

# THE OUTLOOK

*Your Guide to School-Based Child Nutrition Programs*



**October 2012**

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## Administrative Alerts

### Talk-It-Up Tuesday Webinars!

As a reminder, we continue to offer the *Talk It Up Tuesday* Webinars. They will continue every other Tuesday through October from 9 am - 10 am. This is an opportunity for you to hear from division staff on the latest information. Each session may provide different topics for discussion. The remaining *Talk It Up Tuesday* Webinar dates are as follows. Please click on the date to register.

- [October 9, 2012](#)
- [October 23, 2012](#)

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### SY12-13 Sponsor & Site Applications - Web-based Illinois Nutrition System (WINS) - Due September 28, 2012

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).

If you have already submitted all parts of your sponsor and site questionnaires/applications in WINS, you will know you are in approved status by logging into WINS and checking your WINS Dashboard. If you do not have any sponsor or site ALERTS (maroon box on left of screen), you are in approved status.

If you have not already submitted your sponsor and site questionnaires/applications in WINS, instructions are available at <http://www.isbe.net/nutrition> under *What's New*. Sponsor and site application(s) are to be completed by September 28, 2012. Local IWAS Administrators have been granted automatic access to the new WINS system. All other current Child Nutrition - ACES users must sign up for the new WINS system. To sign up for WINS, have your staff log into IWAS, then go to their IWAS System Listing and click the "**Want to sign up for other systems?**" link on the bottom right hand side of the screen. Then click the "sign up now" button next to "Web-based Illinois Nutrition System (WINS)". After submitting the request to sign up for WINS, the local IWAS Administrator (shown at bottom of the screen) will approve or deny the request.

Please use Application and Claims Entry System (ACES) to complete your July, August, and September 2012 claims. Use WINS starting with October 2012 claims.

If you have questions related to:

- gaining access to IWAS or submitting your WINS application, contact ISBE Helpdesk at **(217)-558-3600**.
- your school-based child nutrition program, contact ISBE Nutrition and Wellness Programs at **(217)-782-2491** or [cnp@isbe.net](mailto:cnp@isbe.net).

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## Two Tools for Informing Parents of New Meal Pattern Requirements – Brochure and Letter

We understand that you may be getting calls, letters, and questions from parents about the changes to the meals served in your cafeterias, therefore we developed a resource that you can provide to parents with answers to many of their questions. The Illinois State Board of Education (ISBE) has developed a new brochure geared to parents to inform them about the changes to the requirements of the reimbursable meal at their child's school - <http://www.isbe.net/nutrition/htmls/nslp-hhfka-fbmp-ns.htm>.

Additionally, to assist schools in responding to concerns about the school meal changes- specifically those relating to calories and inadequate food, USDA had developed a [Letter to Parents Template](#).

The changes to the meal pattern for school lunches are a big step in the right direction related to nutrition and wellness for our students in Illinois. This brochure and letter are great resources to inform parents and the community of the positive changes to the meal pattern and to provide them with some basic nutrition information as to why those changes were made. We know that our schools in Illinois are doing wonderful things to improve the overall health and wellness of our students and this is a quick resource to assist you in informing parents of the great things that you are doing on behalf of their children.



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## USDA Required 6 Cents Per Lunch Performance Based Reimbursement Effective for CERTIFIED School Food Authorities October 1, 2012

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 claimed beginning October 1, 2012, but cannot be awarded until all sites within the district are certified by the Illinois State Board of Education (ISBE). **This certification process is REQUIRED for ALL School Food Authorities (SFAs) participating in the National School Lunch Program.** The required documentation (menu, menu worksheet, simplified nutrient assessment/nutritional analysis, and attestation statement) must be **electronically** submitted to ISBE ([nsl6cent@isbe.net](mailto:nsl6cent@isbe.net)) for review and certification.

