

# The OUTLOOK

## Nutrition Programs

Illinois State Board of Education

bulletin board

### Training Opportunities

Looking for training on your school meal program or to hear some great new ideas for your school? Check out some of the workshops, online trainings, and training materials available:

*Summer Food Service Program: New Sponsors Workshops*—This all-day workshop is necessary for all NEW sponsors who would like to participate in the Summer Food Service Program this summer 2009. Come and learn the rules and regulations of the Summer Food Service Program and strategies to help your organization run a successful program. Sponsors who were new in 2008 must also attend this workshop. Current sponsors have the opportunity to attend this full-day workshop or may attend the half-day workshop for current sponsors only described below. Registration is required for all who wish to attend.

*Summer Food Service Program Workshop: Current Sponsors Only*—Existing sponsors, these workshops are just for you! This half-day workshop will help improve your program and decrease your administrative questions. Workshops will cover program requirement updates and detailed training on the simplified summer cost procedures. Do not miss this chance to share and compare with other experienced sponsors and return with ideas to help reduce your workload and improve your programs.

*Building a Strong Seamless Summer Program*—Seamless Summer Option is available to participants in the National School Lunch Program who want to continue feeding children

in the school and community during the summer months. The Nutrition Programs Division offers training for current and/or new sponsors to build a strong and successful summer program. Three workshops will be offered throughout the state. Workshops will cover the basics of menu planning, completing the application

### Important Dates

- December 1                    USDA Commodity Training—Springfield
- December 4                    Bridging the Gap in School Meal Service Procurement—Springfield
- December 5                    Bridging the Gap in School Meal Service Procurement—Peoria
- December 11                   Bridging the Gap in School Meal Service Procurement—Fairview Heights
- December 10                   Submit Claim for Reimbursement
- December 7-13                National Hand Washing Awareness Week
- December 13-20                Make changes, if needed, for January commodity order deliveries
- December 16                    USDA Commodity Training—Rolling Meadows
- December 25                    Christmas Day—ISBE office closed



### DECEMBER 2008 — THE OUTLOOK

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process, and outreach as well as regulations, program requirements, and the reimbursement process. Registration for all interested in attending is required. Bridging the Gap in School Meal Service Procurement: The Invitation for Bid and Contract Process—This informative workshop is designed to assist school food authorities (SFAs) currently contracting or 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 meet federal and state regulations and statutes.

For specific dates, times, locations, and to register for these workshops, visit our website at <http://www.isbe.net/nutrition/htmls/workshops.htm>.

## Administration

### Verification Summary Report Due January 16, 2009

Verification is the confirmation of eligibility for free and reduced-price meals under the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Annually, each local education agency (LEA) participating in NSLP and/or SBP must select and verify no later than November 15 a sample of household applications approved for benefits. LEAs must then electronically submit a Verification Summary Report (summarizing the results of verification efforts) to the Illinois State Board of Education by **January 16, 2009**. Instructions on accessing and completing the Verification Summary Report, as well as a sample form, are available at <http://www.isbe.net/nutrition/htmls/instructions.htm>. If you have questions regarding the verification process itself, please visit [http://www.isbe.net/nutrition/htmls/forms\\_sbn.htm](http://www.isbe.net/nutrition/htmls/forms_sbn.htm) or call the Nutrition Programs Division at 800/545-7892.

### School Meals Initiative Reviews Update for School Year 2008–2009

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—usually every three to five years in the state of

Illinois. The review is part of the United States Department of Agriculture's (USDA's) strategy to ensure school menus comply 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 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 2008–2009 school year, ISBE contracted with Southern Illinois University (SIU)-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 website including the listing of eligible sponsors for SMI Reviews for the 2008–2009 school year. Sponsors eligible for an 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](http://www.isbe.net/nutrition) and click on *Requirements* in the left-side box, under *Monitoring Requirements*, click on *School Meals Initiative*.

All SFAs selected for an SMI Review will have the week of review identified by ISBE based on the mailing group. Reviews conducted by SIU-Carbondale will follow the list below:

- Group 1 mailed September 2008—Week of review is September 15–19, 2008
- Group 2 mailed October 2008—Week of review is October 20–24, 2008
- Group 3 mailed January 2009—Week of Review is January 12–16, 2009

Reviews conducted by ISBE will follow the list below:

- Group 1 mailed October 2008—Week of review is November 3–7, 2008
- Group 2 mailed February 2009—Week of review is March 2–6, 2009

The SMI team at Southern Illinois University-Carbondale may be reached via telephone at 866/763-2457 (toll free) or 618/453-7500 or via electronic mail at

[NDDA@siu.edu](mailto:NDDA@siu.edu). If you have questions regarding this information of ISBE, please contact Roxanne Ramage via email at [rramage@isbe.net](mailto:rramage@isbe.net) or via telephone 800/545-7892.

## Summer Meals Reminder

Summer Food Service Program's Public Act 095-0155 requires any public school with at least 50 percent of the children qualifying for free and reduced-price lunch AND conducting a summer school program to operate a summer meal program.

School districts that must implement a summer meal program need to be aware of the following critical dates:

*To implement a summer meal program for the summer of 2009:*

- February 15—Develop and implement a plan to operate a summer meal program.

