



# THE OUTLOOK

*A Monthly Newsletter for School Nutrition and Wellness Programs*



## ADMINISTRATIVE ALERTS

### **Back-to-School Checklist Included in this Month's Issue**

Check out the Back-to-School Checklist on Page 9 of this month's issue of The Outlook. The two-page document serves as an excellent reminder on a variety of topics, including civil rights training, food safety inspections, local school wellness policies, and more. There is also contact information and resources on how to best get the information and answers you need. We encourage you to take a moment to print it out and review.

### **2017 School Nutrition Programs Annual Application Deadline Reminder**

Each year all participants of the school nutrition programs (SNP) are required to complete an annual application through the WINS system. The 2017 application is available in the WINS system and covers July 1, 2016, through June 30, 2017. Instructions are available both on our [website](#) and in the WINS system under the blue and yellow question mark. There is also a recorded webinar walk through of the 2017 annual application you can access by clicking on the website link above.

#### **DUE DATES:**

- **If school started in July the application should be completed by July 31, 2016.**
- **If school starts in August the application should be completed by Aug. 31, 2016.**

If you contract with a Food Service Management Company, Vendor or another school please ensure that you have sent us a copy of that contract. A copy of the contract must be submitted to our office,

## WHAT'S NEW ONLINE?

- [SNP SY2016-17 Fresh Fruit and Vegetable Program \(FFVP\) Grant – Selected schools announced!](#)
- [SFSP Waiver Request](#)
- [SNP 2017 WINS Annual Application Instructions](#)
- [CACFP Updated Nutrition Standards for Meals and Snacks](#)
- [SNP CEP Application](#)
- [SNP SY 2016-2017 Household Eligibility Application Materials](#)
- [FY 2017 Income Eligibility Guidelines](#)

Visit the Nutrition and Wellness Programs Division at <http://isbe.net/nutrition/default.htm>.

reviewed, approved, and entered into the system. If we do not have a copy of your contract, our system will put your application in a pending status until we have received, reviewed, approved, and entered your contract into the WINS system. If you have not already done so, please send your contract to Kris Shelton at [kshelton@isbe.net](mailto:kshelton@isbe.net).

### **Webinars on Direct Certification and Certification of HEA Coming Up**

Staff with the Nutrition and Wellness Programs Division of the Illinois State Board of Education

will present two webinars, one on the Direct Certification Process (Aug. 24) and one on the Certification of Household Eligibility Applications (Aug. 30).

Both webinars will be recorded and posted under [SNP Archived Webinars](#) approximately one week after the live date in case this date and time does not meet your needs. Attendance during the live webinar or watching the recorded webinar will provide 1½ hours of U.S. Department of Agriculture annual continuing education/training.

- **SNP: Electronic Direct Certification Process**, 10-11:30 a.m. Aug. 24, 2016. Register online at <https://attendee.gotowebinar.com/register/1896151058993677570>.
- **SNP: Certification of Household Eligibility Applications**, 10-11:30 a.m., Aug. 30, 2016, <https://attendee.gotowebinar.com/register/4165417714397894658>.

If you have any questions, please contact our division staff at (800) 545-7892 or via email [cnp@isbe.net](mailto:cnp@isbe.net).



## Here's a Quick Guide to Getting Your SNP Questions Answered

**NUTRITION & WELLNESS PROGRAMS:** Contact the Nutrition and Wellness Programs for information related to rules and regulations of the School Nutrition Programs, program implementation information, menu planning, food safety, USDA Foods, contracts, administrative reviews, and technical assistance with the operations of your school meal program.

- **Website:** [www.isbe.net/nutrition](http://www.isbe.net/nutrition)
- **Administrative Handbook:** [www.isbe.net/nutrition/sbn\\_handbook/toc.htm](http://www.isbe.net/nutrition/sbn_handbook/toc.htm)

- **Phone:** (800) 545-7892 or (217) 782-2491
- **Email:** [cnp@isbe.net](mailto:cnp@isbe.net)

**FUNDING & DISBURSEMENTS DIVISION:** Contact the Funding and Disbursements Division with questions regarding your claims for reimbursement and payment information.

- **Guidance Document:** [www.isbe.net/funding/pdf/wins-claim-inst.pdf](http://www.isbe.net/funding/pdf/wins-claim-inst.pdf)
- **Phone:** (217) 782-5256

**IWAS HELPDESK:** Contact the IWAS helpdesk for assistance with your IWAS account, IWAS login and password questions, access to systems and general IWAS, or WINS system technical assistance.