In order to assist SFAs in Illinois with this process, ISBE, Nutrition and Wellness Programs Division would like to identify the necessary steps and resources for SFAs to be able to achieve this 6 cent certification:

### **Step One: Plan Menus that Meet the NEW USDA Food Based Meal Pattern.**

The USDA Food Based Meal Pattern is now implemented in all participating National School Lunch Program schools. The new meal pattern includes larger portions of whole grain rich grains, fruits and vegetables from a variety of vegetable subgroups. The new meal pattern is based on 3 grade groups: K-5, 6-8 and 9-12. Visit our website, <http://www.isbe.net/nutrition/htmls/nslp-hhfka-fbmp-ns.htm> for meal pattern specific information.

**In Person Workshop Option:** Staff will be hosting additional Food Based Menu Planning Workshops throughout the state. These sessions were hosted during the Spring and Summer of 2012 and will be repeated for SFAs that have not been able to attend such training during October 2012. Dates and locations are below with registration information available at <http://webprod1.isbe.net/cnscaledar/asp/eventlist.asp>.

- Oct 16 (PM Session) and 17 (AM Session) - Carterville
- Oct 23 (PM Session) and 24 (AM Session) - DeKalb
- Oct 30 PM Session - Springfield

**Webinar Option:** SStaff with the Nutrition and Wellness Programs Division will host a live webinar on October 3, 2012 to provide an overview of the USDA Food Based Meal Pattern implemented for SY2012-2013 from 1:30pm - 3:30pm. To register for the webinar, [click here](#). This webinar will be recorded and available for viewing at a later time.

**Marketing Materials:** The USDA has released a media campaign [The School Day Just Got Healthier](#) that includes materials for parents, students, school administrators as well as school food service professional. As this is all new, these resources are a valuable resource for schools.

**Step Two: Select one week (5 day for traditional schools, 7 days for RCCI facilities) School Lunch Menu (and School Breakfast, if you operate SBP) (October 1, 2012 or later) to use for the 6 cent certification process.**

**Step Three: Gather the necessary materials to complete the 6 cent certification process which includes the following items:**

- One 5-Day School Week Menu for b>Lunch at least October 1, 2012 or later
- One 5-Day School Week Menu for **Breakfast** at least October 1, 2012 or later, if applicable
- Daily Breakfast (if applicable) and Lunch Production Records - Please note that if completing for a week in the future, the production record will NOT be completely filled out, but item name, portion size and projected servings will be available.
- Nutrient Facts Information for Lunch Items
- Standardized Recipes including Nutrient Analysis for Lunch Items

**Step Four: Review information related to the completion of the 6 cent certification process.**

**Webinar Option:** SStaff with the Nutrition and Wellness Programs Division will host a live webinar on October 11, 2012 to outline the 6 cent certification process from 1:30pm - 3:30pm. To register for the webinar, [click here](#). This webinar will be recorded and available for viewing at a later time.

**USDA Worksheet Training Videos:** A series of "how to" videos from USDA on how to complete the USDA-developed menu worksheets and simplified nutrient assessment tool are now available. They are posted on [IISBE's 6 cent certification website](#).

**Step Five: Complete the 6 cent certification process materials.**

**In-Person Technical Assistance on 6 Cent Certification Materials:** Staff will be available at various locations throughout the state in September and October to provide

technical assistance in submission of the required documentation. School staff will be expected to bring one week of lunch and breakfast, if applicable, menus that meet the meal pattern, production records, nutrient information, and standardized recipes to input into the required menu worksheets. Dates and locations are now available online for [registration](#). A map will be available in the near future to assist schools in locating a in person location close to your school. Once you submit the online registration, we will provide you a specific time for your staff to attend. Please note that this is one on one technical assistance time (generally one hour) for our division staff to provide assistance for the school staff to complete this process. Please register only 1 person per SFA, but please feel free to bring up to a total of 5 staff with you.

