

The OUTLOOK

Nutrition Programs

Illinois State Board of Education



One hour on
November 4, 2007!

School Food Service Forums

Comments from the public are welcome at the two remaining School Food Service Forums about the Illinois School Food Service Rules Part 305, the Illinois School Wellness Policy Task Force Nutrition Standards, and the upcoming revision as required in the current rules.

- Monday, November 5—Belleville, St. Clair County Regional Office of Education, 1000 South Illinois Street, Belleville, Illinois 62220
- Wednesday, November 7—Illinois State Board of Education (ISBE), Board Room, 100 North First Street, Springfield, Illinois 62777-0001*

*Conference call capabilities are available for the November 7 forum.

Please contact ISBE at 800/545-7892 by November 2, 2007, to receive call-in information.

bulletin board



Important Dates

- November 12–16—Illinois School Breakfast Week/American Education Week
- November 15—Due date to submit the US Potato Board School Wellness Grant application (www.schoolnutrition.org or www.healthypotato.com/health.asp). School Nutrition Association membership is required.
- November 28—Processed Commodities Taste Test, Oakbrook Terrace, Drury Lane
- November 30—Deadline to submit the 2007 Breakfast Awards application, Midwest and St. Louis District Dairy Council
- November 30—Deadline to submit *Love Your Veggies*™ \$10,000 grant application

November 2007 — The Outlook

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Date Savers

- January 2, 2008—Begin date to place your school year 2008–2009 Annual Commodity Order on the Illinois Commodity System (ICS)
- January 9, 2008—Processed Commodities Taste Test, Springfield
- February 1, 2008—Deadline to place Annual Commodity Order

Administration

Summer Mandate

Public Act 095-0155, signed by Governor Blagojevich on August 14, 2007, amends the Childhood Hunger Relief Act (105 ILCS 126/20). This amendment requires a school district, in all schools in which 50 percent or more of the student population is eligible for free or reduced-price meals AND that have a summer school program, to implement a summer breakfast and/or lunch program for the duration of the summer school program. This amendment applies to all schools which meet the above criteria, including those schools not currently participating in any Federal Nutrition Programs. The legislation, along with question and answers, are accessible at www.isbe.net/nutrition on either the National School Lunch Program or Summer Food Service Program webpage under *Summer Mandate*.

The Illinois State Board of Education administers two federal nutrition programs, the National School Lunch Program's Seamless Summer Option (SSO) or the Summer Food Service Program (SFSP) to assist you in implementing a successful program and to supplement the cost of providing the program. A comparison of these two federal nutrition programs serves to highlight the similarities and differences between SFSP and SSO and is accessible at <http://www.isbe.net/nutrition/htmls/summer.htm>. Scroll down and click on *Comparison Chart for Summer Food Programs*.

Staff from our Nutrition Programs Division is available at 800/545-7892 or 217/782-2491 to offer technical assistance with this new legislation. In addition, half-day workshops will be conducted throughout the state on December 6, 7, 13, and 14 which will discuss the legislation and highlight the benefits and requirements of the federal nutrition programs. Please visit our website at www.isbe.net/nutrition, and click on *Workshops/Trainings*, and then select *Workshops/Training Schedule* and *Online*

Registration to access the registration. The workshops are listed under *SFSP Program Administration*. Anyone wishing to attend must register for the workshop.

Public Act 95-0241 Third Party Contractual Services

Public Act 095-0241, signed by Governor Blagojevich on August 17, 2007, outlines additional requirements for school districts that choose to contract with a third party for non-instructional services. If your school district employs staff to perform various services such as, but not limited to, school meal service-related tasks, custodial services, and/or pupil transportation services, and the school district wishes to consider contracting those services out to a third party contractor, the school district is required to implement a number of new procedures as part of the contract solicitation and award process.

A summary of the new requirements can be accessed at http://www.isbe.net/nutrition/pdf/Third_Party_Contracting.pdf.

