

The OUTLOOK

Nutrition Programs

Illinois State Board of Education

Visit our Our Improved Division Website

Add a little more color and a lot more links and what do you get? An easier-to-use Nutrition Programs Division website! In effort to keep you updated on the latest information and resources, we strive to improve our website on a regular basis. Please visit us at www.isbe.net/nutrition and check out some of the newest additions, including expanded local wellness policy and School Meals Initiative pages. And do not miss out on what is happening—remember to visit our newsletter, electronic calendar, and workshop/training pages regularly!

FREE KidsFest-Chicago Event Approaching

Q. What do you get when you mix 5,000 children K–8 graders, a rock climbing wall, a Junior Chef’s competition, over 50 exhibitors and sponsors, and fun and entertainment for three days?

A. KidsFest-Chicago at the DuPage Expo in St. Charles, October 12–14, 2006.



With October approaching, so does the KidsFest-Chicago event to be held

at DuPage Expo in St. Charles. It is not too late to plan to attend this non-stop fun and entertainment event coordinated by the Illinois Nutrition Education and Training Program (NET). This year’s primary sponsors include Sodexo and Radio Disney. Download the flyer at <http://www.kidseatwell.org/kidsfest/>.

September 2006 Outlook

In this issue....

Important Dates.....	1
Visit Our Improved Division Website.....	1
FREE KidsFest-Chicago Event Approaching.....	1
ADMINISTRATION	
School-Based Child Nutrition Programs Fiscal Year 2007	
Renewal Application Due September 15.....	2
Verification Process—IMPORTANT UPDATE.....	2
Categorical Eligibility of Homeless, Runaway, and Migrant Youth.....	2
Review News From the Monitors.....	3
Temperature, Not Color, Important Determinant of Ground Beef Safety.....	3
Comment Period Extended for Management of Donated Foods.....	3
Governor Signs Childhood Hunger Relief Act.....	3
Claim Common Cent\$—Severe Need Breakfast.....	3
Questions and Answers.....	3
FOOD SERVICE and NUTRITION	
Fuel Up With School Breakfast.....	3
Illinois School Breakfast Week + American Education Week = A Formula for Success.....	4
GRANTS/AWARDS/HONORS	
Congratulations to the Wellness Policy Minigrant Recipients.....	4
TRAINING, TIPS, and TOOLS	
Save the Date!.....	5
Basic Training Manual Updated!.....	5
Game On! The Ultimate Wellness Challenge.....	6
Calendar of Events—October.....	6
OTHER	
Datesaver!.....	6
New School-Based Child Nutrition Programs Calendar.....	6

Important Dates

- Sponsor/Site Application—completion date no later than September 15, 2006
- National School Lunch Week—October 9–13, 2006
- KidsFest, DuPage Expo—St. Charles, October 12–14, 2006
- Illinois School Breakfast Week—November 12–18, 2006
- American Education Week—November 12–18, 2006

bulletin board

Administration

School-Based Child Nutrition Programs Fiscal Year 2007 Renewal Application Due September 15

Program regulations require all sponsors participating in a school-based Child Nutrition Program (National School Lunch, School Breakfast, Special Milk, and/or the Illinois Free Breakfast and Lunch Programs) to complete an annual application and it is now time to complete the renewal process. Please submit the Sponsor and Site Applications to the Illinois State Board of Education (ISBE) via IWAS (ISBE Web Application Security) by September 15, 2006. The program year is October 1, 2006, through September 30, 2007. Instructions for completing the application process are available at http://www.isbe.net/nutrition/pdf/nslp_app_instructions.pdf.

If you have any questions regarding the application, please contact the Nutrition Programs Division at 800/545-7892 or 217/782-2491. If you have any technical questions regarding IWAS accounts, please call the ISBE Helpdesk at 217/558-3600.

Verification Process—IMPORTANT UPDATE

Verification is the confirmation of eligibility for free and reduced-price meals under the National School Lunch and School Breakfast Programs. Annually, each local education agency (LEA) must select and verify a sample of applications approved for benefits as of **October 1**. The local education agency must complete verification of this minimum sample size by **November 15**. The local education agency must then submit a Verification Summary Report electronically to ISBE by **January 18**. (The report will be available online in November.)

