

The OUTLOOK

Nutrition Programs

Illinois State Board of Education

bulletin board

National Handwashing Awareness Week Approaching

December 7–13, 2008

As National Handwashing Awareness Week approaches, there is still plenty of time to coordinate an educational handwashing program for students, faculty, and staff. The following websites provide useful, free, downloadable tools to use to increase the awareness of proper handwashing hygiene to prevent the spread of germs and contamination.

For Elementary Level

- National Sanitation Foundation, Scrub Club (<http://www.scrubclub.org/home.aspx>)
- Partnership for Food Safety Education—For videos, coloring books, and additional websites (<http://www.foodsafety.gov/~fsg/handwash.html>)
- Henry the Hand, Champion Handwasher—Let students watch videos and sign songs related to hand washing (<http://www.henrythehand.com/pages/content/hwaw.html>)



Complete the meal count edit prior to submission of the Claim for Reimbursement
Submit Claim for Reimbursement

- November 1 Youth Gardening Grants due date (www.kidsgardening.com/ygg.asp)
- November 2 Fall back—Set your clocks back one hour
- November 4 General Election Day—ISBE office closed
- November 5 Processed Foods Taste Test—Bloomington (<http://www.ilsna.net/>)
- November 7 Love Your Veggies Grant (elementary schools) due date (<http://loveyourveggiesgrants.org/apply.php>)
- November 11 Veteran's Day—ISBE office closed
- November 13-20 Make changes, if needed, for December commodity deliveries
- November 14 Due date to submit the Dairy Council 2008 Expanding Breakfast Awards application (<http://www.midwestdairy.com/> or <http://www.stldairycouncil.org/home.asp>)
- November 17 Verification process should be complete, report due by January 18
- November 17-21 Illinois School Breakfast Week and American Education Week



NOVEMBER 2008 — THE OUTLOOK

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For Middle Schools

- Centers for Disease Control, Ounce of Prevention
—*Keeps the Germs Away poster*
(<http://www.cdc.gov/ounceofprevention/>)
—It's a Snap! School Network for Absenteeism Prevention—Middle school-level tool kit
(<http://www.itsasnaps.org/index.asp>)

For Food Service

- National Food Service Management Institute—
Download English and Spanish *Wash Your Hands posters*
(<http://www.nfsmi.org/Information/handsindex.html#posters>)

For All

- Handwashing signs and posters to download
- English version
(<http://www.nfsmi.org/documentLibraryFiles/PDF/20080212095134.pdf>)
- Spanish version
(<http://www.nfsmi.org/documentLibraryFiles/PDF/20080212095311.pdf>)

Administration



Verification Process Requirements

Verification is the confirmation of eligibility for free and reduced-price meals under the National School Lunch Program (NSLP) and School Breakfast Program (SBP). By November 15 each year, each local education agency (LEA) must select and verify a sample from applications approved for benefits on-file as of October 1. The verification process is a requirement for LEAs participating in the NSLP and/or SBP.

Verification is not required:

- For children certified under the Direct Certification Process, including children defined as migrant, runaway, homeless, or Head Start;
- For children in residential child care institutions (RCCIs), except for applications for any day students attending the institution;
- In schools participating only in the Special Milk Program;
- In schools in which all students are served with no separate charge for food service **and** no special cash assistance is claimed (all students are claimed at the paid rate of reimbursement);
- In LEAs in which all schools participate in Provisions 1, 2, or 3 except in years in which applications are taken for all students in attendance; i.e., the base year.

Verification Timeline

- October 1** — Capture number of approved applications by category on file and begin verification process
- October 31** — Capture number of eligible students by category (will need when you complete Verification Summary Report)
- November 15** — Ensure verification process complete
- January 18** — Deadline to submit Verification Summary Report

For questions or guidance on the verification process, please call 800-545-7892 or visit our website at http://www.isbe.net/nutrition/pdf/verification_process.pdf.

Administrative Review Advice Column

Here are ten tips for school food authorities (SFAs) expecting reviews this school year.

