

# THE OUTLOOK

Your Guide to School-Based Child Nutrition Programs



Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn

## Child Nutrition Reauthorization Updates

0 1 2 3 4 5 6 7 8 9 10

Welcome Back  
To School!

President Obama signed into law the new Child Nutrition Reauthorization (CNR) law on Dec. 14. Titled *The Healthy, Hunger-Free Kids Act of 2010* (Public Law 111-296), it brings about many important improvements to the Child Nutrition Programs.

To assist schools with implementation, the Nutrition Programs Division at the Illinois State Board of Education has recently updated a summary of the sections of this act that impact school-based programs at [http://www.isbe.net/nutrition/htmls/hunger\\_free.htm](http://www.isbe.net/nutrition/htmls/hunger_free.htm) (click on *School-Based Child Nutrition Programs*).

While many of the provisions within the Act have an Oct. 1, 2010, effective date, specific guidelines will be forthcoming from the U.S. Department of Agriculture (USDA) in the next several months. We will provide ample notice and direction, prior to requiring program compliance.

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

### IMPORTANT! Fiscal Year 2012 Annual Sponsor/Site Applications – Due September 15, 2011

Schools wishing to participate in any School-Based Child Nutrition Program (National School Lunch, School Breakfast, Special Milk, After School Snacks and IL Free) must submit an application electronically by September 15 of each year. ISBE will be releasing these applications mid to late August through IWAS. Please check What's New at [www.isbe.net/nutrition](http://www.isbe.net/nutrition) and/or watch for an email notice informing you that the Sponsor and Site Applications are available online along with instructions on accessing and completing the applications. Your July, August, and September 2011 claims are covered under your current approved application (Program Year 2011).

In addition, ISBE is piloting a new system in IWAS for school-based programs to submit their applications and claims. This system, Web-Based Illinois Nutrition System (WINS), which will replace our current Application and Claim Entry System (ACES) in fiscal year 2013. Several

### In This Issue . . .

#### ADMINISTRATIVE ALERTS

Child Nutrition Reauthorization Updates .....	1
IMPORTANT! Fiscal Year 2012 Annual Sponsor/Site Applications – Due September 15, 2011 .....	1
Administrative Handbook Available Online .....	2
What is Direct Certification? View our Webinar! .....	2
Local School Wellness Policy Update.....	2
Denying, Delaying, or Changing Meals as Discipline .....	2
School-Based Child Nutrition Programs Rates of Reimbursement .....	2
School District Policy on Outstanding School Food Services Balances.....	4
Claim Common Cent\$.....	4

#### USDA FOODS

Commodity Product Exhibit.....	4
--------------------------------	---

#### SPOTLIGHT ON SCHOOLS

Congratulations Fresh Fruit and Vegetable Program Grant Recipients! .....	5
People's Garden Grant Program – Application due Aug. 26....	5

#### PROFESSIONAL DEVELOPMENT

Professional Development Opportunities .....	5
--	---

#### WHAT'S COOKING (FOOD SERVICE)

HealthierUS School Challenge Tip – Complete Production Records .....	5
--	---

#### THE MELTING POT

2011-2012 Special Observances.....	6
Farm to School Report .....	6
Join <i>The Outlook</i> Newsletter List Serve.....	6

#### CALENDAR OF EVENTS.....

This institution is an equal opportunity provider.

districts have agreed to test WINS and provide ISBE with feedback before its release.

## Administrative Handbook Available Online



The July 2011 version of the School-Based Child Nutrition Programs Administrative Handbook is available at [www.isbe.net/nutrition/sbn\\_handbook/toc.htm](http://www.isbe.net/nutrition/sbn_handbook/toc.htm). It may be downloaded as one complete document, or individual sections. Please note that both versions have individually page numbered sections.

## What is Direct Certification? View our Webinar!

Direct Certification is a requirement for LEAs participating in the National School Lunch Program. This process allows LEAs to more easily certify children for free school meals/milk if the child is a member of a household receiving assistance under the SNAP (Supplemental Nutrition Assistance Program – formerly the Food Stamp Program) and/or TANF (Temporary Assistance to Needy Families). Households in which students are directly certified are not required to complete the Household Eligibility Application to receive free meal/milk benefits. If any member of the household is eligible for SNAP/TANF benefits, all students in that household are eligible for free meal/milk benefits. Students directly certified for free school meal/milk benefits are eligible for the entire school year and are not subject to verification requirements.