- **Phone:** (217) 558-3600

**DATA ANALYSIS DIVISION:** For assistance in updating official school records such as schools name, address, phone number, fax number, or administrator information, contact the Data Analysis Division staff that work with the Entity Profile System (EPS).

- **Help Document:** [www.isbe.net/research/pdfs/eps-guide.pdf](http://www.isbe.net/research/pdfs/eps-guide.pdf)
- **Phone:** (217) 558-3600 or (217) 782-3950.

## Update on Nutrition Standards for All Foods Sold in Schools

The USDA established nutrition standards that impact ALL foods and beverages SOLD to STUDENTS on the school campus during the school day including:

- A la carte in the cafeteria
- In school stores
- Snack bars
- Vending machines
- Fundraising

Previously a food containing 10 percent or more of the Daily Value of calcium, potassium, vitamin D, or dietary fiber AND that met the nutrient standards could be sold. As of June 30, 2016, the 10 percent Daily Value requirement expired.

Therefore, if you had any food items that were allowable to be sold because they met the 10 percent daily value AND the nutrient standards – you will need to take another look at those food items and see if you can still sell them. See below for the updated requirements:

**To be allowable, a food item must:**

1. Be a whole grain rich product (50 percent or more whole grains); OR
2. Have as the first ingredient a fruit, vegetable, dairy product or protein food (meat, beans, poultry, etc.); OR
3. Be a “combination food” with at least ¼ cup fruit and/or vegetable (fruit and yogurt, hummus and vegetables);

AND meet all of the specific nutrient standards below:

Nutrients	All Grade Levels
<b>Total Fat</b>	≤35% of <b>total calories from fat</b> per item as packaged/served
<b>Saturated Fat</b>	≤10% of <b>total calories</b> per item as packaged/served
<b>Trans Fat</b>	<b>Zero grams of trans fat</b> per portion as packaged/served (<0.5g)
<b>Sodium – Entrées</b>	≤480 <b>mg sodium per item</b> (for entrée items that do not meet NSLP/SBP exemption)
<b>Sodium – Snack and Side Items</b>	≤230 mg (until June 30, 2016), <b>200 mg (after July 1, 2016)</b>
<b>Calories – Entrées</b>	≤350 <b>calories per item</b> (Entrée items that do not meet NSLP/SBP exemption)
<b>Calories – Snack and Side Items</b>	≤200 <b>calories per item</b>
<b>Total Sugar</b>	≤35% of <b>weight from total sugars per item</b> (dried/dehydrated fruits/vegetables exempt)

**Exemptions from meeting all nutrient standards:**  
*Fruit & Vegetable Exemption, National School Lunch Program Breakfast and Lunch entrees, Sugar-free chewing gum is exempt from standards*

We are working to update our resources on our website. For more information on the requirements for all foods and beverages sold in schools, visit our [Nutrition Standards for All Foods Sold in Schools page](#).

**PROFESSIONAL DEVELOPMENT**

**University of Illinois Extension Offers ‘The ABCs of School Nutrition’**

The University of Illinois Extension partners with the Illinois State Board of Education to be a provider of professional development opportunities for school nutrition professionals across the state. There are two ways to receive assistance and training:

- **ON-SITE TRAINING:** Our educators can come to your school district and provide in-person training to staff on a wide range of topics to satisfy the USDA Professional Standards.
- **ONLINE TRAINING:** Online courses and educational videos on relevant school nutrition topics will be continually added to our online training portal ABCs of School Nutrition. Create an account to get started at <https://extension.illinois.edu/abcsofschoolnutrition/>.

Areas of training for school nutrition include menu planning, nutrition education, general nutrition, food production, meal patterns/reimbursable meals, cashier/point of service, purchasing, receiving and storage, food safety/HACCP, free and reduced meal benefits, program management, smarter lunchrooms, HR and staff training, serving food, and communications and marketing.

This month’s issue of The Outlook includes addition information from the University of Illinois Extension on “The ABCs of School Nutrition” on pages 7 and 8. For more information, contact U of I Extension at [schoolnutrition@illinois.edu](mailto:schoolnutrition@illinois.edu).

**Webinars On-Demand Available for School Nutrition Association Members**

SNA members, did you know that there are online training modules available to you, anytime On-Demand on the SNA webpage? You will need your SNA login and password to access the trainings.