State Goal on Wellness Policy Adopted by the Illinois State Board of Education

Based on the requirements of Public Act 094-0199, the following state goal was adopted by the Illinois State Board of Education at its October 2007 Board Meeting:

Research shows a student's academic performance may be impacted by poor nutrition, lack of physical activity, and lack of self esteem. Thereby, the Illinois State Board of Education establishes a state goal that all public school districts must have a locally-developed wellness policy that addresses the following:

- Nutrition guidelines for all foods sold on the school campus during the school day
- Nutrition education
- Physical activity

The local wellness policy should be consistent with the recommendations from the Centers for Disease Control and Prevention (CDC) in these areas and shall not be less restrictive than any federal or state rules that govern these areas. The policy shall be drafted with community participation. School districts that participate in the Federal Child Nutrition Programs were required, based on federal law, to implement a Local Wellness Policy at the beginning of the 2006–2007 school year. All remaining public

school districts not participating in the Federal Child Nutrition Programs shall have a local wellness policy in effect no later than the first day of school during the 2008–2009 school year.

After implementation of the Local Wellness Policy, each school district should create a plan to measure the implementation of such policy. The local wellness policy may be modified, when necessary, to reflect the current research in the areas of health, nutrition, physical activity, and wellness for students in addition to changes that occur within the school environment.

Guidance materials are available. The Illinois State Board of Education has partnered with Illinois Nutrition Education and Training (NET) to provide model policies, an action plan to follow for implementing an effective Local Wellness Policy, and more. All of the resources are available at <http://www.kidseatwell.org/LocalWellnessPolicy.html>.

Additional resources may be found on the following websites.

- **Illinois State Board of Education**—http://www.isbe.net/nutrition/htmls/wellness_policy.htm
- **Illinois Nutrition Education and Training Program**—<http://www.kidseatwell.org/LocalWellnessPolicy.html>
 - ♦ **Model Wellness Policy**—<http://www.kidseatwell.org/flyers/School%20District%20Model%20Local%20Wellness%20Policy%202006.doc>
- **United States Department of Agriculture(USDA)**—<http://teammnutrition.usda.gov/Healthy/wellnesspolicy.html>
- **Center for Disease Control and Prevention**—<http://www.cdc.gov/HealthyYouth/healthtopics/wellness.htm>
 - ♦ **Make a Difference at Your School!**—<http://www.cdc.gov/HealthyYouth/keystrategies/index.htm>
- **School Nutrition Association**—<http://www.schoolnutrition.org/Index.aspx?id=1075>
- **National Association of State Boards of Education**—http://www.nasbe.org/publications/Calories_In_Calories_Out/CICO_nonmember.html
- **National Alliance for Nutrition and Activity**—<http://www.schoolwellnesspolicies.org/WellnessPolicies.html>
- **Action for Healthy Kids**—<http://www.actionforhealthykids.org/>

Annual Administrative Reviews News

Currently, USDA requires an Administrative Review once every five-year cycle and no longer than six

years between visits; however, schools may be visited more frequently. Nutrition Programs have completed a number of reviews in advance of the five-year minimum. Therefore, all sponsors, last reviewed in fiscal year (FY) 2003 and FY2004, were identified as eligible for a review in FY2008. The annual list of sponsors eligible for selection by Nutrition Programs for Administrative Reviews for FY2008 is posted on the website at <http://www.isbe.net/nutrition/htmls/requirements.htm>.

Most Administrative Reviews will be conducted between January and June 2008. Approximately 30 days in advance of the review, a monitor will contact you to schedule an On-Site Review. In addition, an announcement letter and review checklist will be mailed to your district to assist in preparation for the review.

Nutrition Programs has developed the *School-Based Child Nutrition Programs Administrative Handbook*, July 2007, which provides guidance on areas of review in addition to other day-to-day program issues. The *School-Based Child Nutrition Programs Administrative Handbook* is available to download at <http://www.isbe.net/nutrition/htmls/workshops.htm>. Scroll down to *Basic Training*. Below the descriptive paragraph, click on the link to download the handbook. If you have any questions, please email cnp@isbe.net or contact Dean Held at 800/545-7892.

School Meals Initiative Reviews Update for School Year 2007–2008

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 States 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 (ISBE) 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 2007–2008 school year, ISBE has contracted with Southern Illinois University Carbondale to complete the SMI Reviews on its behalf. In addition, ISBE staff will conduct SMI Reviews throughout the state. Pertinent technical assistance documents related to SMI Reviews have been posted on the ISBE Nutrition Programs Division's website. Included with these documents is the listing of eligible sponsors

for SMI Reviews for the 2007–2008 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 the SMI information, go to www.isbe.net/nutrition. Scroll down the right side and click on *School Meals Initiative*.