For an overview of the direct certification system, please view our recorded webinar available at <http://www.isbe.net/nutrition/htmls/dcs.htm>.

## Local School Wellness Policy Update

Five years ago, in the beginning of the 2006-2007 School Year, schools participating in the National School Lunch Program and School Breakfast Program were required to have local wellness policies (LWP) in place. Recent direction on new requirements related to the LWP that must occur in school year 2011-2012 and are described below.

- Additional stakeholders must be *permitted* in the inclusion of the development, implementation, and review of the LWP. Specifically, this includes physical education teachers, and school health professionals.

- Schools must inform and update the public about the content and implementation of the LWP by May 2012. The communication must include the extent of compliance, how well the LEA's LWP compares to a national model, and progress in meeting its goals.

## 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. However, if the disciplinary action indirectly results in the loss of meals or milk, it is allowable; e.g., a student is suspended from school.

Additionally, as 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. This is not recommended by USDA or ISBE, although it is permitted.

However, when changing meal components, 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.

## School-Based Child Nutrition Programs Rates of Reimbursement

The reimbursement rates for School-Based Child Nutrition Programs for the 2011-2012 school year are now available at [http://www.isbe.state.il.us/nutrition/pdf/school\\_reimbursement\\_fy12.pdf](http://www.isbe.state.il.us/nutrition/pdf/school_reimbursement_fy12.pdf). and are listed below.

**School-Based Child Nutrition Programs Rates of Reimbursement**  
Effective July 1, 2011, Through June 30, 2012

**National School Lunch Program**

		<b>Less Than 60%</b>	<b>60% or More</b>
	Paid	\$0.26	\$0.28
	Reduced-Price	\$2.37	\$2.39
	Free	\$2.77	\$2.79

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

**School Breakfast Program**

		<b>Non-Severe Need</b>	<b>Severe Need</b>
	Paid	\$0.27	\$0.27
	Reduced-Price	\$1.21	\$1.50
	Free	\$1.51	\$1.80

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

**Special Milk Program**

	<b>All Milk</b>	<b>Paid Milk</b>	<b>Free Milk</b>
Pricing Program Without Free Option and Nonpricing Programs	\$0.2050		
Pricing Program With Free Option		\$0.2050	Average cost per ½ pint milk

**After-School Snacks in After-School Care Programs**

	Paid	\$0.07
	Reduced-Price	\$0.38
	Free	\$0.76

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

**Food Distribution Program**

Planned Assistance Level (PAL) \$0.2225 per lunch

**Illinois Free Breakfast and Lunch Programs**

\$0.10 per each free breakfast and/or lunch

## School District Policy on Outstanding School Food Service Balances



In Illinois, policies on outstanding school food service balances are set at the school district level. Such policies must adhere to USDA regulations and instructions. It is advisable to limit charges per student to a relatively small amount. The term “charging” refers to 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 USDA guidance, 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 the student does not provide the required payment for that meal. Students eligible for free meals must be provided a reimbursable meal even if the student owes money for a la carte items or second meals purchased.

In cases of meals being charged, a written notice must be sent to households regarding account balance (i.e. \$11), school policy (provide information regarding the policy), and date (i.e., January 10, XXXX) on which adverse actions will go into effect (i.e. meals/food/beverages will no longer be able to be charged). The date provided should allow the household sufficient time to pay the balance due.

Any collection procedures or resources available to the SFA may be used 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.

## Claim Common Cent\$



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

### What is this Payment? – Proration

If you receive a payment for Illinois Free Lunch/Breakfast Program and do not know what monthly claim the payment is for; it is likely that the payment is your 2011 Proration payment. In State FY 11 (July 2010 – June 2011) you received \$.10 for each IL Free Breakfast and Lunch that you reported on the monthly claim. Because we had funds left after paying all the claims for the year, we do a ‘Proration.’ We take the amount of money that is left and divide it by all the IL Free meals that were claimed. Each meal then earns an additional payment that is the Proration payment. *[The additional payment amount per meal was not available at the time this article was written.]* Proration is done each year in early August if funds are available. Keep in mind that the Illinois Office of the Comptroller is far behind on releasing state payments, so you may not actually receive the money for awhile.