These web-based trainings are organized by Key Area, therefore if you are looking for hours in a

specific Key Area, you will be able to locate them quickly and easily. [Click here](#) to view the trainings that are available On-Demand to all SNA members.

## Illinois Public Health Institute Offers P.E. Train the Trainer Opportunity

The Illinois Public Health Institute (IPHI) is seeking to engage up to nine individuals to deliver trainings to physical educators in the southern and central regions of Illinois between October 2016 and June 2017. These experts will be selected to train teachers at each of three levels: elementary, middle, and high school. Trainers will be compensated.



The trainings will provide teachers with strategies for increasing moderate-to-vigorous physical activity levels in physical education classes as they work to implement the revised Illinois State Learning Standards on Physical Development and Health, and integrate fitness testing into P.E. curriculum.

All trainers are required to first attend a three-hour project orientation via webinar 2-5 p.m. Tuesday, Sept. 20, as well as two day-long train-the-trainer sessions (9 a.m to 3 p.m.) on Friday, Sept. 23 and Saturday, Sept. 24. The in-person trainings will be held in Springfield. Only trainers who can attend all three sessions will be eligible for this position.

Each trainer will receive \$500 total for participating in the webinar and attending the two in-person train-the-trainer sessions. Trainers will be provided with overnight accommodations for the train-the-trainer sessions, if needed. Trainers will receive \$500 per day for each training they deliver. Trainers will also receive reimbursement for travel expenses to and from the trainings.

For more information about this opportunity, contact Sarah Chusid at (312) 850-4744, ext. 10 or [sarah.chusid@iphionline.org](mailto:sarah.chusid@iphionline.org).

Visit IPHI's "Pump Up P.E." page at [http://iphionline.org/pump\\_up\\_pe/](http://iphionline.org/pump_up_pe/).

## FOOD SERVICE

### School Menu Planning Workshops Coming to Springfield, West Frankfort

**School Menu Planning 101:** This half-day workshop will be a beginner's level, hands-on workshop with menu planning activities geared to the school nutrition personnel that plan the National School Lunch and School Breakfast Program menus. This workshop provides basic information about the breakfast and lunch meal patterns, nutritional requirements, as well as offer versus serve. Each workshop location is limited to 50 attendees, so we request that each school register no more than two staff to attend this training.

#### Dates and Locations:

- Aug. 2, 2016 – Springfield (morning session)
- Aug. 9, 2016 – West Frankfort (afternoon session)

There are no registration fees for these workshops. For complete information, visit <http://www.isbe.net/nutrition/htmls/workshops.htm> and select "School Nutrition Programs Workshops." Locations tend to fill up quickly, so complete registration as soon as possible to secure your space.

Register by visiting <http://www.isbe.net/nutrition/default.htm> and selecting "School Meals Menu Planning 101" under the "SNP Workshops" header. If you have any questions, please contact division staff at [cnp@isbe.net](mailto:cnp@isbe.net) or (800) 545-7892.

### Farm to Schools Programs Can Incorporate Meat Products, Too

Fruits and vegetables are often gateway products to farm to school programs, but many districts are filling out their meals with local meat products, too! From buffalo in Montana, chicken in California, to beef in Nebraska, schools are finding a place for locally raised protein products in the cafeteria. Here are a few highlights of a memo we released last year that outlines the food safety requirements for purchasing and serving poultry, livestock, game, and eggs in child nutrition programs:

- Livestock must be slaughtered at a state or USDA inspected facility to be served in child nutrition programs (CNPs).
- The USDA's Food and Nutrition Service recommends that poultry be slaughtered at a state or USDA inspected facility to be served in CNPs, though there are a few exemptions from inspection and schools could purchase from producers operating under an exemption.
- Wild and domesticated game must be voluntarily inspected at state or USDA inspected facility to be served in CNPs.
- Egg products (liquid, frozen, dried) must be USDA inspected. Shell eggs do not need to be pasteurized.



The USDA also has a [fact sheet on Farm to School: Local Meat in School](#), which contains a variety of useful information if you are thinking of purchasing local meat and meat alternates for your school meal programs.