**Step Six: Electronically submit the menu worksheets, simplified nutrient assessment tool//nutrient analysis, and attestation statement to ISBE at [nsl6cent@isbe.net](mailto:nsl6cent@isbe.net). Once submitted, please allow up to 60 days for staff review.**

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## Verification Completion Deadlines

Each year local education agencies are required to have completed verification activities no later than November 15 in preparation for completing the online verification summary report that is due December 17.

### Verification Timeline:

- **October 1—Count number of approved applications on file by category, and begin verification process.** Applications to be counted are those that were approved for free or reduced benefits based on income or a SNAP or TANF ID number being provided on the application. This count should be taken no later than the close of business on October 1.

*Prior to doing the application count*, it is recommended that all LEAs access the Electronic Direct Certification system to directly certify as many students as possible. LEAs should also try to directly certify students whose current eligibility status for free or reduced price meals was based on the use of a household eligibility application. **Any students that can be transferred to direct certification status** should not have their household eligibility application included in the October 1, application count because they would then be considered to a directly certified student.

- Last operating day of October—Count number of **ALL** free and reduced-price eligible **students** by category. This information will be needed when the Verification Summary Report (VSR) is completed. **ALL** schools in the National School Lunch Program (including Provision and CEO schools) will need to be prepared to provide student counts.
- November 15—Ensure verification process is complete.
- December 17—Deadline to submit VSR.

### Verification efforts are not required:

- For children certified under the Direct Certification Process including children documented as eligible migrant, runaway, homeless, or Head Start
- For children in residential child care institutions(RCCIs) except for locations that have applications for day students attending the institution
- In schools only participating in the Special Milk Program

- In schools only participating in Illinois Free programs
- In schools in which all students are served with no separate charge for food service and no special cash assistance is claimed; i.e., non-pricing programs claiming only the paid rate of reimbursement
- In LEAs in which all schools participate in Provisions 1, 2, or 3, except in those years in which applications are taken for all students in attendance; i.e., the base year
- In LEAs in which all schools participate in the Community Eligibility Option

## Processing vouchers under \$5.00

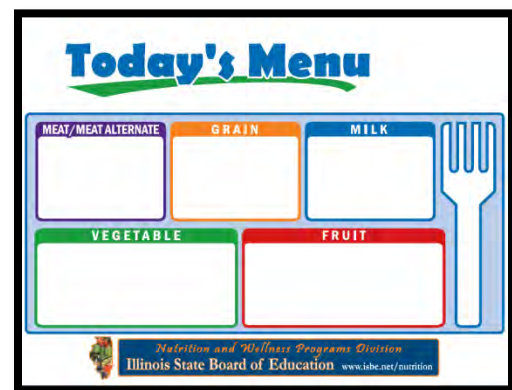
Public Act 97-0969 amended the Warrants, Vouchers, Pre-audit section in the State Comptroller Act (15 ILCS 405/9). The Public Act establishes a minimum dollar threshold for processing vouchers that are not paid through an electronic funds transfer (EFT). “An itemized voucher for under \$5.00 that is presented to the Comptroller for payment shall not be paid except through electronic funds transfer.” This change was effective September 17, 2012.

If your organization is currently receiving paper checks, any reimbursement that is less than \$5.00 will be held until reimbursements totaling over \$5.00 have accumulated and can be sent to the Comptroller for payment. To receive reimbursement regardless of the amount, you should sign up for EFT. Further information can be found at <http://www.isbe.net/funding/html/eft.htm>. Receiving payments via EFT will ensure an efficient and safe receipt of funds.

Questions regarding EFT can be directed to Funding and Disbursement Services at 217-782-5256.

## What’s on the School Menu?

The implementation of the new meal patterns for the National School Lunch and School Breakfast Programs brings with it many changes including the new requirement to identify at or near the beginning of the service lines, the food items that constitute the unit-prices reimbursable school breakfast and/or lunch. Schools have discretion to determine the best way to present this information.



