

The OUTLOOK

Nutrition Programs

Illinois State Board of Education

bulletin board

Guidance Materials on the School Food Service Rules Released

The revised Rules Part 305 School Food Service went into effect on October 17, 2006. The Nutrition Programs Division developed a guidance document to assist schools and others in the implementation of the rules governing School Food Service (23 Illinois Administrative Code 305). This guidance material has been mailed to all public school superintendents and principals, regional superintendents, and administrators in nonpublic schools that are affected by these rules.

For information on the Rules Part 305 School Food Service, visit <http://www.isbe.net/nutrition/htmls/rules.htm>. This website has links to the rules, an online copy of the guidance, an online calculator that will assist you in determining if a particular food item meets the Illinois food requirements, and an interactive question and answer section that will allow you to submit your own questions as well as view the answers to questions submitted by others. Please check this site often to receive the most current information about implementation of these rules.

ISBE Nutrition Programs Division staff is available to answer questions regarding the amended rules at 217/782-2491 or 800/545-7892 or by email at cnp@isbe.net.

Fiscal Year 2006 The Outlook Newsletter Index Posted Online

The Outlook newsletter index for fiscal year 2006 has been posted. The articles are sorted by topic area including administration; food service and nutrition; grants, awards, and honors; and training, tips, and tools. You can access the index by going to <http://www.isbe.net/nutrition/htmls/newsletters.htm> and selecting 2006 The Outlook Index. Archived copies of The Outlook newsletter, dating back to fiscal year 2000, are also available online.

Important Dates

- Annual Applications Due Date Passes—October 16, 2006
- Illinois School Breakfast Week—November 9–13, 2006
- Illinois Reprocessed Commodity Taste Tests
 - o Oakbrook Terrace, Drury Inn—November 1, 2006
 - o Springfield, The Center—November 8, 2006
- Contracting for School Meals Services in the National School Lunch Program
 - o Glen Ellyn, Holiday Inn—December 7, 2006
 - o Peoria, Radisson Hotel—December 8, 2006
 - o Mt. Vernon, Regional Office of Education 25—January 12, 2007

November 2006 Outlook

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Administration

Contracting for School Meal Services Training Announced

The *Contracting for School Meal Services in the National School Lunch Program: The Invitation for Bid and Contract Process* training is designed to assist school food authorities (SFAs) who contract for meal services with a food service management company or meal vendor in meeting all requirements associated with the Invitation for Bid and Contract process. Attendees will better understand the **new three-step document submission and review process** and receive hands-on training in developing Invitation for Bid and Contract documents that will meet federal and state regulations and statutes.

All SFAs conducting a new procurement for school meal services for the 2007–2008 school year are highly encouraged to attend. SFAs currently self-operating their school meal programs but considering contracting for school meal services should also attend. Attendees must be employees of the SFA (school or district). Registration begins at 8:30 a.m. and training is held from 9 a.m.–2:30 p.m. Complimentary lunch and beverages provided.

Pre-registration is required.

Visit <http://www.isbe.net/nutrition/htmls/workshops/htm> to pre-register.

December 7, 2006	Holiday Inn—Glen Ellyn
December 8, 2006	Radisson Hotel—Peoria
January 12, 2007	Hamilton/Jefferson Regional Office of Education 25—Mt. Vernon

School Meals Initiative Reviews Update for School Year 2006–2007

All school food authorities (SFAs) participating in the National School Lunch Program must undergo a School Meals Initiative (SMI) review at least once every five years. The review is part of the United State Department of Agriculture's (USDA's) strategy to ensure school menus are in compliance with the Dietary Guidelines for Americans and certain nutrient standards when averaged over a school week. The Illinois State Board of Education continues to provide training on expectations and the documentation needed to conduct the required nutritional analysis for SFAs in addition to training on how to improve the nutritional integrity of school meals.

