



September 2012

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CALENDAR OF EVENTS

Administrative Alerts

Illinois State Board of Education Division News

The State Superintendent recently announced that the Nutrition Programs Division will now be called the **Nutrition and Wellness Program Division**, operating under the Specialized Instruction, Nutrition and Wellness Center. Mark R. Haller, SNS, now serves as the Acting Division Administrator. The new division name reflects how the nutrition aspects of the Child Nutrition Programs and ISBE's objectives will align with the overall wellness for students and children so that they are ready to learn, help to combat the obesity epidemic, and provide access to healthy meals for all families including food insecure families.

New School Year - Old Fiscal Year

As you start submitting claims for the 2012-13 school year, remember that the programs and claims run on a Federal Fiscal Year of October through September. This means that September and prior claims are part of **FY 2012** and October and thereafter claims are part of **FY 2013**. Be sure you select the correct Program Year when filing your claims online. If you have changed which programs your sites are participating in for this school year, you need to update your **2012** site applications in ACES to cover August and September 2012. Please be sure to check your **2012** site applications in ACES to make sure the month of August is marked appropriately for whether that site is participating in August or not.

All claims for **FY 2013** will be filed using the new WINS computer system. As in the past, claims will need to be submitted for each site operating during the month as well as the submission of a sponsor claim. The big change will be that the site claims will now be broken down to the **daily** level rather than **monthly** totals. Further details and training information will be coming soon.

For any claim questions, please contact Funding & Disbursements at 217-782-5256.

Accommodating Children with Special Dietary Needs

The United States Department of Agriculture's (USDA's) nondiscrimination regulation (7 CFR 15d) applies to any site participating in a federally-funded meal program, including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP).

Please note that substitutions **must be made** to the regular meal, including milk, for any child with disabilities (i.e. a life-threatening reaction when exposed to the food and/or beverage) when certain requirements are met. Substitutions **may be made** to the reimbursable meal for any child who has a food intolerance or allergies that do not rise to the level of a disability when certain requirements are met. For further information, visit http://www.isbe.net/nutrition/htmls/special_dietary.htm.

Existing Inventory of USDA Foods and Commercial Products

Providing healthful meals while maintaining the meat/meat alternate (m/ma), grain and calorie maximums is an important tool to improve the diets of America's school children and help reduce obesity. Large serving sizes may contribute to excess calories, which potentially jeopardizes schools' ability to meet other nutrient specifications as required by the new NSLP lunch pattern effective July 1, 2012.

The meal pattern does not exclude specific food items. However, schools may have products currently in inventory or on order with large portion sizes that may not easily fit into the weekly m/ma, grain or calorie limits.

We recognize that both School Food Authorities (SFAs) and their food suppliers are working in good faith to ensure that products supporting the new meal patterns are available. We strongly encourage SFAs to make use of all food which has been purchased for school meal programs. SFAs must honor their procurement contracts and utilize inventories for items that companies have produced. SFAs should plan to menu these existing inventories as quickly as possible and begin planning for new procurements that were not re-bid for School Year (SY) 2012-2013.

It is also important to note that in the upcoming year, in accordance with regulations, a quantity violation is not a disallowance on a first review. While SFAs will not be eligible to receive the 6 cent reimbursement, Illinois will not assess fiscal action for menus that fall outside of the weekly required ranges because of the need to use up existing inventory. SFAs should apply for 6 cents certification as soon as they are able to provide compliant menus that meet all meal pattern requirements.

Following are three distinct scenarios and potential remedies to utilize commercial products in SY 2012-13: using existing inventory in schools, modifying/cancelling orders submitted but not yet processed, and managing future orders not yet processed.

1. Physical inventory of product

There are several options for SFAs for utilizing existing inventory, either in storage or at schools, particularly large-portioned food items that do not easily fit with the weekly maximum requirements. SFAs may plan to offer larger items less frequently on the menu, such as no more than once per week since the grain and m/ma limits are on a weekly basis. The larger portion products would be balanced with smaller sized offerings over the course of the week to meet the weekly dietary specifications. SFAs may also find that certain items, such as larger hamburger patties, may need to be transferred to high schools where the weekly m/ma limits are higher. SFAs should also work with other school districts or their State agency to request transfers of food where some may have excess inventories that can be utilized by others. SFAs can also use these products for staff meals. Finally, the products may be adjusted in form and used as ingredients in other menu items (stewing bone-in chicken for soup for smaller individual m/ma servings).