On August 8, 2006, the US Department of Agriculture notified state agencies that 100 percent verification (verification of all approved applications) or any sample larger than 3 percent are no longer allowable options. If you have already initiated verification of more than 3 percent (including 100 percent), essentially notifying households of their selection for verification and requesting that the households submit documentation, you must complete the verification process with these households. However, if you will not notify households of their selection until after October 1, you must use one of the following sample sizes:

Standard Sample Size = The lesser of 3,000 or 3 percent of applications selected from approved *error-prone* applications on file as of October 1. In cases in which there are not enough error-prone applications to comply with the required sample size options, LEAs must randomly select additional applications to fulfill the 3,000 or 3 percent requirement. Direct certification letters and homeless, runaway, and migrant listings are not subject to verification and therefore not counted in the pool of approved applications from which the sample is selected.

For example: If you have 200 approved applications on October 1, you need to verify six applications (3 percent

of 200). These six applications must be selected from error-prone applications. If you have only five error-prone applications, the sixth is selected randomly from all approved applications.

Error-prone applications = Those applications with an income listed within \$100/month (\$1,200/year) above or below the free eligibility limit or within \$100/month (\$1,200/year) below reduced-price eligibility limit.

Random Sample Size = If qualified to use this alternate sample size, an LEA may select the lesser of 3,000 or 3 percent of applications selected at random from approved applications on file as of October 1 (regardless of error-prone).

Focused Sample Size = If qualified to use this alternate sample size, an LEA may select the lesser of 1,000 or 1 percent of error-prone applications selected from approved applications on file as of October 1 PLUS the lesser of 500 or 1 percent of all approved applications as of October 1 that provided a case number that showed participation in food stamps, Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR).

Any LEA with less than 20,000 children approved by application with a non-response rate for the preceding school year of less than 20 percent or any LEA with more than 20,000 children approved by application with the non-response rate at least 10 percent below the verification non-response rate for the second preceding school year qualify for random or focused.

Non-response rate is defined as the percentage of approved household applications selected for verification for which verification information has not been obtained by the LEA.

Verification for Cause = While the verification sample cannot exceed the percentages defined above, LEAs still have an obligation to verify questionable applications (for cause). For cause may include, but is not limited to, situations where school officials have knowledge of household circumstances that would cause them to verify the information on the application. Restrictions on sample size do not apply when an application is verified for cause.

For a listing of steps to complete the verification process, go to http://www.isbe.net/nutrition/htmls/forms_sbn.htm.

Categorical Eligibility of Homeless, Runaway, and Migrant Youth

Homeless, runaway, and migrant children may be directly certified based on a list of eligible students provided by an appropriate person, such as:

- Homeless education liaison
- Local shelter director
- Runaway and homeless youth service provider
- Migrant education or federal program coordinator

Documentation to substantiate free meal eligibility must consist of the youth's name or a list of names, effective date(s), and the signature of the person providing documentation. No application for free meal benefits is required. Because these children are directly certified, they are not subject to the verification process to document eligibility.

In the event there is a delay in receiving information from a homeless education liaison, migrant coordinator, or other provider, the school/school district should determine who best knows the child's situation and have that person establish a list of documentation or complete a Household Eligibility Application on the child's behalf. As a result of the full-year eligibility, those children declared eligible for free meals remain eligible for the duration of the school year regardless of any change in status.

For questions regarding categorical eligibility of homeless, runaway or migrant youth, contact the Nutrition Programs Division, Illinois State Board of Education at 800/545-7892 or via email at cnp@isbe.net.

Review News From the Monitors

It is that time again. Everyone is gearing up for the new school year. Shelves are being stocked with food and kitchens cleaned. Another item to add to your list is preparing for an ISBE review. State agency reviews are conducted a minimum of once every five years. There are two types of state agency reviews. The first is an Administrative Review or Coordinated Review Effort (CRE). The second type of review is the School Meal Initiative (SMI) review.

If you are due for an Administrative Review this year, you will receive a notification letter a minimum of two weeks prior to the review. The letter includes a checklist to help you prepare. One of our field monitors will then call you to schedule the review. This is the ideal time to get any questions you may have answered. Be prepared for on-site visits at schools to view eligibility documentation, menus, a meal service, your meal counting procedures, verification, and other general areas. If you had a review last year and significant problems/concerns were found, you can probably expect us again this year for a follow-up visit.