For the 2006–2007 school year, ISBE has contracted with Southern Illinois University Carbondale to complete the SMI reviews on its behalf. Pertinent technical assistance documents related to SMI reviews have been posted on the ISBE Nutrition Program's Division website including the listing of eligible sponsors for SMI reviews for the 2006–2007 school year. Sponsors eligible for the SMI review will be notified via mail at various times throughout the school year. Other technical

assistance documents posted include a memorandum to sponsors, informational packets for food-based sponsors, and other necessary information about this review. To access, go to www.isbe.net/nutrition, click on *Requirements* in the left side box, under *Monitoring Requirements* click on *School Meals Initiative*.

Beginning with this school year, all SFAs in Illinois are required to complete the nutritional analysis using weighted averages. Another change for the coming school year is how vitamin A will be reported. A shift in how vitamin A data is presented in USDA-approved software has occurred because the vitamin A nutrient requirement is no longer presented in retinol equivalents (RE) in the Dietary Reference Intakes recommendations, manufacturers are no longer reporting RE data for their products, and the USDA National Nutrient Database for Standard Reference no longer reports vitamin A in RE. Furthermore, Nutrition Facts labels report vitamin A in percent of International Units (IU).

Although the National School Lunch Program regulations define the requirements for vitamin A in units of RE, the Food and Nutrition Service (FNS) has since the inception of Nutrient Standard Menu Planning, requested that software developers use nutrient standard specifications requiring that the requirement for vitamin A be displayed in both RE and IU. USDA-approved software developers are aware that displaying both units for vitamin A data is preferred. However, they have the option to display vitamin A in either RE or IU within the nutrient analysis reports.

When sponsors are provided data for vitamin A in IU from a USDA-approved software program, it is acceptable to use the IU data as it is presented or they may convert the vitamin A data using the 1 RE to 5 IU ratio. For example, if the report displays 1125 IU of vitamin A, the sponsor can manually convert the data to units of RE by dividing by 5 for a total of 225 units of RE for vitamin A. Likewise the RE data can be converted to IU by multiplying the units of RE by 5. It is important to note that if data is reported in both IU and RE, any discrepancy for the 1:5 ratio can be attributed to the combination of analytical and calculated RE data.

Questions regarding the SMI process should be directed to the SMI team at Southern Illinois University Carbondale via telephone 866/763-2457 (toll free) or 618/453-7500 or electronic mail NDDA@siu.edu. If you have questions regarding this information of ISBE, please contact Roxanne Ramage via telephone 800/545-7892 or via electronic mail at rramage@isbe.net.

Celebrate Illinois School Breakfast Week AND American Education Week November 13–19, 2006

Stressing the academic connection between good nutrition, such as eating breakfast and learning, schools across Illinois will celebrate both Illinois School Breakfast Week AND American Education Week November 13–19, 2006. Over 3,000 schools in Illinois offer school breakfast.

For information on the Learning Connection, visit the Action for Healthy Kids website at www.actionforhealthykids.org. You may also download the American Education Week tool kit at <http://www.nea.org/aew/toolkit.html>.

Celebrate the week by recognizing the following groups and activities described below.

- Sunday, November 12—Student Leaders Day
- Monday, November 13—Nationwide Kick-Off Celebration
- Tuesday, November 14—Invite Parents to School Day
- Wednesday, November 15—Education Support Professionals Day
- Thursday, November 16—Educator for a Day
- Friday, November 17—Substitute Educators Day

Watch for Parent Breakfast Survey

The Division of Nutrition Programs is asking for your assistance to encourage parents in your school community to complete a school breakfast survey. The purpose of the survey is to identify parental interest in School Breakfast Programs and document barriers to establishing School Breakfast Programs. The survey is available to complete online at www.isbe.net/nutrition until December 8, 2006. You may also download the survey and fill it out manually. After completing the downloaded survey, you can fax it to the attention of National School Lunch Program staff at 217/782-5424, submit it via email to cnp@isbe.net, or mail it to the following address:

Nutrition Programs
Illinois State Board of Education
100 North First Street, W-270
Springfield, IL 62777-0001

We are striving for high participation in this process to gather significant findings. The results will be shared in a later *The Outlook* newsletter. Thank you for your assistance in this endeavor.