## Green Lunchroom Challenge Ready for the New School Year

As fall approaches, it's time once again to consider ways in which to reduce food waste at your school, district, or organization. [The Green Lunchroom Challenge website](#) has been revised to reflect the new document submission procedure, and the fact that the challenge is a voluntary pledge program, in which participants may reach different levels of

achievement at any time. (Completed materials are to be sent via email attachment to Joy Scrogum of the Illinois Sustainable Technology Center at [jscrogum@illinois.edu](mailto:jscrogum@illinois.edu).) Because submission is via email, you no longer need to have a password to access an online account. A [list of participants](#) has also been added to the website to acknowledge all organizations that have signed up for the challenge.

The Green Lunchroom Challenge is a voluntary pledge program for schools to improve the sustainability of their food service operations. By registering, participants are accepting the challenge to reduce and prevent food waste in their facilities. The challenge is presented by the Illinois Sustainable Technology Center and open to all K-12 schools in Illinois. See the ["About" page](#) for complete information.

If you have not yet registered for the challenge, you may do so at any time. Due to the technical difficulties the website experienced in the spring, activities undertaken during both the 2015-16 school year and the fall semester of the 2016-17 school year will count toward 2016 recognition (from Sept. 1, 2015, forward, for non-academic organizations).

If you have already registered (or once you have), please take time before the busy school year begins to complete the Green Lunchroom Challenge [baseline form](#). This will help you identify and prioritize the areas of your operations to focus on improvement efforts. Also, any measures that you have prior to making improvements will help you quantify the impacts of improvements made as part of the challenge. Finally, this will get you started in the challenge — submitting the completed form is [one of the suggested "Challenge Activities,"](#) for which you may earn 150 points.

If you have questions or concerns, please contact Joy Scrogum at [jscrogum@illinois.edu](mailto:jscrogum@illinois.edu) or (217) 333-8948.



See our Back-to-School Checklist  
on the last two pages of this issue!

# CALENDAR OF EVENTS

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- **Aug. 2** – [NSLP School Meals Menu Planning 101 workshop](#) in Springfield
- **Aug. 9** – [NSLP School Meals Menu Planning 101 workshop](#) in West Frankfort
- **Aug. 10** – [SNP Food Handler Training](#) in West Frankfort
- **Aug. 24** – [Electronic Direct Certification webinar](#)
  - **Aug. 30** – [Certification of Household Eligibility Applications webinar](#)
  - **Aug. 31** – 2017 SNP annual application deadline, if school starting in August ([Instructions](#))
  - **Sept. 5** – Labor Day, ISBE offices closed



*Please note this is not a complete list of events, meetings, and deadlines. For questions, call the Illinois State Board of Education's Nutrition and Wellness Programs Division at (800) 545-7892 or (217) 782-2491.*

# NON-DISCRIMINATION STATEMENT

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*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at <https://www.ascr.usda.gov/how-file-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

1. **Mail:** U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** [program.intake@usda.gov](mailto:program.intake@usda.gov).



*This institution is an equal opportunity provider.*



UNIVERSITY OF ILLINOIS  
EXTENSION

## **School Nutrition Training**

*Satisfies USDA Professional Standards Requirements*

# the **ABCs** of school nutrition

Professional Standards Portal for Illinois School Nutrition Employees

**Heard about Smarter Lunchrooms?!** This movement from Cornell University, supported by the USDA, shows school nutrition staff how to upgrade their cafeteria environment to highlight healthy food choices, increase meal participation, and lower food waste using no-cost or low-cost strategies. U of I Extension professionals are certified by Cornell University to conduct Smarter Lunchrooms assessments and provide the Smarter Lunchrooms-approved professional development at Illinois schools. If you're curious about how these research-based strategies could help your school, you can connect with us through the [ABCs of School Nutrition](#) website, email [schoolnutrition@illinois.edu](mailto:schoolnutrition@illinois.edu), or contact your local Extension office.



### **Contact University of Illinois Extension for Back to School Training!**

Schedule **free** face-to-face training with U of I Extension this fall! U of I Extension offers face-to-face training on various topics that meet the USDA Professional Standards. To inquire about training in your area, please contact us through the [ABCs of School Nutrition](#) website or contact your local Extension office.

### **ABCs of School Nutrition - Online Training Portal for IL School Nutrition Professionals!**

This portal will provide you information about face-to-face training opportunities, online courses, webinars, instructional videos, Illinois-specific updates & resources, and more. Visit <http://go.illinois.edu/ABCsofSchoolNutrition>, create a user profile, and stay tuned for more content to be added throughout the year!