ISBE currently contracts with Southern Illinois University-Carbondale to do the SMI reviews. For this type of review, you will be provided with a packet informing you of what information will be needed to complete your menu analysis.

We appreciate your ongoing participation in the NSLP and look forward to seeing you for a review.

Temperature, Not Color, Important Determinant 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>.

Comment Period Extended for Management of Donated Foods

The Food and Nutrition Service, United States Department of Agriculture is extending the public comment period on the proposed rule entitled "Management of Donated Foods in Child Nutrition Programs, the Nutrition Services Incentive Program, and Charitable Institutions," which was published in the Federal Register on June 6, 2006. This rule proposed to revise and clarify requirements with respect to the distribution, management, and use of donated foods in the National School Lunch Program and other child nutrition programs. Most significantly, it would establish specific requirements to ensure that school food authorities and other recipient agencies in child nutrition programs receive the value of donated foods provided to food service management companies for use in providing school lunches and other meals. To obtain detailed information on the comment period and to view the rules, go to <http://www.gpoaccess.gov/fr/index.html>, search RIN0584-AD45.

Governor Signs Childhood Hunger Relief Act

On June 30, 2006, Governor Rod Blagojevich signed Senate Bill 2336 amending the School Breakfast and Lunch Program Act and the Childhood Hunger Relief Act. The law stipulates that all public schools in which at least 40 percent of the students were eligible for free or reduced-price lunches in the preceding year must operate a breakfast program. Provisions are included in the law to allow a school district to opt out of the breakfast program under certain circumstances.

Visit the Illinois General Assembly's website (<http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=094-0981&GA=094>) to determine the schools/sites that are mandated to operate the School Breakfast Program and to access the petition for exemption, if applicable.

Claim Common Cent\$ — Severe Need Breakfast

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



What is Severe Need Breakfast and why is it on my claim? Severe Need Breakfast is a higher rate of reimbursement for qualifying sites that already participate in the School Breakfast Program. Approval for the program is automatic and done at the time the annual Site Application is submitted. Please refer to the Severe Need Breakfast Fact Sheet (at http://www.isbe.net/nutrition/pdf/severe_need_fact_sheet.pdf) for more information regarding the approval process.

Once a site is approved for Severe Need Breakfast, two additional boxes will appear on the site claim; one for free breakfasts and one for reduced breakfasts. Complete these two boxes by inputting the number of free and reduced breakfasts served by the site which will be the same meal counts as reported under the Breakfast area of the claim. By completing the Severe Need Breakfast free and reduced fields on the claim, you will receive additional federal reimbursement for each free and reduced breakfast claimed.

If you have any questions regarding the approval process for the Severe Need Breakfast Program please contact Nutrition Programs at 800/545-7892. If you have any claim questions, please contact Carol Curto or Gladys Rothenberg in Funding & Disbursements at 217/782-5256.

Questions and Answers

1. **Q.** If a school participates in the federal Special Milk Program, is it required to have a food safety program plan that complies with Hazard Analysis and Critical Control Point (HACCP) principles?
 - A. *If a school only has the Special Milk Program, it is not required to have a HACCP plan.*
2. **Q.** When will USDA be issuing guidance on how the 2005 Dietary Guidelines impact the School Breakfast Program and the National School Lunch Program meal patterns?
 - A. *Food and Nutrition Service (FNS) currently has an internal working group that is reviewing the existing school meal patterns and nutrient targets in comparison to the 2005 Dietary Guidelines and Dietary Reference Intakes. In the meantime, menus are still required to meet nutrient standards and meal pattern requirements. However, we also encourage schools to implement some of the 2005 Dietary Guidelines recommendations into school meals now, including: keep trans fat as low as possible, reduce cholesterol, promote low-fat and fat-free milk, reduce sodium, include whole grains, and increase fruits and vegetables.*
3. **Q.** A student started out the school year living with her mom. A meal benefit application for this student was submitted by the mom to the school, and the student was determined eligible for free meals. The student then decides to live with her father who resides in a neighboring district, but she does not change schools and stays at the original school. Would a new meal benefit application need to be submitted for this student or would the free meal eligibility determination that was made based upon her mom's household application still remain in effect?
 - A. *The original free meal eligibility determination would remain in effect even if the student decided during the school year to live with her dad who resides in another school district area, if the student does not change schools.*
4. **Q.** Must a parent report his receipt of Veterans Affairs benefits on the free and reduced-price meal benefit application?
 - A. *Yes, on page 34 of the USDA Eligibility Guidance for School Meals Manual, veterans' payments are specifically listed as reportable income. Veterans'*

payments are not listed under "Income Exclusions" on page 35 of the Eligibility Guidance, or on the list of payments from federal programs that are excluded from consideration as income by legislative prohibition on pages 37–39 of the Eligibility Guidance.

