



Illinois
State Board of
Education



It Takes a Community to Feed a Community



SNP Back to School **Virtual** Conference
July 19 – 21, 2021



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**DON'T
MISS OUT!**



Monday

- 9 – 10:30am: ISBE Update (Recorded)
- 1 – 2:30pm: Menu Planning (Recorded)



Tuesday

- 9 – 10:30am: USDA Foods (Recorded)
- 1 – 2:30pm: Financial Management (Recorded)



Wednesday

- 9 – 10:30am: Monitoring
- 1 – 2:30pm: Wrap-Up Game

Register Now...There is Still Time!!



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SNP BACK TO SCHOOL CONFERENCE

It Takes a Community to Feed a Community



The Illinois State Board of Education Nutrition Department's annual School Nutrition Programs Back to School Conference will be virtual for School Year 2021-22. This year's theme is "It Takes a Community to Feed a Community." The virtual conference features recorded trainings, exhibitors, and live webinars set for July 19-21, 2021.

- Professional Development Tracking Form 

**SNP Back to
School
Conference
Webpage**

www.isbe.net/snpb2s

Tune in to Live Webinars

View On-Demand Trainings

Visit Our Exhibitor Tables

2020 Presentations and Materials

2019 Presentations and Materials

Additional Training Resources



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DON'T FORGET

SNP BACK TO SCHOOL CONFERENCE

Track
Conference
Hours

It Takes a Community to Feed a Community



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- [Professional Development Tracking Form](#) 

Document the following:

- Date
- Topic
- Length (hours, minutes)
- Keep documentation



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Webinar Housekeeping Items



**PLEASE
NOTE**

- You are viewing in “Listen Only” mode
- This webinar is being recorded and will be posted on ISBE’s Nutrition website
- We will be releasing further guidance and plan additional webinars to answer more questions
- Please ask questions during the webinar. If your question(s) is not answered due to time, send an email to cnp@isbe.net





**Welcome
&
Thank you for
all you do!!!**

**Sit back and enjoy
the webinar!**



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Monitoring...
**Let's Do This
Together!**

July 21, 2021

Equity • Quality • Collaboration • Community



Presenters

- Monitors
 - Judy Foster – jfoster@isbe.net
 - Paul Hansen – phansen@isbe.net
 - Kari Perkins – kperkins@isbe.net



Poll



What is monitoring?




How often are reviews?



Every
five
years

Is this your year for a review?

On August 1, 2021, check the link below for a “Tentative List of SFAs to Receive a School Nutrition Program Review in School Year 2021-22.”



[https://www.isbe.net/
Pages/School-Nutrition-
Monitoring-and-
Review.aspx](https://www.isbe.net/Pages/School-Nutrition-Monitoring-and-Review.aspx)



School Nutrition Programs (SNP) Reviews

Administrative Review (AR)

* Comprised of two sub-reviews

1) Meal Compliance &
Accountability Review (MCAR)

2) Resource Management
Review (RM)

Procurement Review (PR)



RM Information



Maintenance of
non-profit
school food
service account



Paid lunch
equity (PLE)



Revenues from
nonprogram
foods



Indirect Costs

<https://www.isbe.net/Pages/Nutrition-Resource-Management.aspx>



Procurement Information

General Procurement
for Goods and/or
Services

<https://www.isbe.net/Pages/General-Procurement-All-Programs.aspx>

- Food Service
- Management Company (FSMC) and Vended Meals Contracts

<https://www.isbe.net/Pages/SNP-FSMC-Vended-Meals-Contracts.aspx>

Seamless Summer Option (SSO) or NSLP/SBP

Regardless of which option you choose, all operators must comply with applicable SNP requirements. Our review processes will be the same for everyone.



Meal Compliance & Accountability Review (MCAR) Goals

18



Assess compliance with program requirements



Provide technical assistance



Recommend corrective action



Ensure integrity of program payments



Overview of the Review Process

19



MCAR Checklist

20

School Nutrition Programs Administrative Review Checklist

During the **Administrative Review**, the Illinois State Board of Education will review program records for compliance with state and federal regulations. This checklist will assist in preparing for the School Nutrition Programs (SNP) administrative review, which will include an evaluation of the National School Lunch Program, School Breakfast Program, Special Milk Program, Afterschool Snack Program, Fresh Fruit and Vegetable Program, and/or Seamless Summer Option. Records for the current fiscal year should be available for review.

The SNP Administrative Handbook is located on the Nutrition and Wellness Programs website at <https://www.isbe.net/Pages/Nutrition-and-Wellness.aspx>. On the website, in the upper left corner in the box titled, "Nutrition and Wellness," click on School Nutrition Programs. Scroll down and under the green program boxes, click on "Administrative Handbook."