### **Team Up for School Nutrition Success ILLINOIS – Join the Team!**

**NEW school food photo contest starts in AUGUST – like our Facebook page to participate!** Like the Team Up for School Nutrition Success ILLINOIS [Facebook page](#) and get tips, advice, school nutrition news, training and webinar opportunities, and upcoming grant information right at your fingertips! Join a motivated & inspired network of Illinois school nutrition professionals, see what other schools are doing in Illinois, and share what you're doing at your school.



# the ABCs of school nutrition

Please contact your nearest educator to learn about or schedule training in your area.  
All training is free and satisfies USDA Professional Standards.

## JoDaviss/Stephenson/ Winnebago Counties

Carol Erickson: 217-300-0895,  
cerickso@illinois.edu

Diane Reinhold: 815-235-4125,  
dreinhol@illinois.edu

## Boone/DeKalb/Ogle Counties

Marilyn Csernus: 815-732-2191,  
mcsernus@illinois.edu

## Lake/McHenry Counties

Dale Kehr: 847-223-8627,  
dalekehr@illinois.edu

## DuPage/Kane/Kendall Counties

Jessica Gadomski: 630-584-6166,  
jgadomsk@illinois.edu

Laura Barr: 630-584-6166,  
lbarr@illinois.edu

## Cook County

Whitney Ajie: 217-244-7439,  
ajie2@illinois.edu

## Henry/Mercer/Rock Island/Stark Counties

Brad Cirks: 309-756-9978,  
bcirks@illinois.edu

Kristin Bogdonas: 309-756-9978,  
kmbogdo@illinois.edu

## Bureau/LaSalle/Marshall/Putnam Counties

Amber Noll: 815-224-0889,  
noll@illinois.edu

Susan Glassman: 815-224-0889,  
susang@illinois.edu

## Grundy/Kankakee/Will Counties

Deloris Walker: 815-727-9296,  
dwalke@illinois.edu

Drusilla Banks: 815-933-8337,  
dbanks@illinois.edu

## Fulton/Mason/Peoria/Tazewell Counties

Michelle Fombelle: 309-685-3140,  
mfombell@illinois.edu

## Livingston/McLean/Woodford Counties

Jenna Smith: 309-663-8306,  
jesmith6@illinois.edu

## Champaign/Ford/Iroquois /Vermilion Counties

Whitney Ajie: 217-244-7439,  
ajie2@illinois.edu

## Logan/Menard/Sangamon Counties

Whitney Ajie: 217-244-7439,  
ajie2@illinois.edu

## DeWitt/Macon/Piatt Counties

Caitlin Huth: 217-877-6042,  
chuth2@illinois.edu

## Adams/Brown/Hancock/ Pike/Schuyler Counties

Brenda Derrick: 217-223-8380,  
derrickb@illinois.edu

## Christian/Jersey/Macoupin/ Montgomery Counties

Lisa Peterson: 217-532-3941,  
lap5981@illinois.edu

## Clark/Crawford/Edgar Counties

Mary Liz Wright: 217-826-5422,  
maryliz@illinois.edu

## Madison/Monroe/St. Clair Counties

Amy Funk: 618-344-4230,  
amyfunk@illinois.edu

## Bond/Clinton/Jefferson/Marion/ Washington Counties

Whitney Ajie: 217-244-7439,  
ajie2@illinois.edu

## Saline County

Trinity Allison: 618-439-3178,  
trinitya@illinois.edu

## Franklin/Jackson/Perry/ Randolph/Williamson Counties

Toni Kay Wright: 618-993-3304,  
tkwright@illinois.edu

Professional Standards Portal for Illinois School Nutrition Employees:  
<https://extension.illinois.edu/abcsofschoolnutrition>



# Back-to-School Checklist



Annual Online Application for schools to participate in the School Nutrition Programs is due by Aug. 31, 2016.

For schools that participate in the School Nutrition Programs (National School Lunch, School Breakfast, After School Snacks, and Special Milk):

- Check the Electronic Direct Certification System for students automatically eligible for free benefits.
- For any households that were not found in the Electronic Direct Certification System, send those households the Letter to Households, Application & Instructions.
- Notify households of their eligibility for meal benefits.

[http://www.isbe.net/nutrition/sbn\\_handbook/toc.htm](http://www.isbe.net/nutrition/sbn_handbook/toc.htm)

Civil Rights Training is required on an annual basis for all staff that work directly with School Nutrition Programs applicants and/or recipients.