5. **Q.** May a parent submit to a school food authority a signed free and reduced-price application for her child who lives in a residential child care institution (RCCI)?
 - A. *No, according to USDA guidance, "the RCCI must submit to the day school an application on behalf of the child," and the application must have the "signature of an adult from the RCCI."*
6. **Q.** Can Child Nutrition and/or Team Nutrition funds be used to purchase physical education equipment as part of the local wellness policy requirement?
 - A. *Child Nutrition (CN) and Team Nutrition (TN) funds cannot be used to purchase physical education equipment, including playground equipment, exercise or sports equipment, dance equipment, sports lessons (swimming, skating, etc.), or to pay for the services of a for-profit physical fitness organization.*
7. **Q.** Are cheese food, cheese spread, cheese product, imitation cheese, and cheese substitutes creditable as a meat/meat alternate in school meals?
 - A. *To answer this question, we need to look at each food individually.*
Cheese food and cheese spread—Yes, it may be creditable in school meals but twice the amounts of cheese food and cheese spread have to be served because these items are higher in moisture content and lower in protein than natural cheeses. For example, to meet 2 ounces of meat/meat alternate at lunch, if a cheese food or cheese spread is served, 4 ounces (which is twice the required amount) would have to be served. Also, as a special note, cheese food and cheese spread are often high in sodium.
Cheese products and imitation cheese—No, imitation cheeses and cheese products are not creditable.
Cheese substitute, cheese food substitute, and cheese spread substitute—Yes, cheese substitute, cheese food substitute, and cheese spread substitute are creditable if they meet the FDA standard of identity for substitute foods. The standard requires that a cheese substitute not be nutritionally inferior to the standardized cheese from which it is substituted.
8. **Q.** What are the requirements for fluid milk in the National School Lunch Program?
 - A. *The National School Lunch Act requires that lunches served by participating schools include fluid milk in a variety of fat contents.*

Food Service and Nutrition

Fuel Up With School Breakfast

Want to generate excitement and increase student participation in your School Breakfast Program? St.

Louis District Dairy Council offers its new *Fuel Up With School Breakfast* promotion kit to food service directors and managers for use in elementary schools. The promotion kit includes a poster; limited number of prizes; plus other materials to let students, parents, and teachers know that milk and breakfast at school is an important part of the school day. In addition, the promotion is full of engine-revving ideas to help get students zooming to eat breakfast at school.

Fuel Up With School Breakfast is being offered to elementary schools in the St. Louis District Dairy Council's service area on a first come, first serve basis. For more information, contact your local Dairy Council representative or visit the website at www.stldairyCouncil.org.

Illinois School Breakfast Week

(November 12–18, 2006)

+ American Education Week

= A Formula for Success



Why would you consider celebrating Illinois School Breakfast and American Education Week together? Because they both have a common goal; to —help children do well in school.

Illinois School Breakfast Week has been celebrated during November for over 12 years. The purpose of this recognition is to highlight the positive impact serving breakfast to students at school makes on their academic, personal, and emotional lives.



The American Education Week's theme developed by the National Education Association is *Great Public Schools: A Basic Right and Our Responsibility* which highlights the importance of bringing together educators, school staff, parents, students, and communities in a unified effort to build great public schools.

The weeklong celebration features a special observance each day of the week. They include:

- November 12 Student Leader's Day
- November 13 Nationwide Kickoff Celebration
- November 14 Invite Parents to School Day
- November 15 Education Support Professionals Day
- November 16 Educator for a Day
- November 17 Substitute Educators Day

Do you see any connections between these special observances and your previous breakfast week promotions? Consider talking with other school staff, your administrator(s), and educators to brainstorm about ways that you might pair these two special observances together this November.