Eligibility Documentation

- _____ Official Direct Certification reports will be evaluated.
- _____ Documentation of the extension of benefits will be evaluated. Click here for a sample form: [Extension of Benefits form](#)
- _____ The Direct Certification Notification Letter will be reviewed. Click here for a sample letter: [Direct Certification Notification Letter](#)
- _____ Income applications must contain the required information:
 - Names of all household members
 - All household income and how frequently received
 - Signature of an adult household member
 - Last four digits of the social security number of the adult household member who signs the application
- _____ Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) applications must contain the required information:
 - Accurate case number. Click here for guidance: [SNAP/TANF Case # Guidance](#)
 - Signature of an adult household member

Adequate eligibility for foster children must be on file. Documentation may

Available on webpage
in Monitoring and
Review Information
section.

[https://www.isbe.net/
Documents/nslp-
admin-rev-
checklist.pdf](https://www.isbe.net/Documents/nslp-admin-rev-checklist.pdf)



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\$ Critical Areas

\$ Certification and Benefit Issuance

- Household eligibility applications
- Direct certification
- CEP

\$ Meal Counting and Claiming

\$ Meal Components

Fiscal adjustments (\$) are always a possibility when you have errors in a critical area.



\$ Certification and Benefit Issuance

- If you elect SSO:
 - Free and reduced-price eligibility determinations are not required for SY21-22.
 - Verification not required.
- **HOWEVER**, you must still consider P-EBT benefits.
 - If a student qualifies for P-EBT because of medical remote learning and you do not have free or reduced information on the student, then it may be necessary to obtain the USDA household eligibility application (HEA).
 - *These applications are subject to verification when obtained prior to October 1.*



Direct Certification – SSO & NSLP/SBP

- All sponsors must conduct direct certification at least three times in SY21-22.
 1. At or near the beginning of the school year
 2. 3 months after the initial effort
 3. 6 months after the initial effort
- Recommend conducting each month



Poll



\$ Meal Counting and Claiming

- Point of service (POS) deep dive
 - Objective: Collect F/R/P meal counts that can be submitted to ISBE for reimbursement.
 - Definition: The location in the serving line where a staff member determines and records a reimbursable meal is served to a student. The location is almost always at the end of the serving line.
 - Reimbursable Meal = student meal + meets requirements for meal components according to straight serve/serve only or Offer vs Serve principles + point of service.

\$ Meal Counting Concerns

- Tally Sheets
 - Each meal must be individually marked.
 - Do not simply circle a total.

Examples below are NOT acceptable.

First Meals Served to Children (cross off number as each child receives a meal):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100

First Meals Served to Children (cross off number as each child receives a meal):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100

DENIED



\$ Meal Counting Concerns

- Meal counts for classroom feeding must be at the point of service.
- NEVER base a meal count on the number of meals delivered or prepared.
- NEVER add adult meals to student meal counts - adult meals must NOT be submitted to ISBE for reimbursement.
- Even if you operate SSO, it is okay to use your POS software system to count meals.



\$ Meal Components

- SSO or NSLP/SBP – all must follow NSLP/SBP meal pattern requirements.
 - Grade groups (K-5, 6-8, 9-12)
 - Portion sizes
 - All grains whole grain or whole grain-rich
 - Milk
 - Offer two types (fat free and/or 1%)
 - October 1 - flavored, i.e. chocolate, must be fat free
 - Separate fruit and vegetable components
 - Vegetable subgroups