Civil Rights and Data Collection

Civil rights compliance and enforcement in food and nutrition programs is an administrative responsibility in the Child Nutrition Programs. The USDA has based its civil rights regulations on several civil rights laws that you are probably familiar with. Two of these laws include Title IX of the Education Amendments which prohibits discrimination on the basis of sex, the Americans with Disabilities Act of 1990, and the Civil Rights Restoration Act of 1987 which prohibits discrimination based on race, color, and national origin. For USDA programs, statutes and regulations prohibit discrimination in all of its programs and activities on the basis of race, color, national origin, sex, age, and disability.

Compiling data is an important part of compliance with USDA's civil rights requirements. The first step is data collection in which racial and ethnic data are collected. This can be collected on the Household Eligibility Application or on any other school documentation. Preferably this data will be collected by self-identification; however, alternatively race and ethnicity can be collected by staff observation.

Also, to ensure data quality, race and ethnicity should be two separate categories with ethnicity being collected first and the respondents should be offered the option of selecting one or more racial designations. Ethnicity categories need to include Hispanic/Latino or not Hispanic/Latino. Race categories that data must be collected on include: American Indian or Alaskan native, Asian, black or African American, native Hawaiian or other Pacific islander, white, and other.

This year racial and ethnic data for the county in which your school is located is included on your approval letter which you received after completing your annual sponsor and site applications. This form is also available by going into *ACES* and clicking on *Document Archive* within the *Select a Link* option, which will bring up your 2007 approval letter with the racial and ethnic county data. The county data is a good source to use to determine if any racial or ethnic groups are underrepresented in your school district. A school may not even notice that a racial or ethnic group is underrepresented unless data is collected and compared to the make up of their district or county and that is why collecting this data is so important. For example, if your school has a high percentage of Hispanic children attending, but a very low percentage of Hispanic children applying for the National School Lunch Program benefits, outreach may be needed to reach the underrepresented population. Records of this information need to be maintained for three years plus the current year and safeguards should be made to ensure the data is kept confidential. The data collected will be used to determine how effectively your program is reaching potential eligible persons, identify areas where additional outreach may be needed, and to complete reports as required.

Following these procedures will help ensure a successful civil rights review or audit. Additionally, it is a form of checks and balances to cut down on overlooking areas where additional outreach may be needed.

Claim Common Cent\$

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

Severe Need Breakfast

For those sites approved for the Severe Need Breakfast Program beginning with October 2006 claims, the Severe Need Breakfast fields on the site claim will be automatically completed with the same meal counts as reported for the School Breakfast Program. The free and reduced meal counts for Severe Need Breakfast Program reimbursement are the same as the free and reduced meal counts for the School Breakfast Program. The Severe Need Breakfast Program claim fields are disabled and cannot be edited.

In the past, many sites failed to complete the Severe Need Breakfast Program claim fields and were missing out on the additional reimbursement. By having the Severe Need Breakfast Program fields automatically filled, this problem should be resolved.

If you have any claim questions please contact Carol Curto or Gladys Rothenberg in Funding & Disbursements at 217/782-5256.



Food Service and Nutrition

Turkey Talk

If you are planning to serve turkey for your holiday meal this month, make sure you follow the safe handling recommendations on the USDA fact sheet site at <http://www.fns.usda.gov/fdd/facts/schfacts/response/response.asp>. This site provides safe handling instructions for thawing, storing, cooking, and serving your holiday turkey.



Egg Safety—Serving and Handling

To ensure the eggs you are serving are as safe as possible, here are six primary rules to keep in mind.



1. Store frozen eggs in the freezer at 0°F or below. Always thaw eggs in the refrigerator (35–40°F) in a closed container. Thaw only the amount needed.
USE THAWED EGGS WITHIN 24 HOURS.
2. Keep raw eggs refrigerated. The optimal temperature is 40°F.
3. Egg dishes should be cooked thoroughly to 160°F and served immediately.
4. Never serve raw or partially cooked eggs, such as salad dressing.
5. Never use broken or cracked eggs. Cracked eggs increase the potential for bacteria grown to be transferred inside the egg.
6. Wash your hands with warm water and soap for at least 20 seconds before and after handling eggs.

Eggs may contain Salmonella but scientist estimate that 1 in 20,000 eggs might contain the bacteria. Eggs are an inexpensive source of protein and a key ingredient to many recipes. With proper handling, eggs are a very safe food.