[http://www.isbe.net/nutrition/htmls/civil\\_rights.htm](http://www.isbe.net/nutrition/htmls/civil_rights.htm)

Has your school received two Food Safety Inspections this year? If not, we suggest that you send a request for two inspections to your local county health department. A sample letter is available on our website. Maintain a copy of the letter you send for your records

<http://www.isbe.net/nutrition/htmls/safety.htm>

The Food Handling Regulation Enforcement Act requires all food service area employees or food handlers that work with open/unpackaged foods, food service equipment or utensils, or any food contact surfaces to receive an approved food handler training. PLEASE NOTE: The Food Handler Training is different from the Food Service Sanitation Manager Certification (FSSMC). Any food service staff person that has a current FSSMC certificate does not need to complete a Food Handler Training.

<http://www.isbe.net/nutrition/htmls/safety.htm>

The USDA established professional standards for State and local school nutrition programs personnel in regards to hiring for new School Nutrition Programs Directors and establishes required annual training hours for all School Nutrition Programs Employees. Ensure that staff meet the annual training requirements & that new staff hiring meets the USDA requirements

<http://www.isbe.net/nutrition/htmls/snp-prof-stds.htm>

Check our website for upcoming in-person trainings, online training modules and upcoming webinars.

<http://www.isbe.net/nutrition/htmls/workshops.htm>

CONTINUED ON THE NEXT PAGE

# Back-to-School Checklist (continued)

- Local School Wellness Policies are required for all schools in the National School Lunch Program. Additionally, those policies are required to receive a periodic assessment.

[http://www.isbe.net/nutrition/htmls/wellness\\_policy.htm](http://www.isbe.net/nutrition/htmls/wellness_policy.htm)

- Districts that charged less than a weighted average price of \$2.78 for PAID student lunches in SY2015-16, must complete the following calculator and either 1) increase PAID meal prices, 2) contribute non-federal funds to the nonprofit school food service account, or 3) a combination of increasing prices and contributing non-federal funds.

[http://www.isbe.net/nutrition/htmls/nslp\\_hhfka\\_implementation.htm](http://www.isbe.net/nutrition/htmls/nslp_hhfka_implementation.htm)

- Schools in the School Nutrition Programs: The USDA established rules regarding what foods and beverages can be sold in schools. Ensure that the foods and beverages sold in your schools meet the requirements

<http://www.isbe.net/nutrition/htmls/nslp-usda-nutrition-stds.htm>

- Does your school offer enrichment activities after the school day? If they do, take a look at the After School Snack Program and see if it could benefit your students.

<http://www.fns.usda.gov/school-meals/afterschool-snacks>

- Does your school offer the School Breakfast Program? Studies show positive results for students who consume a healthy breakfast. Check out our website for more information on the School Breakfast Program.

<http://www.fns.usda.gov/sbp/school-breakfast-program-sbp>

## Contact Information

**NUTRITION & WELLNESS PROGRAMS:** Contact us for information related to rules and regulations of the School Nutrition Programs, program implementation information, menu planning, food safety, USDA Foods, contracts, administrative reviews, and technical assistance with the operations of your school meal program.

**Website:** [www.isbe.net/nutrition](http://www.isbe.net/nutrition)

**Administrative Handbook:** [www.isbe.net/nutrition/sbn\\_handbook/toc.htm](http://www.isbe.net/nutrition/sbn_handbook/toc.htm)

**Phone:** (800) 545-7892 or (217) 782-2491

**Email:** [cnp@isbe.net](mailto:cnp@isbe.net)

**IWAS HELPDESK:** Contact the IWAS helpdesk for assistance with your IWAS account, IWAS login and password questions, access to systems and general IWAS, or WINS system technical assistance.

**Phone:** (217) 558-3600

### FUNDING & DISBURSEMENTS DIVISION:

Contact the Funding and Disbursements Division with questions regarding your claims for reimbursement and payment information.

**Guidance Document:** [www.isbe.net/funding/pdf/wins-claim-inst.pdf](http://www.isbe.net/funding/pdf/wins-claim-inst.pdf)

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**Help Document:** [www.isbe.net/research/pdfs/eps-guide.pdf](http://www.isbe.net/research/pdfs/eps-guide.pdf)

**Phone:** (217) 558-3600 or (217) 782-3950.