If you look in the ACES system at the Claim Analysis reports, the Proration payment will show as a *June 2011 Money Only Adjustment* when you are selecting the claim month. When you open the ‘*Claim & Voucher Analysis*’ report for that month it will show no meal counts, but will have an IL Free voucher number, date, and payment amount in the upper right corner. After Proration is completed for the year, the IL Free meal counts for that year cannot be revised and those cells will be disabled in ACES.

### Reminder

August and September claims must be filed separately. You cannot combine them together regardless of the number of serving days in each month. If you have any claim questions, please contact Gladys Rothenberg or Sharon Hopson in Funding and Disbursements at (217) 782-5256.

## USDA foods

### Commodity Product Exhibit

Mark your schedule for the annual reprocessed commodity product exhibit on Oct. 12, 2011. If you have never diverted commodities to a processor 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 in Peoria at the Peoria Civic Center. Information for this event will be posted on the ILSNA's Website, <http://www.ilsna.net/>.

The product exhibit is great place to try different commodities that will be offered for the 2013 school year. The exhibit is free for ILSNA members, \$25 for non-members, and you do not have to divert commodities to a processor to attend. ISBE will give a brief presentation before the taste tests begin explaining the commodity divert process. Please plan on attending this informative and product-filled event.

## Spotlight on Schools

### Congratulations Fresh Fruit and Vegetable Program Grant Recipients!



The Illinois State Board of Education is happy to announce that 215 schools in Illinois will be participating in the Fresh Fruit and Vegetable Program (FFVP) for school year 2011-12. The FFVP is a grant that schools can apply for annually and the purpose is to provide free fresh fruits and vegetables to students.

The goal of the program is to increase fruit and vegetable consumption by children, and this program has been a huge success in past years. Schools are required to use a majority of their funds on fresh fruits and vegetables and to incorporate nutrition education along with this program. We find that it is not just important to introduce children to fresh fruits and vegetables on a regular basis but to teach them why it is important for them to eat healthy foods and exercise.

For a listing of all of the grant awardees please visit our website at

[http://www.isbe.net/nutrition/htmls/ffv\\_program.htm](http://www.isbe.net/nutrition/htmls/ffv_program.htm).

We look forward to another successful year!



### People's Garden Grant Program— Application due August 26

The National Institute of Food and Agriculture (NIFA) announced its *People's Garden Grant Program (PPGP)*

that provides awards up to \$150,000. If interested, the request for application is due Aug. 26.

Eligible applicants include: State agricultural experiment stations, State cooperative extension services, all colleges and universities, other research or education institutions and organizations, Federal and private agencies and organizations, individuals, and any other contractor or recipient.

Awardees will receive funding to support subgrants to smaller local projects. Visit NIFA's Website below for posted questions and other information from the Aug. 4, 2011, teleconference on this grant opportunity. <http://www.csrees.usda.gov/fo/peoplesgardengrantprogram.cfm>

## Professional Development

### Professional Development Opportunities

The following two training sessions are designed to provide new and/or existing staff with an overview of the current requirements related to processing and verifying school meal applications. The beauty is that you can view from your own computer! To register for these Webinars, go to <http://www.isbe.net/nutrition/> and click on the link(s) under *Upcoming Webinars*.

WEBINAR: Certification of Household Eligibility Applications  
Aug. 16, 2011 - 1:30-3:30 p.m.

WEBINAR: Verification Process and Verification Summary Report  
Sept. 21, 2011 10-12 p.m.

## What's Cooking

### HealthierUS School Challenge Tip — Complete Production Records

If you are considering applying for the *HealthierUS School Challenge (HUSCC) Recognizing Excellence in Nutrition and Physical Activity* this school year, begin now to double-check your production records to ensure that all necessary information is recorded. This includes: actual daily meal count (students and adults), menu items (used to meet meal pattern requirements), planned portion size (by age/grade); quantity prepared for each menu item, either a milk "recipe" or a record of the milk varieties on each production sheet, a la carte items sold (if applicable) and leftovers.

Further information on Production Records is available in the Administrative handbook, Sections J3-J6 posted at [www.isbe.state.il.us/nutrition/sbn\\_handbook/menu\\_planning.pdf](http://www.isbe.state.il.us/nutrition/sbn_handbook/menu_planning.pdf).