- Applications.** Everyone claimed as free or reduced meals must have an approved Household Eligibility Application or Direct Certification statement.
- Benefit Issuance.** It must be updated periodically (monthly) to reflect changes in enrollment and children's status. Anyone without an approved application or Direct Certification must be listed as paid.
- Production Records.** They must be maintained for each feeding site. Contracted and vended sites must have production records as well. They must contain at least the nine required fields. Include condiments on the production record as well.
- Menus.** For each day reimbursable meals are claimed, a menu must be kept.
- Offer vs. Serve Option (OVS).** High schools must have the OVS option implemented for the National School Lunch Program. For all other grade levels and the School Breakfast Program, OVS is optional. If you utilize a Food-Based Menu Planning Approach (Traditional or Enhanced), students may decline up to two of the five required food components. Detailed information about OVS is available in the Administrative Handbook on page 143 for the Food-Based Menu Planning Approach and page 159 for the Nutrient Standard Menu Planning Approach.
- Verification.** It is based on the number of current Household Eligibility Applications as of October 1. Direct Certifications and applications based on the previous school year rollover are excluded from verification activities. The Verification Summary Report is due to the Illinois State Board of Education (ISBE) by January 18 each year.
- Sanitation Review.** Each food serving or preparation site is required to have two sanitation reviews each school year. If you have not received two inspections, the United States Department of Agriculture (USDA) guidance requires you to send a letter to request a review from your local health department. A sample letter is available online at www.isbe.net/nutrition/word/sample_food_inspections.doc.
- On-Site Reviews.** SFAs require On-Site Reviews be complete by February 1 each year for all multi-site

sponsors. A sample review form is available online at http://isbe.net/nutrition/pdf/67-35_onsite_review.pdf.

9. Hazard Analysis Critical Control Points (HACCP) Plan. A plan based on USDA guidance must be implemented in each of your feeding sites. The HACCP plan should be included as part of the overall food safety plan for your district.
10. Commodity Credit Reconciliation. If you provide your allocation of commodities to an outside vendor or contractor, you must ensure that you receive credit for commodities provided.

We hope the ten tips listed above help SFAs prepare for successful Administrative Reviews.

Two Food Safety Inspections Required Each School Year

Each site participating in the National School Lunch Program or School Breakfast Program must obtain two food safety inspections annually for each site where food is prepared or served. While we recognize there is statewide difficulty obtaining two food safety inspections, we would like to stress that you are responsible for requesting such inspections and documenting such efforts.

If you have not received a food sanitation inspection several months into the school year (i.e., December 31), you must write a letter to the local health department requesting the required two food service inspections for each site where food is prepared or served. A sample is available online at http://www.isbe.net/nutrition/word/sample_food_inspections.doc under *Regulatory and Application Document*. The letter must be maintained at the sponsor level or at each site as documentation of your attempt to comply with two food inspections as required by USDA regulations. Program reviews will examine such documentation to comply with this statutory requirement.



Claim Common Cent\$

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

Calculating Highest Number of Eligible Students on the Claim for Reimbursement

Report the number of students in each eligibility category at the end of the claim month, **plus** any students who transferred out or in to another category at **any** time dur-

ing the claim month.

For example: Free eligibles at the end of the month = 404
Free eligibles who transferred out = 3
Free eligibles who transferred to another eligibility category = 5
You should report 412 free eligibles (404 + 3 + 5 = 412).

If the eligibility of a student is determined during the middle of an operating month, the student should count in both the *old* category as well as the *new* category for the month in which they transferred.

For example: A student was approved as *reduced* and on October 15, he/she was re-determined as *free*. The student should count as both a *free* and a *reduced* eligible for the month of October. Thereafter, the student should count only as a *free* eligible.

If you have any questions regarding calculating the highest number of eligible students or any other claim issues, please contact Carol Curto or Gladys Rothenberg at 217-782-5256.

Food Distribution

Commodity Training Available

For those of you who would like better management of United States Department of Agriculture commodities, please attend one of three half-day training sessions devoted exclusively to USDA commodities. These trainings will focus on the Illinois Commodity System, placing the annual commodity order, diversions to processors, the Department of Defense Fresh Fruit and Vegetable Program (this is not the Fresh Fruit and Vegetable Grant Program operating in selected schools), and monthly processes.

Training Dates and Locations

November 21, 2008 — Fairview Heights, Four Points by Sheraton
December 1, 2008 — Springfield, Illinois Education Association
December 16, 2008 — Rolling Meadows, Holiday Inn

Registration for all trainings will begin at noon with the training running from 12:30 to 4:00 p.m. Go to <http://webprod1.isbe.net/cns/calendar/asp/EventList.asp> to register for this free information-filled training.