To assist schools to achieve compliance with this requirement, the Illinois State Board of Education, Nutrition and Wellness Programs Division is happy to announce that dry erase marker posters (18” x 24”) featuring this graphic are being printed for all of our schools and will be mailed soon. The poster will also have the circle cling below for schools to use that implement offer versus serve to help identify the required components. The poster can be easily secured to the beginning of any serving line. Please watch for this package to arrive at each district in the near future.





# The Melting Pot

## Illinois Breakfast Challenge 2012-2013

Breakfast is not just for testing week. Children who eat a nutritious breakfast tend to perform better in school, have a better attendance record, and exhibit fewer behavior problems. Therefore, the Illinois State Board of Education, the Midwest Dairy Council, and the Illinois No Kid Hungry Campaign are proud to sponsor the 2012-2013 Illinois School Breakfast Challenge.

### **Challenge:**

All Illinois schools participating in the School Breakfast Program (SBP) are eligible and are automatically entered to participate in the Illinois Breakfast Challenge. Winners will be announced in April of 2013.

Participation increase will be calculated by comparing the SBP participation rates from January–May of 2012 to August–December of 2012. Awards will be given to schools with the largest percentage increases in average daily participation rates.

There will be four tiers for the Challenge with each tier awarding three prizes: \$5,000, \$3,000 and \$1,000.

### **Cash Prizes:**

#### Tier One:

Schools under 40% Free/reduced eligibility:

1st place \$5,000

2nd place \$3,000

3rd place \$1,000

#### Tier Two:

Schools from 40%–59.99% Free/reduced eligibility

1st place \$5,000

2nd place \$3,000

3rd place \$1,000

#### Tier Three:

Schools from 60%–84.99% Free/reduced eligibility

1st place \$5,000

2nd place \$3,000

3rd place \$1,000

Tier Four:

Schools from 85%–100% Free/reduced eligibility

1st place \$5,000

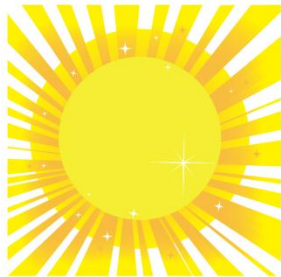
2nd place \$3,000

3rd place \$1,000

For more information, please visit <http://il.nokidhungry.org/school-breakfast> or contact Dawn Melchiorre at [dmelchiorre@gcfd.org](mailto:dmelchiorre@gcfd.org).

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## Schools Come to the Plate to play their Part in Fighting Hunger for Children through the Seamless Summer Option and the Summer Food Service Program



During the summer of 2012, the *Seamless Summer Option* saw an increase in the number of schools participating in the program from 106 to 122 districts with sites remaining consistent from the previous year.

In addition, the *Summer Food Service Program* also saw an increase in the number of schools participating in the program from 36 to 40 districts and the number of sites were also consistent from the previous year. Together, a total of 147 school districts throughout Illinois served breakfast and/or lunch to children at over 1,020 school or community

sites.

Visit the links below for a listing of schools that participated:

- [http://www.isbe.net/nutrition/htmls/seamless\\_summer.htm](http://www.isbe.net/nutrition/htmls/seamless_summer.htm)
- <http://www.isbe.net/nutrition/htmls/summer.htm>

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## Summer Food Service Summit – November 9, 2012 – Tinley Park, IL

The goal of the Summer Food Summit is to connect sponsors from around the state with each other and the resources necessary to reach more children and their families.

**Summit presentations will include:**

- The latest participation data from summer of 2012
- Information on free outreach materials for all sponsors and sites
- Community collaboration models and ideas
- Grant opportunities for summer of 2013

This will be your chance to network with fellow sponsors from around Illinois to discuss ideas and problem-solve challenges and learn about exciting new developments for Illinois for Summer of 2013. Register at <http://www.isbe.net/nutrition/pdf/sfsp-summit-flyer12.pdf>.