Beginning with this school year, all SFAs selected for an SMI Review will have the week of review identified by ISBE for them based on the mailing group. See the dates below.

- Group 1 mailed August 2007—Week of review = September 10–14, 2007
- Group 2 mailed October 2007—Week of review = October 22–26, 2007
- Group 3 mailed January 2008—Week of review = January 14–18, 2008

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

Verification Deadlines

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 (LEA) must complete verification of the required sample size by November 15. The local education agency must then electronically submit a Verification Summary Report to the Illinois State Board of Education by January 18. (The report along with instructions will be available at the end of November through IWAS/ACES.) For a listing of steps to complete the verification process and sample letters to households, go to http://www.isbe.net/nutrition/htmls/forms_sbn.htm.

Illinois School Wellness Policy Task Force Update

Members of the Illinois School Wellness Policy Task Force continue to work to complete the charge

given by Public Act 094-0199. The members have already submitted to the Governor and General Assembly the Report on Barriers to Implementing School Wellness Policies and Recommendations to Reduce Those Barriers January 1, 2006. On January 1, 2007, the task force also submitted the Report on Recommendations for Statewide School Nutrition Standards to the Governor and General Assembly. Task force members currently are working to complete the third directive of the legislation, which is to submit a report on the effectiveness of local school wellness policies. The closing meeting of the Illinois School Wellness Policy Task Force is scheduled for November 1, 2007, in Bloomington, Illinois. The final report is due to the Governor and General Assembly on January 1, 2008.

Final reports may be viewed at http://www.isbe.net/nutrition/htmls/wellness_policy.htm.

Food Distribution

Fiscal Year 2009 Annual Commodity Order Approaching

The Illinois Commodity System (ICS) will be accepting orders beginning January 2, 2008, for next school year. Due to time constraints placed on states by the USDA, we must require that you have your order completed by **Friday, February 1, 2008**.

Schools that choose to divert commodities to processors should watch the ICS message board carefully starting in February for important news regarding processors receiving trucks of commodities and those that are not. Orders placed with processors that do not receive trucks can be changed to those processors receiving trucks from **February 11 through February 18**. If you place an order with a processor that does not get a truck and you do not change to a processor that is getting a truck, that order will be deleted. You can call the Food Distribution Program at 217/782-2491 if you have any questions regarding the annual order process.

Food Service and Nutrition

School Breakfast BECAUSE

The focus is on breakfast during November! Read the *School Breakfast BECAUSE* webpages at www.isbe.net/nutrition to discover why! Hint: Illinois School Breakfast Week is November 12–16, 2007. Learn why more Illinois schools are saying YES to school breakfast.

Moving Ahead of the Curve: Meeting Student Energy Needs

Change is on the horizon! Did you know the USDA is currently revising nutrition standards for school meals to better align with the 2005 Dietary Guidelines for Americans? In order to better prepare child nutrition professionals for these upcoming changes, the Illinois Nutrition Education and Training Program is proud to announce a new USDA Team Nutrition Training grant initiative, *Step Up Illinois School Meals*. This new initiative includes a series of articles in *The Outlook* on practical application of dietary guidelines principles in school meals.

This article focusing on meeting student energy needs is the first of the series. Analysis of the 2003–2004 School Meals Initiative data from 581 Illinois schools indicated that ten percent of schools reviewed do not provide enough calories in reimbursable meals. At other times, excess calories may be provided when portion control is not employed.

Sufficient calories provide students with the energy needed to fuel their bodies for physical activity, growth, and learning. Here are some proven strategies to make sure your menus meet student calorie needs.

- Analyze and evaluate your current menus against USDA National School Lunch Program and School Breakfast Program nutrient standards. Download a free USDA Team Nutrition Resource entitled *Nutrient Analysis Protocols: How to Analyze Menus for USDA's School Meals Programs* at www.fns.usda.gov/tn/resources/nutrientanalysis.html.
- Use standardized recipes to assure each time a food is served it contributes the desired number of calories to student meals. Access standardized USDA *Recipes for Schools* at http://teammnutrition.usda.gov/Resources/usda_recipes.html.
- Use age-appropriate portion sizes and meal patterns to assure you meet the energy needs of each age group of students your serve. Download USDA's *Team Nutrition's Food Buying Guide for Child Nutrition Programs* at <http://teammnutrition.usda.gov/Resources/foodbuyingguide.html>. This is a free resource to review portion sizes and meal patterns for foods used within reimbursable meals.
- Learn what other schools are doing to meet student energy needs. *Mealtalk* is an email discussion group designed to provide a forum for child nutrition professionals to communicate about innovative and practical solutions for common,

day-to-day challenges. Join Mealtalk at <http://teammnutrition.usda.gov/>.