2. Inventory at processor/orders submitted but not yet processed

For products that have been ordered and are at the processing facility, but not yet processed or delivered to the schools, SFAs should explore with manufacturers if they can change existing product specifications for their end products. Such products may be further processed or prepared in a way that reduces portion size (e.g. resizing of hamburger patties). SFAs will need

to work closely with both their State agency and food processor to determine what flexibility exists within existing specifications and the procurement and /or contract parameters.

3. Orders to be placed in the near future but not yet purchased

For commercial products scheduled to be ordered in the coming months, SFAs should change existing product specifications as soon as possible. This also applies to future procurements through the remainder of SY 2012-13. SFAs that could not complete procurements prior to SY 2012-2013 and amended current contracts are required to ensure that new procurements are in place for SY 2013-2014.

Sponsor/Site Applications & Claims for School Year 2012-2013 – NEW ONLINE SYSTEM!

A new system is being introduced this year for schools to submit their annual applications to participate in school meal programs as well as submit claims for reimbursement. As of October 1, 2012, the **Web-based Illinois Nutrition System (WINS)** will replace the current **Application and Claim Entry System (ACES)**.

Instructions on completing the Sponsor and Site applications using WINS will be available in August <http://www.isbe.net/nutrition> under *What's New*. Sponsor and site application(s) are to be completed by September 17, 2012.

As in the past, claims will need to be submitted for each site operating during the month as well as the submission of a sponsor claim. The big change for claims starting with October 2012 is that the site claims will now be broken down to the **daily** level rather than **monthly** totals. Meal counts for each day, for each meal service, by category (free, reduced or paid) will be required on the site claims. This will allow for much tighter edits on the data reported and result in more accurate payments of allowable meals. The claims will still just be submitted once for each month, not daily, and will remain due 10 days after the end of the claiming month. The computer system will consolidate all the site claims into one sponsor claim that you must review for accuracy and then submit. The payment process will not begin until the sponsor claim is submitted.

Claims for July, August and September as well as any updates to programs, school contacts, etc. during this time will need to be filed through ACES. Claims and program updates starting October 2012 will need to be filed through WINS. Both systems will be accessible through IWAS in August.

Further details are coming soon. If you have questions regarding your applications, please contact Child Nutrition Programs at 800/545-7892 or cnp@isbe.net. If you have questions regarding your claims, please contact Funding & Disbursements at 217/782-5256.

Administrative Handbook Available Online

The School Year 2012-2013 version of the School-Based Child Nutrition Programs Administrative Handbook is currently being updated. Current sections of the handbook are available at www.isbe.net/nutrition/sbn_handbook/toc.htm. Once all updates are completed, the handbook will be available for download downloaded as one complete document, or in individual sections.

Preventing Overt Identification of Children Certified for Free or Reduced Price School Meals

Defining Overt Identification

Overt identification is any action that may result in a child being recognized as potentially eligible to receive or certified for free or reduced price school meals. SFAs must assure that a child's eligibility status is not disclosed at any point in the process of providing free or reduced price meals, including notification of the availability of free or reduced price benefits; certification and notification of eligibility; provision of meals in the cafeteria; and the point of service.

Preventing Overt Identification of Directly Certified Children

SFAs are not required to provide applications to parents when children are eligible for free meals through direct certification, but must assure that these children are not overtly identified through the method used to distribute applications. If an SFA distributes applications to individual households, such as by mail (including e-mail), or in individual student packets; or online availability, applications do not have to be provided to households in which all children are determined eligible through direct certification. If the distribution method is not individualized, all households must be provided applications. (See 7 CFR 245.6(b)(10)).