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## **Illinois Awarded Team Nutrition Training Grant**

The USDA has notified the Illinois State Board of Education (ISBE) that Illinois has been selected as a recipient of the 2012 Illinois Team Nutrition Training (TNT) Grant. The ISBE will collaborate with the Illinois Action for Healthy Kids (IL-AFHK) to assist fifty Illinois elementary or secondary schools in submitting *HealthierUS School Challenge* (HUSSC) applications. This project, in conjunction with supporting ISBE-funded activities, will address the Team Nutrition behavior-oriented strategy to provide schools with technical assistance to create and maintain healthier school environments. The Grant allows for fifty competitive HealthierUS School Challenge (HUSSC) minigrants to Illinois schools. Watch for further details later this fall.

### **Summer Food Summit**

ISBE is excited to be teaming up with the IL Hunger Coalition (IHC) and Share Our Strength (SOS) to host a one day Summit on Summer Meals! Sponsors from throughout the state will come to collaborate ideas, challenges, strengths, etc. This will also be a great chance to network with fellow sponsors, receive information on free outreach materials, and learn about some upcoming grant opportunities. This Summit is designed for sponsors participating in the Summer Food Service Program (SFSP) or the Seamless Summer Option (SSO). It is scheduled for Thursday, November 8<sup>th</sup> in Tinley Park. It is a free event and lunch will be served. To learn more, go to <http://il.nokidhungry.org/forms/rsvp-nov-8-summer-food-summit>.

## **Professional Development**

### **National Food Service Management Institute Offers Free Training**

Contact the National Food Service Management (NFMSI) at 800/321-3054 to register for one of the free training sessions at the NFSMI Institute in Oxford, Mississippi listed below:

- October 22-26, 2012      Orientation to School Nutrition Management, (designed for new and aspiring nutrition directors)
- December 3, 2012      Financial Management (all Child Nutrition Professionals)
- December 4-5, 2012      Serving It Safe (all Child Nutrition Professionals)
- December 5-6, 2012      Nutrition 101 (all Child Nutrition Professionals)

Registration and participant materials are free. Other expenses are the responsibility of the attendee. (travel, hotel, if applicable)

## Calendar of Events

### October 2012

SUBMIT SPONSOR AND SITE APPLICATIONS FOR SY12-13 USING WINS

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1-26 - In-Person Technical Assistance on 6 Cent Certification Materials – various locations throughout the state.

Register at <http://webprod1.isbe.net/cnscalendar/asp/eventlist.asp>

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2 USDA's "School Day Just Got Healthier" Webinar – 2-3 pm \*

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8 Columbus Day – ISBE office closed

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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 \*

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13–20 Make changes, if needed, for November commodity deliveries

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15-19 National School Lunch Week

[http://www.schoolnutrition.org/Level2\\_NSLW2012.aspx?id=16976](http://www.schoolnutrition.org/Level2_NSLW2012.aspx?id=16976)

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16 Food-Based Menu Planning Workshop (repeat of Spring/Summer workshop) –  
Cartersville Register at <http://webprod1.isbe.net/cnscalendar/asp/eventlist.asp>.

USDA's "School Day Just Got Healthier" Webinar – 2-3 pm \*

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17 Food-Based Menu Planning Workshop (repeat of Spring/Summer workshop) –  
Cartersville Register at <http://webprod1.isbe.net/cnscalendar/asp/eventlist.asp>

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>

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23 Food-Based Menu Planning Workshop (repeat of Spring/Summer workshop) – Dekalb  
Register at <http://webprod1.isbe.net/cnscalendar/asp/eventlist.asp>

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 \*

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24 Food-Based Menu Planning Workshop (repeat of Spring/Summer workshop) – Dekalb  
Register at <http://webprod1.isbe.net/cnscaledar/asp/eventlist.asp>

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30 Food-Based Menu Planning Workshop (repeat of Spring/Summer workshop) –  
Springfield Register at <http://webprod1.isbe.net/cnscaledar/asp/eventlist.asp>

USDA's "School Day Just Got Healthier" Webinar – 2-3 pm \*

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- \* 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**
  - 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 #**



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