Grants, Awards, and Honors

USDA Awards Illinois a \$200,000 Team Nutrition Training Grant

On September 19, Secretary of Agriculture Mike Johanns awarded \$4 million in Team Nutrition Training Grants to 14 states, including a \$200,000 grant to Illinois. The Illinois Nutrition Education and Training (NET) Program, a nonprofit program administered by the Illinois State Board of Education, will utilize these funds to provide focused training, technical assistance, and grant opportunities that support schools in preparing to take the HealthierUS School Challenge. The HealthierUS School Challenge, established by the USDA's Food and Nutrition Service (FNS), is a program that recognizes schools that take specific steps to improve their school nutrition environment and address childhood obesity. To be certified, a school must fulfill the following requirements:

- Be enrolled as a Team Nutrition School
- Offer reimbursable lunches that demonstrate healthy menu planning practices, reflect the principles of the Dietary Guidelines for Americans, and meet USDA nutrition standards for school meals
- Adhere to additional guidelines established by FNS for foods served or sold outside of the National School Lunch Program
- Provide nutrition education to students
- Provide students the opportunity for physical activity
- Maintain an average daily participation in the National School Lunch Program that exceeds the national average, specifically 70 percent.

To support elementary schools with these goals, Illinois NET will collaborate with the Action for Healthy Kids—Illinois Team (AFHK-IL); the Illinois Association for Health, Physical Education, Recreation, and Dance; and the Illinois Department of Human Services 5-A-Day for Better Health Program. For future updates on grant related projects, check out the Illinois NET website at www.kidseatwell.org. For more information on the HealthierUS School Challenge, please visit <http://teamnutrition.usda.gov/HealthierUS/index.html>.

Illinois Schools Can! Make a Difference

The Illinois Nutrition Education and Training (NET) Program is pleased to announce *Illinois Schools Can!*, an initiative that will support and encourage elementary schools to take part in the HealthierUS School Challenge. The initiative components include:

- An electronic newsletter to support school/district wellness initiatives starting in November 2006
- Mini-grant opportunities that support schools taking the HealthierUS School Challenge beginning in February 2007
- A statewide Principals Step and Crunch Challenge that will enlist principals, teachers, students, parents, and foodservice professionals to serve as role models for students in practicing healthy eating and being physically active starting in March of 2008

For future updates on *Illinois Schools Can!* initiatives, check out the Illinois NET website at www.kidseatwell.org. If you are interested in receiving the *Illinois Schools Can!* newsletter via email, please contact Illinois NET at 800/466-7998.

Training, Tips, and Tools

Bookmark These Useful Websites

We recommend you bookmark these websites and view them on a regular basis.

- www.nfsmi.org—for training announcements, new publications. Subscribe to one of their electronic newsletters.
- www.ilsna.net—Illinois School Nutrition Association's website for state events, recipes, happenings, and news related to school nutrition.
- www.schoolnutrition.org—National School Nutrition Association

Finding Your Way to a Healthier You: Based on the Dietary Guidelines for Americans Resource

This resource contains healthy lifestyle choices and practical ideas about eating and physical activity. It includes almost 100 easy, healthy recipes; ways to use the Nutrition Facts label; reproducible worksheets to track your progress; steps for incorporating physical activity into your life; and information specific to children and the *Dietary Guidelines for Americans*. You may order direct from the U.S. Government printing office call 866/512-1800 (toll free). Visit their website at <http://bookstore.gpo.gov> or download it at www.healthierus.gov/dietaryguidelines/.

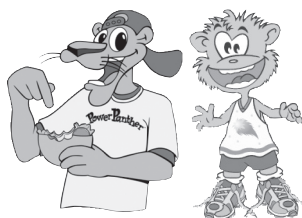
Top Ten Food Service Resources Borrowed Through the Nutrition Education Loan Library

1. HACCP: The Way to Food Safety
2. Basics for Food Service Assistants—Part I
3. Basics for Food Service Assistants—Part II
4. Wash Your Hands
5. Five A Day Idea Kit
6. Cooking Up Healthy Meals in Illinois
7. School Foodservice Management for the 21st Century
8. Team Nutrition: A Marketing Kit
9. CARE: Special Nutrition for Kids
10. First Choice: A Purchasing Systems Manual for School Food Service

Did you know these items and more are available to borrow through the Nutrition Education Loan Library? We have items covering a variety of topics including food safety, nutrition education, exercise, healthy recipes, etc. Check out the Loan Library's resources via the online catalog at www.kidseatwell.org. Consider Nutrition Education Loan Library resources when you are planning health fairs, interactive activities, employee trainings, and educational classroom activities. If you have further questions, contact us at 800/545-7892 or email your questions to cnp@isbe.net.