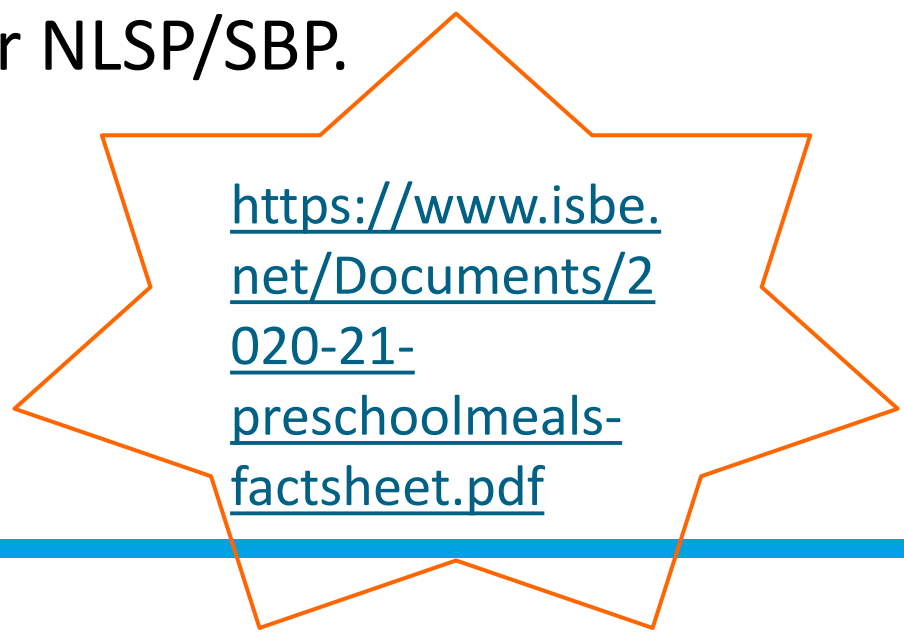


Pre-K Meals

- When pre-k students are served separately from older students, schools must follow Child and Adult Care Food Program (CACFP) meal pattern.
- Pre-K meals are claimed in SNP. This school year that means either SSO or NLSP/SBP.



Pre-K Meals Fact Sheet



<https://www.isbe.net/Documents/2020-21-preschoolmeals-factsheet.pdf>



General Areas

- Verification
- Portion Sizes
- Dietary Specifications
- Offer versus Serve
- Civil Rights
- Food Safety
- Local Wellness Policy
- Professional Standards
- Reporting & Recordkeeping
- SBP & SFSP Outreach
- SFA Monitoring
- Smart Snacks
- Potable Water



Food Safety

- Food Safety Plan
- Health Department Inspections
 - Two inspections per school year or copy of communication to health department requesting two visits.
- Post the most recent inspection.
 - Must be visible to the public.



<https://www.isbe.net/Pages/Child-Nutrition-Program-Food-Safety-Information.aspx>

Enter the link above and click into the “Food Safety Inspections Requirement” area for a sample letter to health department.



Local Wellness Policy (LWP)

- Policy must be available to the public.
 - Website, social media, newspaper, etc.
 - Food service area of website
- Triennial Assessment
 - Every three years
 - First assessment required by June 30, 2020, unless your district applied for first and second extensions. First extension deadline is June 30, 2021. Second extension deadline is June 30, 2022.
 - Assessment documentation on file and available to public.
- Stakeholders must be given opportunity to participate in the LWP process



LWP Triennial Assessment Deadline Extensions

**SFAs Approved for
June 30, 2021,
Deadline**

<https://www.isbe.net/Documents/TriennialAssessmentExtensionList.pdf>

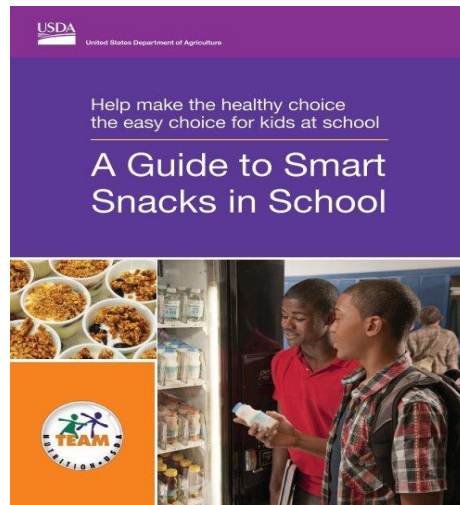
**SFAs Approved for
June 30, 2022,
Deadline**

<https://www.isbe.net/Documents/triennial-assessment-extension-list.pdf>



Smart Snacks

- A la carte sales are allowed when operating SSO.
- Two helpful resources for all operators:



<https://www.fns.usda.gov/tn/guide-smart-snacks-school>

Alliance for a
Healthier
Generation Smart
Snacks Calculator

<https://foodplanner.healthiergeneration.org/calculators/>



Civil Rights

- New question on ISBE review:
 - Does the SFA evaluate the racial/ethnic data of participating children to ensure there is not a racial/ethnic groups who may be experiencing a participation barrier?
 - For example, let's say there are 300 free and reduced Asian students, but on average only 75 eat school meals. Why are those other 225 students not participating? Consider language, menu choices, etc.



Civil Rights Posters

- Watch for posters to arrive in the mail at or near the beginning of the school year.
- Additional posters available in September upon request.
 - Email cnp@isbe.net.
 - Include your name, district name, address and agreement/RCDT # and the number of posters needed.