- Keep current on the School Meals Initiative (SMI) for Healthy Children at www.isbe.net/nutrition/htmls/smi.htm. Learn more about the 2005 Dietary Guidelines for Americans at www.health.gov/dietaryguidelines/.

Training

Bridging the Gap in School Meal Service Procurement Training

The Bridging the Gap in School Meal Service procurement training is designed to assist school food authorities (SFAs) who contract or are seeking to 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 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 or considering contracting for school meal services for the 2008–2009 school year are highly encouraged to attend. Attendees must be employees of the SFA (school or district). Registration begins at 8 a.m. and training is held from 8:30 a.m.–2:30 p.m. Complimentary lunch and beverages will be provided.

Pre-registration is required. There is no registration fee. To pre-register, go to <http://www.isbe.net/nutrition/htmls/workshops/htm>.

December 5, 2007	Radisson Hotel—Schaumburg
December 6, 2007	Doubletree Hotel—Alsip
December 7, 2007	Hawthorn Suites—Champaign
January 25, 2008	Hamilton/Jefferson Regional Office of Education #25—Mt. Vernon

Getting the Scoop on the Summer Mandate for Summer 2008 Workshop

This workshop provides participants an overview of Public Act 095-0155 signed into law on August 14, 2007, which amends the Childhood Hunger Relief Act. This amendment requires a school district, in all schools in which 50 percent or more of the student population is eligible for free or reduced-price meals AND has a summer school program, to implement a summer breakfast and/or lunch program for the duration of

the summer school program. This workshop includes information on the two federal summer nutrition programs, the *Summer Food Service Program* and National School Lunch Program's Seamless Summer Option, so districts can evaluate their needs on how to meet this mandate and which program will work best for receiving meal reimbursement.

All school food authorities are welcome, but those being impacted by this mandate are encouraged to attend. Pre-registration is required and must be completed online. Workshops are held from 9 a.m.–12 p.m. with registration beginning at 8:30 a.m.

There is no registration fee. To register visit our website at www.isbe.net/nutrition.

With Hand Washing, Timing is Everything

Touted as the best prevention against the cold and flu, hand washing is underrated. Washing your hands correctly and frequently is important. Research shows we should wash our hands with soap and water for 15 to 30 seconds, which is about the time it takes to sing Happy Birthday to You.

For effective hand washing, follow these steps:

- Remove any rings or other jewelry
- Use warm water and wet your hands thoroughly

- Use soap (1-3 mL) and lather very well
- Scrub your hands, between your fingers, wrists, and forearms with soap for ten seconds
- Scrub under your nails
- Rinse thoroughly
- Turn off the taps/faucets with a paper towel
- Dry your hands with a single use towel or air dryer
- Protect your hands from touching dirty surfaces as you leave the bathroom

Calendar of Events—DECEMBER

	Complete the Meal Count Edit prior to submission of the Claim for Reimbursement
	Submit Claim for Reimbursement
5	<i>Bridging the Gap in School Meal Service Procurement Training</i> —Schaumburg
6	<i>Bridging the Gap in School Meal Service Procurement Training</i> —Alsip
6	<i>Getting the Scoop on the Summer Mandate for Summer 2008</i> —Herrin
7	<i>Getting the Scoop on the Summer Mandate for Summer 2008</i> —Fairview Heights
7	<i>Bridging the Gap in School Meal Service Procurement Training</i> —Champaign
13	<i>Getting the Scoop on the Summer Mandate for Summer 2008</i> —Willowbrook
13–20	Make changes, if needed, for January commodity orders
14	<i>Getting the Scoop on the Summer Mandate for Summer 2008</i> —Peoria
25	Christmas Day—ISBE office closed



Illinois State Board of Education

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