Commodity Purchasing Update

The USDA has alerted states that due to higher prices, there are significantly less purchasing capabilities for

school year (SY) 2009. Schools are still entitled to the same amount of Planned Assistance Level (PAL); however, that same PAL value will only buy 80 percent of what it could before the escalating commodity prices. The USDA has already started to delete commodity orders and schools should expect a 20 percent reduction in the amount of commodity food they will receive. If you have any questions or concerns, contact Food Distribution Program staff at 217-782-2491.

School Year 2010 Annual Commodity Order Approaching

The Illinois Commodity System (ICS) will accept orders beginning January 2, 2009, for next school year. Due to time constraints placed on states by the USDA, we must require you have your order completed by **Monday, February 2, 2009**.

Schools that choose to divert commodities to processors should watch the ICS message board carefully starting in February for important news regarding processors who are getting trucks of commodities and those that are not. Orders placed with processors that do not get trucks can change to those processors that get trucks from **February 9 through February 16**. 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. Please contact Food Distribution Program staff at 217-782-2491 if you have any questions regarding the annual order process.

Food Service and Nutrition

Illinois School Breakfast Week Has Arrived!

November 16–22, 2008

During the week of November 16, join schools across the state to recognize schools offering breakfast to their students. Celebrated in conjunction with American Education Week 2008, it highlights the important relationship between breakfast consumption and positive academic performance. For information on American Education Week 2008, visit <http://www.nea.org/aew/index.html>. This year, American Education Week's theme is *Great Public Schools: A Basic Right and Our Responsibility*.

Moving Ahead of the Curve: Increasing Fiber in Student Meals

Did you know that a recent national study* of school lunch programs concluded that fiber, based on a menu survey and 24-hour recalls, was proportionately one of two nutrients least consumed by students in the

National School Lunch Program? The 2005 Dietary Guidelines for Americans also identifies fiber as a nutrient of concern for children as most consume far less than the Dietary Guidelines for Americans recommend. People who consume diets with a variety of fiber-rich foods, including fruits, vegetables, whole grains, and legumes, tend to consume more vitamins and minerals and may have a lower risk of heart disease.

Here are some great tips for increasing fiber content in your school meals:

- Serve more legumes (dried beans and peas), including kidney beans and black beans, on your menus. Check out great USDA recipes for marinated black bean salad, vegetable quesadillas, and vegetable chili at www.olemiss.edu/depts/nfsmi/Information/school_recipes/all_alpha.pdf.
- Offer grab-and-go fresh fruit such as pears, bananas, oranges, and apples to students.
- Increase the color and flavor of your fruit salad by adding seasonal fresh or frozen berries like raspberries, blueberries, or strawberries.
- Serve more fiber-rich vegetables like peas, broccoli, cooked greens, and corn.
- Add mashed red-skinned potatoes with the skins on to your current mashed potato recipe.
- Substitute whole-wheat flour for 25 percent to 50 percent of the flour in your recipes. Increase the use of whole-wheat flour gradually, checking product quality and student acceptability with each increase.
- Offer bread products with a whole grain listed as the first ingredient on the ingredient label including soft pretzels, wraps, sandwich buns, and cold cereals. For more information on whole-grain products, check out the USDA's fact sheet highlighting whole grains for healthier school meals at www.fns.usda.gov/tn/Resources/DGfactsheet_grains.pdf.
- Replace white rice with whole-grain brown rice
- Include oatmeal with raisins on your breakfast menu

The USDA has contracted with the Institute of Medicine to create recommendations for updating school meal patterns and nutrition requirements for the National School Lunch Program and the School Breakfast Program. The anticipated changes will ensure that Child Nutrition Programs align better with the Dietary Guidelines for Americans.

In an effort to help school nutrition staff plan, prepare, and promote school meals that demonstrate these principles, the Illinois Nutrition Education and Training (NET) Program has developed the *Step-Up Illinois School Meals* website. Access these webpages by selecting *Healthy Schools* then *School Meals* on the Illinois NET website at www.kidseatwell.org.

*Third School Nutrition Dietary Assessment Study
(www.fns.usda.gov/OANE/menu/SNDAIIII/SNDAIIII.htm)

School Breakfast BECAUSE Serving Breakfast Everyday Is Smart!

The focus is on breakfast during November and March. Read the *School Breakfast BECAUSE* webpages at www.isbe.net/nutrition to discover why. Hint: *Illinois School Breakfast Week* is November 16–22, 2008, and *National School Breakfast Week* is March 2–6, 2009. Learn why more Illinois schools are saying *YES* to school breakfast!