Prohibited Actions

The following actions are prevented by law and regulation:

- Publicizing or announcing eligible households or children's names;
- Using different mediums of exchange (see below for additional discussion);
- Having separate dining areas, service times or serving lines;
- Limiting choices of reimbursable meals; and
- Requiring that children work for their meals.

Media of Exchange Restrictions

Of particular concern is prevention of overt identification in the food service area, especially at the point of service. Any meal cards, tickets, tokens or other methods to obtain reimbursable meals cannot be coded or colored in a manner that would overtly identify free and reduced price eligible children. In addition, SFAs must take steps to assure that rosters, computer-screens or other equipment used at the point of service cannot be viewed by anyone not needing the information, especially students. Further, the information on the rosters or screens should be masked or coded to avoid other students discerning any student's eligibility status.

SFAs are encouraged to use prepayment systems as much as possible to limit exchange of money which inadvertently can indicate a student's eligibility status. SFAs must make reasonable efforts to publicize and encourage use of prepayment options by students and parents. SFAs should provide multiple ways to make prepayments, such as on-line, multiple locations within the school, especially when students are arriving or changing classes, and remind parents through e-mail, notices, or other means, when a student's balance is low.

Food Service Area Considerations

SFAs are prohibited from having separate dining areas, service times or serving lines or limiting the choices of reimbursable meals based on a student's eligibility status. In addition, SFAs choosing to sell competitive foods during the meal service are encouraged to ensure the operation of the sale of competitive foods does not inadvertently result in eligible children being identified. Ways to limit overt identification related to the sale of competitive foods include:

- Limit competitive foods to those also offered as part of reimbursable meals on the reimbursable lunch lines;
- Offer competitive foods on the same lines as reimbursable meals are offered; or
- Only allow competitive foods to be purchased with a pre-paid card.

Six Cent Meal Pattern Certification

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) requires all schools participating in the National School Lunch Program to implement the new food based meal pattern requirements starting School Year 2012-2013. Information on the new food based meal pattern requirements is available at <http://www.isbe.net/nutrition/htmls/nslp-hhfka-fbmp-ns.htm>.

The HHFKA provides for an additional 6 cents of reimbursement for each lunch meal served in districts that have been certified. The additional 6 cents of reimbursement is available for lunches served starting October 1, 2012, but cannot be awarded until all sites within the district are certified by the Illinois State Board of Education (ISBE).

Resources available to assist with this process include:

Website: <http://www.isbe.net/nutrition/htmls/nslp-hhfka-6cent.htm>
(Instructions, worksheets, and webinar specific to Illinois schools, as well as training videos from USDA on inputting data)

In-person technical assistance: Program field staff will be available in each region in September and October to provide technical assistance. Watch for a schedule on-line at <http://www.isbe.net/nutrition/htmls/nslp-hhfka-6cent.htm#video>.

Talk It Up Tuesday Webinars: Starting August 14 and every other Tuesday through October from 9 am – 10 am, Nutrition Programs will host webinars providing the latest information. Registration information coming soon under *Upcoming Webinars* at <http://www.isbe.net/nutrition/>.

Reminder: Paid Lunch Equity Requirement

The Healthy, Hunger-Free Kids Act of 2010 requires school food authorities to ensure there are sufficient funds provided to the nonprofit school food service account for lunches served to students not eligible for free or reduced priced meals. There are two ways to meet this requirement: either through the prices charged for paid lunches or through other non-Federal sources provided to the nonprofit school food service account.

(<http://www.fns.usda.gov/cnd/Governance/policy.htm>)

A tool to calculate the necessary increases in student paid meal prices and/or non-federal contributions for SY12-13, along with a 30 minute recorded webinar and power point presentation, are available on the IL State Board of Education's website http://www.isbe.net/nutrition/htmls/nslp_hhfka_implementation.htm.

To view all changes implemented by this Act for school-based child nutrition programs, please visit the Summary Chart at http://www.isbe.net/nutrition/htmls/nslp_hhfka_implementation.htm.