Another benefit of conducting a school breakfast promotion in November is that by doing the work now to prepare for an event, you reduce the amount of time, labor, and resources to conduct another promotion in March for National School Breakfast Week (NSBW). The theme for NSBW is *Go Places with School Breakfast*. Use the resources at www.schoolnutrition.org to plan and prepare for any breakfast related special events. For further information on American Education Week, visit <http://www.nea.org/aew/index.html>.

Grants, Awards, and Honors

Congratulations to the Wellness Policy Minigrant Recipients

Illinois Nutrition Education and Training staff are pleased to announce the 15 awardees of the Wellness Policy Minigrants. Their projects focus on local wellness policy training.

School District	City
Bushnell-Prairie City Community Unit School District 170	Bushnell
Iroquois West Community Unit School District 10	Gilman
Kankakee School District 111	Kankakee
McLean County Unit District No. 5	Normal
Shirland Community Consolidated School District 134	Shirland
Silvis School District 34	Silvis
St. Anne Community High School District 302	Saint Anne
St. Rose Elementary School District 14-15	St. Rose
Stark County Community School District 100	Toulon
Sycamore Community Unit School District 427	Sycamore
Wabash Community Unit School District 348	Mt. Carmel
Warrensburg-Latham Community Unit School District 11	Warrensburg
Wayne City Community Unit School District 100	Wayne City
West Central Community Unit School District 235	Biggsville
West Prairie Community Unit School District 103	Colchester

Training, Tips, and Tools

Save the Date!

We are pleased to announce the dates and cities for our 2007 School-Based Administrative workshops. Please make a notation on your calendar to register for one of these workshops next spring at a closer date. Further information will be posted on our division website at www.isbe.net/nutrition.

Southern

- June 6 Carbondale — Civic Center
- June 7 Fairview Heights — 4 Points Sheraton

Central

- June 12 Springfield — Route 66 Hotel
- June 14 Peoria — Holiday Inn City Centre

Northern

- June 27 Rockford — Clock Tower Resort & Conference Center
- June 28 Oak Lawn — Hilton

Basic Training Manual Updated!

The *School-based Based Child Nutrition Basic Training Manual*, which provides an overview of the United States Department of Agriculture's regulations that govern the school-based nutrition programs, has been updated (August 2006). It includes helpful information on household applications, verification, menu planning, the Food Distribution Program, state and local reviews, and much more. To order a copy of the latest version, go to <http://www.isbe.net/nutrition/htmls/workshops.htm> and click on *Basic Training Manual Order Form*.

Game On! The Ultimate Wellness Challenge



Let *Game On! The Ultimate Wellness Challenge* come to your neighborhood this fall. *Game On!* is an obstacle course integrating nutrition education, physical activity, and learning through a series of activity stations aimed at stimulating both minds and bodies. Its purpose is to build awareness about school wellness and encourage students to eat healthy and be active.

Schools and communities across America can host *Game On!* events between August 1st and October 1st. A National national *Game On!* event will take place on October 5, 2006, in Washington, DC. A week later, the *Game On! Wellness Challenge* will be set-up at the statewide KidsFest-Chicago at the DuPage Expo in St. Charles on October 12-14. Visit www.actionforhealthykids.org/special_GameOnToolkit.php for further information.

Other

Datesaver!

Mark your 2007 calendar for the School Nutrition Association's Annual National Conference in the Windy City of Chicago, July 15—18, 2007. Visit www.schoolnutrition.org for further information.

Calendar of Events—OCTOBER

- Child Health Month
- Complete the meal count edit prior to submission of the Claim for Reimbursement
- 1 Determine the number of applications for verification and begin confirmation review and verification process
- 9 Columbus Day—ISBE office closed
- 9—13 National School Lunch Week, — Vote for School Lunch
- 10 Submit Claim for Reimbursement
- 12—14 KidsFest-Chicago—DuPage Expo, St. Charles
- 13—20 Make changes, if needed, to commodity orders
- 16 World Food Day

New School-Based Child Nutrition Programs Calendar

Each school building will be receiving a wall calendar this fall. The calendar includes important deadlines and upcoming events. Important information is also printed on the back side, so please take time to read and/or copy this information. Additional copies are available upon request from this office at 800/545-7892 or 217/782-2491.



Illinois State Board of Education

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