Grants, Awards, and Honors

Fresh Fruit and Vegetable Program Grant News

Sixty-eight schools statewide are participating in this year's Illinois Fresh Fruit and Vegetable Program (FFVP). One of the goals of the FFVP is to expand the variety of fruits and vegetables children experience.

Bent School of Bloomington is doing just that! Connie Mueller, MS, RD, SNS of Bloomington Public Schools District 87, reports that a third grader at Bent School enjoyed her first taste of **jicama** so much she asked the dietetic intern what the name of the vegetable snack served the day before was because she wants her mom to buy it at the store.

Great job Bloomington! If you have a success story, please share it with us. For more information on the FFVP, go to http://www.isbe.net/nutrition/htmls/ffv_program.htm.

Training, Tips, and Tools

Bridging the Gap in School Meal Service Procurement

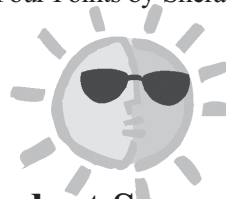
The *Bridging the Gap in School Meal Service Procurement* training will assist school food authorities who contract or are seeking to contract meal services with a food service management company or meal vendor in meeting all requirements associated with the Invitation for Bid and Contract process. Attendees 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 2009–2010

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 from 8:30 a.m.–3:00 p.m. (Complimentary beverages will be available in the morning and complimentary lunch and beverages will be available at noon.)

Pre-registration is required. There is no registration fee. To pre-register, go to <http://www.isbe.net/nutrition/htmls/workshops.htm>. The workshop schedule for the remainder of 2008 includes:

November 19	Holiday Inn Convention Center—Gurnee
November 20	DoubleTree Hotel—Oak Brook
December 4	Illinois Education Association Building—Springfield
December 5	Ramada and Conference Center—Peoria
December 11	Four Points by Sheraton—Fairview Heights



Do You Conduct Summer School?

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 to implement a summer breakfast and/or lunch program for the duration of the summer school program, in all schools where 50 percent or more of the student population is eligible for free or reduced-price meals AND to have a summer school program. This amendment applies to all schools that meet the above criteria, including those schools not currently participating in any of the 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 *Public Act 095-0155—Summer Food Service Program*.

The Illinois State Board of Education administers two federal nutrition programs, the National School Lunch Program's Seamless Summer Option (SSO) and 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 legislation.

New! Evaluating School Wellness: Easier Than You Think! Workshop

Targeting school staff responsible for implementing and evaluating local wellness policies, the NEW *Evaluating School Wellness: Easier Than You Think!* workshop will be available beginning January 2009. The objectives include:

- Developing an evaluation plan to get started in the right direction,
- Developing measurable and realistic objectives,
- Finding evaluation tools so as not to reinvent the wheel, and
- Fitting evaluation into your busy schedule.

Contact Illinois Nutrition Education and Training (NET) to schedule this important workshop at 800-466-7998 or 815-895-9227 or via email at ilnet@kidsroe.org.

Power Line, Connecting You to the Eat Smart. Play Hard.™ Campaign

Attention educators! Bookmark the *Eat Smart. Play Hard.™* for educators! website at <http://www.fns.usda.gov/eatsmart-play-hardeducators/> and download the 21-page *Power Line, Connecting You to the Eat Smart. Play Hard.™ Campaign*. The resource is designed to empower and motivate educators to make the USDA's Food and Nutrition Service, **Eat Smart. Play Hard.™** campaign as part of your nutrition education

activities. Power Panther™, the campaign's spokes character, can be used to help communicate the Dietary Guidelines for Americans and MyPyramid messages.

Correction—The link to the Illinois Department of Public Health's adopted amendments listed in the October Outlook article *Food Service Sanitation Code Amendments Update* was listed incorrectly. The correct link is http://www.idph.state.il.us/rulesregs/2008_Rules/Adopted/77_IAC_750_7-25.pdf. We apologize for any inconvenience this may have caused.

Calendar of Events—DECEMBER

Complete the Meal Count Edit prior to submission of the Claim for Reimbursement

- 10 Submit Claim for Reimbursement
- 7-13 National Handwashing Week
- 13-20 Make changes, if needed, for January commodity orders deliveries
- 25 Christmas Day—ISBE office closed

Date Savers

Deadline to place Annual Commodity Order—January 30, 2009
Multi-site sponsors begin On-Site Reviews—due by February 1, 2009

URGENT!

www.isbe.net/nutrition—Your link to the Child Nutrition Programs in Illinois



Illinois State Board of Education

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