The Melting Pot

Updated Fact Sheets for Healthier School Meals

USDA's Food and Nutrition Service has updated the nine Fact Sheets for Healthier School Meals. The *Just the Facts: Fact Sheets for Healthier School Meals* are posted online at http://teamnutrition.usda.gov/Resources/dgfactsheet_hsm.html. They include: Use Low-fat Milk, Cheese, and Yogurt, Jazz Up Your Menus With Fruits, Vary Your Vegetables, Serve More Dry Beans and Peas, Serve More Whole Grains, Limit Saturated Fat, Trim Trans-Fat, Be Salt Savvy-Cut Back on Sodium and Meeting the Challenge of Rising Food Costs. Share these with school food service staff, and the school community to help communicate about the changes to school meals.



Board Member LaBarre signing FUTP60 Pledge



Governor Quinn with Student Ambassadors and Former Chicago Bear, Anthony Morgan

Fuel Up To Play 60 (FUTP60) Supported by the State Board of Education

Certificate of Support Signed During the State Fair

During the State Fair last month, in Springfield, Governor Quinn, Board Member Melinda LaBarre, State Board of Education, Director Robert Flider, Illinois Department of Agriculture; and Dr. LaMar Hasbrouck, Illinois Department of Public Health all pledged and signed a Fuel Up

to Play 60 Certificate of Support to support school-based nutrition and physical fitness initiatives, such as Fuel Up to Play 60. The certificate demonstrates ISBE's and the other organizations' commitment to helping to end childhood obesity in America within a generation.

Fuel Up to Play 60, a program of NFL Play 60, and the Midwest Dairy Council encourages schools to help students engage in healthy eating and 60 minutes of physical activity daily. Bookmark Fuel Up to Play 60's website at <http://www.fueluptoplay60.com/>.



The School Day Just Got Healthier Initiative

U.S. Department of Agriculture is hosting "The School Day Just Got Healthier" initiative. Webinars will take place each Tuesday at 2:00 CST to learn how school meals have changed, the products and tools we have available for our stakeholders, and what you and your organization can do to help make the school day healthier.

The goal of the 2012 Back-to-School efforts is to raise awareness about the new changes to school meals by leveraging a variety of sources including word-of-mouth; social media; traditional media; and direct communication with parents, school staff, children and members of the community.

To participate in the webinars held every Tuesday, August 21–October 23, 2012 2:00 PM CST:

- Log in to this website:
<https://www.livemeeting.com/cc/usdafns/join?id=RD6KGT&role=attend&pw=n5%60%26%5D%3ENFp>
- If prompted (most of the time there will be no prompt) for an attendee code, enter n5`&]>NFp
- If prompted for a meeting code, enter RD6KGT
- For telephone access, please dial: 800-621-9468
- When prompted, dial the access number: 2916980 then press #

Additionally, to maximize the value of the new school meals for children across the country, USDA needs your help spreading the word about the new school lunch standards. Here is how you can get involved:

- Learn about the changes and talk with children and parents about them
- Use products from our toolkit to communicate with and educate various stakeholders
- Place "The School Day Just Got Healthier" banner/badge on your website and/or Facebook page
- Like "The School Day Just Got Healthier" videos, blog posts, infographics and other products from your organization's Facebook page and/or your personal Facebook account
- Retweet @USDANutrition messages about how "The School Day Just Got Healthier"

- Build awareness about the new school meal standards by using the #schoolfoodsrule hashtag whenever relevant
- Promote and share “The School Day Just Got Healthier” toolkit with your stakeholders
- Display or link to “The School Day Just Got Healthier” infographic
- Repost or share “The School Day Just Got Healthier” blog posts
- Share your organization’s success stories about implementing the new school meal standards
- Host an in-person or online event outlining and promoting the new school meal standards
- Develop your own content—articles, blog posts, graphics, videos, etc.—based on “The School Day Just Got Healthier” key messages and share this content with your stakeholders

For more information and resources that you can use to promote the 2012 Back-To-School initiative, visit “The School Day Just Got Healthier” website at www.fns.usda.gov/healthierschoolday.

Grant Opportunities Galore!

Read on to learn more about upcoming grant opportunities for schools.

Breakfast Expansion Grants.