Introducing FNS-USDA's Mascots, the New Power Panther™ and Sidekick, Slurp

USDA's Eat Smart. Play Hard.® campaign has announced the new Power Panther character. Joining him is his sidekick, SLURP! Visit the FSN-USDA website (http://www.fns.usda.gov/eatsmartplayhard/Collection/collect_tools.html) for tools to use on electronic menus, display on bulletin boards and as mobiles, enlarge and post on walls and the like. The application of these materials is only limited by your imagination.



Summer 2007 Date Savers

The summer of 2007 proves to be very busy with state and national conferences. The Illinois School Nutrition Association's Annual Conference will be held June 19–21, 2007, at the Drury Lane Conference Center in Oakbrook Terrace. The School Nutrition Associations' National Annual Conference will be held in Chicago, July 15–18, 2007. School foodservice professionals may want to join the national and state associations to take advantage of discounted membership rates at either or both of these conferences. Visit www.schoolnutrition.org to join. In addition, the Society for Nutrition Education's 2007 Annual Conference is planned for July 28–August 1, 2007, at the Hyatt Regency in Chicago. Visit <http://www.sne.org/conference/index.html> for more information.

Contact List—Where to Go for Answers

Nutrition Programs

Telephone 800/545-7892 (Illinois only) or 217/782-2491
Fax 217/524-6124
Email address cnp@isbe.net
Website www.isbe.net/nutrition

Funding and Disbursement Services

(Claims for Reimbursement Information)

Telephone 217/782-5256
Fax 217/782-3910
Website www.isbe.net/funding

Food Distribution Program

Telephone 800/545-7892 (Illinois only) or 217/782-2491
Fax 217/782-4550
Website: www.isbe.net/business.htm

Illinois Nutrition Education and Training

Telephone 800/466-7998 or 815/895-9227
Fax 815/895-2971
Website www.kidseatwell.org

Nutrition Education Loan Library

Telephone 800/545-7892 or 217/782-2491
EmailContact Lindsay Blough at lblough@isbe.net

PLEASE SHARE THIS NEWSLETTER WITH . . .

- . . . your administrator
- . . . your food service staff
- . . . your educators
- . . . your local wellness policy committee

Calendar of Events—DECEMBER

- Complete the Meal Count Edit prior to submission of the Claim for Reimbursement
- 7 Contracting for School Meals Workshop—Glen Ellyn, Holiday Inn
- 8 Contracting for School Meals Workshop—Peoria, Radisson Hotel
- 10 Submit Claim for Reimbursement
- 13-20 Make changes, if needed, for January commodity deliveries
- 25 Christmas Day—ISBE office closed

CORRECTION

Rules Part 305 School Food Service Guidance

Please note that the Rules Part 305 School Food Service Guidance document has been updated. Corrections are as follows:

On page 8, the answer to question 14 should read:

Within the food service area during the meal period, the food requirements do not apply except for prohibiting participating schools in which classes of grades 5 and below are operating from selling confections, candy, and potato chips. For the most part, a la carte and second entrées are not affected by the food requirements.

Within the food service area other than during the meal period, foods sold to students in grades 8 or below must meet the food requirements.

On page 24, footnote 4 of Appendix B-2 should read:

4The School Food Service Rules stipulate that participating schools in which classes of grades 5 and below are operating shall prohibit the sale to students of all confections, candy, and potato chips during meal periods.

The guidance posted online at http://www.isbe.net/nutrition/pdf/305_guidance.pdf reflects these updates.



Illinois State Board of Education

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RETURN SERVICE REQUESTED