*To opt out of implementing a summer meal program for the summer of 2009 due to program costs:*

- January 15—Petition Regional Superintendent for an exemption.
- March 1—Regional Superintendent to render a decision on exemption.
- April 1—State Superintendent of Education to render a decision on appeals.

The law outlines the following responsibilities for Regional Superintendents:

- Review petitions from required schools (must reach you by January 15) to determine if an exemption can be provided due to excessive program costs.
- Hold a public hearing.
- Render a decision to the required school by March 1.
- Send your listing of schools in your region requesting an exemption and your decision to Amy Bianco, Nutrition Programs Division, Illinois State Board of Education, 100 North First Street W270, Springfield, IL 62777-0001, or fax the report to Amy's attention at 217/524-6124.

To attend a training workshop to participate in the Summer Food Service Program or the Seamless Summer Option, access the workshop schedule at <http://www.isbe.net/nutrition/htmls/workshops.htm>. Summer meal program workshops run from March to May 2009.

You can access Public Act 095-0155 on our website at <http://www.isbe.net/nutrition/htmls/summer.htm>, under *Public Act 095-0155—Summer Food Service Program*. If you have any questions, please contact Nutrition Programs Division staff at 800/545-7892 or 217/782-2491.

## Claim Common Cent\$

Funding & Disbursement Services  
Division

Phone: 217/782-5256

Fax: 217/782-3910

Claim for Reimbursement Status in ACES



Do you know what status your Claim for Reimbursement is in and what the status means?

There are several different claim statuses for both the site claim and the sponsor claim. After completing the site claim, click on *Submit for Consolidation* at the bottom of the claim entry screen. If the site claim passes all the edit checks, it will go to *Submitted* status. After all your site claims are submitted, you must open the sponsor claim for that month, check all your figures, and if correct click *Submit to ISBE* at the bottom of the sponsor claim screen. If the sponsor claim submission is successful, the sponsor claim status will show as *Approved*. Once you complete and submit the sponsor claim, the site claim will switch to *Consolidated* status. The claims will NOT be paid until the sponsor claim is successfully submitted. After we voucher the claims for payment, the sponsor claim status will change to *Processed*.

You should periodically check the Application and Claim Entry System (ACES) to ensure your claims are in the correct status. If either a site or a sponsor claim status is *Not Submitted*, that means no claim has been submitted. If a site claim is in *Submitted* status, you need to ensure the sponsor claim is submitted as soon as possible. If the sponsor claim is in *Approved* or *Processed* status, the site claim should be in *Consolidated* status. The only exception would be if you revised the site claim. Then it will again be in *Submitted* status and you need to open the sponsor claim, click on *Recalculate* to update your figures and then resubmit the sponsor claim. If you notice a site claim in *Submitted* status when the sponsor claim is in *Approved* or *Consolidated* status and you have not changed any figures or do not intend to submit a revised claim, please contact Carol Curto or Gladys Rothenberg at 217/782-5256.

## Grants, Awards, and Honors

### \$3,500 School Breakfast Program Start-Up Grants Available

Join the nearly twenty schools who have already taken advantage of the \$3,500 state-funded School Breakfast Program Start-Up Grant this year. Funds can be used towards any nonrecurring costs (costs related to the start-up of the program only), equipment (refrigeration equipment, serving equipment, warming trays, carts, menu boards, toasters, cereal dispensers, etc.), outreach and materials (conference attendance, brochures, flyers, menus, etc.). Any school that does not currently operate a School Breakfast Program, but agrees to operate a program for at least 20 serving days in the start-up year and three years beyond is eligible to apply. The application process is simple. Go to [http://www.isbe.net/nutrition/htmls/breakfast\\_state.htm](http://www.isbe.net/nutrition/htmls/breakfast_state.htm) to download the application. Funds are still available for the 2008–2009 school year. Do not delay, apply today!

## Calendar of Events—JANUARY 2009

- Submit Claim for Reimbursement  
Complete the meal count edit prior to submission of the Claim for Reimbursement
  - 1 New Year's Day—ISBE office closed
  - 2 Place your school year 2009–2010 Annual Commodity Order on the Illinois Commodity System (ICS)
  - 13–20 Make changes, if needed, for February commodity deliveries
  - 15 Petition due to regional superintendent to opt out of the summer meals requirement, Public Act 095-0155
  - 16 Verification Summary Report Deadline
  - 18–20 School Nutrition Association Child Nutrition Industry Conference—New Orleans, Louisiana
  - 19 Martin Luther King Jr. Day—ISBE office closed
- Reminder!**
- Feb. 1 Deadline for multi-site sponsors to complete On-Site Reviews
  - Feb. 2 Deadline to place Annual Commodity Order
  - Feb. 15 School district must promulgate a plan to have a summer meals program for each school in which at least 50 percent of the students are eligible for free or reduced-price schools meals and that have a summer school program, Public Act 095-0155.

[www.isbe.net/nutrition](http://www.isbe.net/nutrition)-Your link to the Child Nutrition Programs in Illinois



## Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001  
[www.isbe.net](http://www.isbe.net)

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