Share Our Strength and the Illinois No Kid Hungry Campaign announce a grant opportunity to Expand Participation in School Breakfast. These grants will support schools with the purchase of approved equipment, materials and initiatives facilitating alternative breakfast delivery models (such as in-classroom breakfast, grab-n-go, or second chance breakfast) in an effort to increase student participation in universal school breakfast. Applying schools must either be implementing or be prepared to implement an alternative breakfast delivery model. Grants will be awarded up to \$5,000 on a rolling basis. For more information or to apply, please visit the Illinois No Kid Hungry website at <http://il.nokidhungry.org/grants-school-breakfast>

America’s Great Outdoors: Connecting Youth to the Outdoors 2012 Grants, Request for Proposals

America’s Great Outdoors (AGO) grant opportunity has been announced, due September 19, 2012. One-year program grants in the range of \$2,500 to \$20,000 are available to eligible applicants. If your school is interested in beginning a school garden, read more about this opportunity at neefusa.org/grants

KABOOM

The Kaboom website listed below offers a variety of grant notices such as playground grants, community construction grants, and much more! Bookmark the website at

http://kaboom.org/about_kaboom/programs/grants/.



America Recycles Day in November

Does your school foodservice operation recycle, reuse and/or reduce? “America Recycles Day”, November 15, 2012, is a national day to celebrate recycling program efforts. Whether is it cardboard, glass, plastic, trays or composting, school foodservice operations are key areas to implement recycling programs. Plan your recycling, reuse, reduce project and culminate them with a special event. Go to <http://americarecyclesday.org/> for more information.

Calendar of Events

September 2012

National Food Safety Education Month®

- 3 Labor Day – ISBE office closed
- 4 USDA’s “School Day Just Got Healthier” Webinar – 2-3 pm *
- 10 Submit Reimbursement Claim for previous month through ACES
- 11 ISBE’s “Talk It Up Tuesday” Webinar - 9:00 am – 10:00 am
registration will be available at <http://www.isbe.net/nutrition> under *Upcoming Webinars*
USDA’s “School Day Just Got Healthier” Webinar – 2-3 pm *
- 13–20 Make changes, if needed, for October commodity deliveries
- 17 Sponsor and Site Application submission deadline – submit through WINS
- 18 USDA’s “School Day Just Got Healthier” Webinar – 2-3 pm *
- 25 ISBE’s “Talk It Up Tuesday” Webinar - 9:00 am – 10:00 am
registration will be available at <http://www.isbe.net/nutrition> under *Upcoming Webinars*
USDA’s “School Day Just Got Healthier” Webinar – 2-3 pm *

October 2012

- 2 USDA's "School Day Just Got Healthier" Webinar – 2-3 pm *
- 9 ISBE's "Talk It Up Tuesday" Webinar - 9:00 am – 10:00 am
registration will be available at <http://www.isbe.net/nutrition> under *Upcoming Webinars*
- USDA's "School Day Just Got Healthier" Webinar – 2-3 pm *
- 10-14 National School Lunch Week
http://www.schoolnutrition.org/Level2_NSLW2012.aspx?id=16976
- 13–20 Make changes, if needed, for November commodity deliveries
- 16 USDA's "School Day Just Got Healthier" Webinar – 2-3 pm *
- 17 ILSNA 2012 Product Exhibit and Conference – Rolling Meadows, IL – 8 am – 3 pm
<https://events.r20.constantcontact.com/register/eventReg?llr=te5dkreab&oeidk=a07e665lhqbc3a7c244&oseq=a015ugjvyds8y>
- 23 ISBE's "Talk It Up Tuesday" Webinar - 9:00 am – 10:00 am
registration will be available at <http://www.isbe.net/nutrition> under *Upcoming Webinars*
- USDA's "School Day Just Got Healthier" Webinar – 2-3 pm *
- 30 USDA's "School Day Just Got Healthier" Webinar – 2-3 pm *
- * To access USDA's "School Day Just Got Healthier" Webinar, go to:
<https://www.livemeeting.com/cc/usdafns/join?id=RD6KGT&role=attend&pw=n5%60%26%5D%3ENFp>
- If prompted (most of the time there will be no prompt) for an **attendee code**, enter **n5`&]>NFp**
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