Providing complete production records will help expedite the HUSSC review process. If you have any questions regarding the HUSSC application process, please contact [cnp@isbe.net](mailto:cnp@isbe.net) or (800) 545-7892.

## The Melting Pot

### 2011–2012 Special Observances

Pull your teams together and begin planning now for the following 2011-2012 special observances.

**National School Lunch Week** will be celebrated Oct. 10-14, 2011, with the theme, *School Lunch-Let's Grow Healthy*. Instead of official NSLW menus, schools are encouraged to use local seasonal foods and products during NSLW. Recipes are available at [www.schoolnutrition.org/grow](http://www.schoolnutrition.org/grow).

For more information, please visit [www.schoolnutrition.org/Level2\\_NSLW2011.aspx?id=15284](http://www.schoolnutrition.org/Level2_NSLW2011.aspx?id=15284).



**Illinois School Breakfast Week** will be celebrated Nov. 13-19, 2011. Illinois School Breakfast week is celebrated in conjunction with American Education Week. Take advantage of this great opportunity to educate students on the importance of health and academic performance. For additional information on American Education Week, please visit [www.nea.org](http://www.nea.org).



**National School Breakfast Week** will be celebrated March 5-9, 2012. This year's theme is *School Breakfast-Go for Gold!* Visit [www.schoolnutrition.org/Level2\\_NSBW2012.aspx?id=15458](http://www.schoolnutrition.org/Level2_NSBW2012.aspx?id=15458) for additional information on National School Breakfast Week including menus, tools, resources, proclamations and more.

**School Nutrition Employee (formerly Child Nutrition) Employee Appreciation Week** is celebrated during the first week in May. This week was developed to thank those who serve nearly 32 million meals to children every day. Additional information can be found at [www.schoolnutrition.org/](http://www.schoolnutrition.org/) later this school year.

## Farm to School Report



USDA issued the *Farm to School 2010 Summary Report* recently. A USDA Farm to School Team was organized in 2009 to develop strategies to enhance market opportunities for local farmers. The team conducted visits at 15 school districts nation-wide, reviewed related resources, participated in conferences and consulted with farm to school community groups. The report highlights their findings of this work and is located at [www.fns.usda.gov/cnd/F2S/pdf/2010\\_summary-report.pdf](http://www.fns.usda.gov/cnd/F2S/pdf/2010_summary-report.pdf).

Watch for farm to school grant opportunities in FY 2013 as part of the Healthy, Hunger-Free Kids Act of 2010.

### Join *The Outlook* Newsletter List Serve

To receive monthly notices of *The Outlook* newsletter link, join *The Outlook* List Serve. Email: [Outlook10-join@list.isbe.net](mailto:Outlook10-join@list.isbe.net) and type only the e-mail address to be added in the message section. A confirmation will be sent to the e-mail address provided. School staff listed as the contact person on NSLP site and/or sponsor applications are already on *The Outlook* List Serve. For questions regarding *The Outlook* newsletter or list serve, please e-mail Joan Love at [jlove@isbe.net](mailto:jlove@isbe.net) or call 800/545-7892 (in Illinois) or 217/782-2491.



Share this newsletter link with staff in your school.

[www.isbe.net/nutrition/htmls/newsletters.htm](http://www.isbe.net/nutrition/htmls/newsletters.htm)

[www.isbe.net/nutrition](http://www.isbe.net/nutrition)  
Your link to the Child Nutrition Programs in Illinois

*The Outlook* is published ten times per year, August through May, for those participating in School Nutrition Programs, by the Nutrition Programs, Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001. FAX number 217/524-6124; TOLL FREE number 800/545-7892, <http://www.isbe.net/nutrition/>, Christine Schmitt, Division Administrator.

## Calendar of Events—September 2011

### National Food Safety Education Month®

Complete the meal count edit prior to submission of the Claim for Reimbursement

- 5 Labor Day—ISBE office closed
- 10 Submit Reimbursement Claim
- 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)*
- 21 Verification Process and Verification Summary Report Webinar



### Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001  
[www.isbe.net](http://www.isbe.net)

**Pat Quinn**  
*Governor*

**Gery J. Chico**  
*Chairman*

**Christopher A. Koch, Ed.D.**  
*State Superintendent of Education*