *Practical Ideas for Dietary Guidelines Implementation*—A series of six articles that provides tips and resources for implementation of a variety of lean protein sources; more whole grains; more fruits and vegetables; a variety of low-fat and fat-free calcium-rich foods, and foods with less fat, saturated fat, cholesterol, and sodium; and minimal trans fatty acids.
- *Illinois School Nutrition Success Stories*—A sneak peek at Illinois schools that have successfully implemented the *Dietary Guidelines for Americans* and *MyPyramid* principles within school meals.

Still to come is an online course being developed by the National Food Service Management Institute. Check the Illinois NET website at KidsEatWell.org for information on a launch date and how you may qualify for a stipend

for completing the free training program.

For more information on the *Step Up Illinois School Meals* initiative and the web address, please visit www.KidsEatWell.org under *Healthy Schools* and *School Meals*.



Share this newsletter link with staff in your school.
www.isbe.net/nutrition/htmls/newsletters.htm.

Important Dates

- Sponsor and Site Application—Available through IWAS at the end of August to be completed no later than September 15
- National School Lunch Week—October 12–16, All-Star School Lunch
- Taste Test—November 4, Bloomington

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
- 7 Labor Day—ISBE office closed
- 10 Submit August Claim for Reimbursement
- 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)



Illinois State Board of Education

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Your link to the Child Nutrition Programs in Illinois