SFA Self-Monitoring

- Regardless of SSO or NSLP/SBP, SFAs must adhere to monitoring requirements per NSLP/SBP regulations.
- SFAs with more than one site where meals are served must annually conduct reviews of each site's meal counting and claiming procedures.
 - All lunch sites must be reviewed.
 - A minimum of 50% of your breakfast sites must be reviewed.
- Reviews must be conducted by Feb. 1



On-Site Review Assessment

ISBE Form 67-35

 **Illinois State Board of Education**
100 North First Street, Springfield, Illinois 62777-0001

**SCHOOL NUTRITION PROGRAMS
ON-SITE REVIEW FORM ASSESSMENT OF SCHOOL
MEAL COUNTING AND CLAIMING PROCEDURES**

Breakfast Lunch
 First Review Follow-up Review

Nutrition and Wellness Programs Division

INSTRUCTIONS: Each school year, prior to February 1, sponsors with more than one site where reimbursable meals are served must conduct their own review of each site approved to participate in the NSLP and at 50 percent of the sites approved to participate in the SBP. Each site in the SBP must be reviewed at least once every two years. Sponsors with only one site, are not required to conduct on-site reviews but it is highly encouraged. In addition, an observation of staff in action, e.g. cashiers, managers, and servers must be conducted. Complete the form by indicating above if this is a Breakfast or Lunch review and if this is a First Review or a Follow-up Review. Next answer the following questions by checking the appropriate response. Maintain a copy of this form as documentation.

DISTRICT NAME _____ SCHOOL NAME (One Per Building) _____

LEA REVIEWER'S NAME _____ DATE OF VISIT (By February 1) _____ TIME OF VISIT _____
In: _____ Out: _____

Offer vs. Serve: Yes No (High schools must implement Offer vs. Serve.)

Grades participating in Offer vs. Serve (Check all that apply):
 Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12 not participating

MEAL COUNT SYSTEM

Yes No

1. Are meals counted at the point of service? (The person responsible for the meal count should be where it can be determined that a reimbursable meal has been served to an eligible student. In most cases, this is at the end of the service line.)

2. Does the person taking the meal count understand the components required for a reimbursable meal?

3. Does the school have a policy for each of the following situations? If no, indicate which policy is not developed.

a. Lost, stolen, forgotten or destroyed tickets/tokens/IDs e. A la carte selections
 b. Power failure (for automated systems) f. Second student meals
 c. Student worker meals g. Incomplete meals
 d. Adult meals h. Field trips
 i. Visiting student meals

4. When meal count problems occur, does the individual taking the meal count understand the school's policies for handling each situation? If no, indicate which policy is not followed.

a. Lost, stolen, forgotten or destroyed tickets/tokens/IDs e. A la carte selections
 b. Power failure (for automated systems) f. Second student meals
 c. Student worker meals g. Incomplete meals
 d. Adult meals h. Field trips
 i. Visiting student meals

5. Is a trained substitute for counting meals available if an employee is absent?

ISBE 67-35 (11/16)



www.isbe.net/documents/67-35_onsite_review.pdf



USDA Nationwide Waiver #94

- Waives the onsite review requirement during the pandemic.
- SFAs may conduct monitoring reviews as a desk audit.
- Effective through 30 days after the end of the public health emergency.



When must potable water be available to students?

Feeding Location	Breakfast	Lunch
Cafeteria	Yes	Yes
Classroom	No	Yes
Hallway	No	Yes
Remote students	No	No



Other CN Programs

- Fresh Fruit and Vegetable Program
 - After-School Snack
 - Special Milk Program

Poll



Fiscal Action

\$600 disregard	\$600 disregard	\$600 disregard
<ul style="list-style-type: none">• NSLP• After-School Snack• SSO Lunch• SSO Snack• FFVP	<ul style="list-style-type: none">• SBP• SSO Breakfast	<ul style="list-style-type: none">• Special Milk

\$600 or less waived. Over \$600 is assessed.



Exit Conference



Citations

- Citations, i.e. problems found, documented in WINS.
- An email alerts the authorized representative and sponsor contact that the citations are posted.
 - A link to the review report/letter and an explanation for submitting corrective action is provided.
- An alert also displays on your WINS dashboard.
- Copy of review report/letter is saved in the paperclip icon located in the upper right corner of the sponsor dashboard.



Corrective Actions

- Corrective actions are typed in WINS and due within 30 days of notification.
 - Reminders and links sent via alerts in WINS.
 - Multiple reminders can lead to withholding reimbursement.
 - Consider the following points as you prepare your corrective actions.
 - What procedures were implemented to address the citation?
 - Who is responsible for implementation?
 - How was staff informed?



Closure Letter

- When citations for both the MCAR and RM review have been addressed, WINS will generate one SNP administrative review closure letter.
- Fiscal assessments, if any, will be communicated.
 - If fiscal action is over \$600, you will be provided appeal procedures.
 - If the assessment holds, Funding & Disbursements will either adjust a future claim in the amount of the assessment or will contact you for repayment by check.

Stump the presenters!



Use the Q&A area on your screen to submit questions.



Need further assistance?

Nutrition Department

Telephone: 800-545-7892 in IL only or
217-782-2491

Email: cnp@isbe.net

Website: www.isbe.net/nutrition



From Waukegan to Cairo, Danville to Quincy and every community in between...Thank you for feeding the students of Illinois!

