



School Nutrition Programs Back To School Conference 2019!





School Nutrition Programs ISBE Update



Presented by: Lindsay Blough-Mabie



ISBE Nutrition Staff – Springfield Office



Emily Durbin
 Debbie Kains
 Lindsay Mabie
 Tim Murphy
 Roxanne Ramage
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Mike Gogerty
 Christina Smith
 Toby Turek



Angie Handcock
 Sophie Newman
 Paula Williams



Director
 Mark Haller

 Supervisor
 Dean Held



ISBE Nutrition Staff - Monitors

- John Burton
- Judy foster
- Andrea Gregory
- Paul Hansen
- Harley Hepner
- Abby Johnson
- Carol Montague
- Kim Nesler
- Mary Newman
- Jorge Nieves
- Kari Perkins
- Jason Prager
- Tess Smith
- Matthew Whitaker
- Jeanette Andrews
- Julie Burd
- Tim Folger





Training Opportunities





Professional Standards

Annual Training Requirements by Job Title

- **Director:**
 - at least 12 hours annually
- **Managers:**
 - at least 10 hours annually
- **Full-time Staff:**
 - at least 6 hours annually
- **Part-Time Staff that work at least 20 hours:**
 - at least 4 hours annually



Training Opportunities

Certification

In Person Trainings

- August 7: Oak Lawn
- August 8: Bloomington
- August 13: O'Fallon

Direct Certification - Webinar

- August 14

Certification of HEA's - Webinar

- August 15



Training Opportunities

Verification



In Person Training dates and locations TBD



USDA Foods Show



October 30, 2019

**Jennifer's Garden Banquet &
Convention Hall**

Morris, IL



ISBE & University of Illinois Extension Partnership

<https://extension.illinois.edu/abcsofschoolnutrition/>

LOGIN | ABOUT | CONTACT US

the **ABCs** of school nutrition
Professional Standards Portal for Illinois School Nutrition Employees

UNIVERSITY OF ILLINOIS
EXTENSION

Illinois
State Board
of Education

Choose from the featured courses below:

RETHINK YOUR DRINK

NUTRITION 101:
WHOLE GRAINS PART 1

NUTRITION 101:
WHOLE GRAINS PART 2

COMING SOON!
REIMBURSABLE MEALS

DID YOU KNOW?
Kids are eating more fruits and vegetables as a result of updated standards. A recent Harvard study has concluded that, under the updated standards, kids are now eating 16 percent more vegetables and 23 percent more fruit at lunch.



ISBE & University of Illinois Extension Partnership

JOIN US THIS SUMMER FOR ABCS OF SCHOOL NUTRITION LEARNING INSTITUTES!

- 🍏 Earn up to 6 hours of USDA Professional Standards credit
- 🍏 Workshops provided at no charge
- 🍏 Dates and locations around the state

7/26 - Centralia
8/2 - Metropolis
8/2 - Oglesby

8/6 - South Beloit
8/7 - Peoria

Click here for more information and links to registration!





Reviews



Administrative
Reviews (AR)



Resource
Management
Reviews (RM)



Procurement
Reviews



Overview of the Administrative Review Process





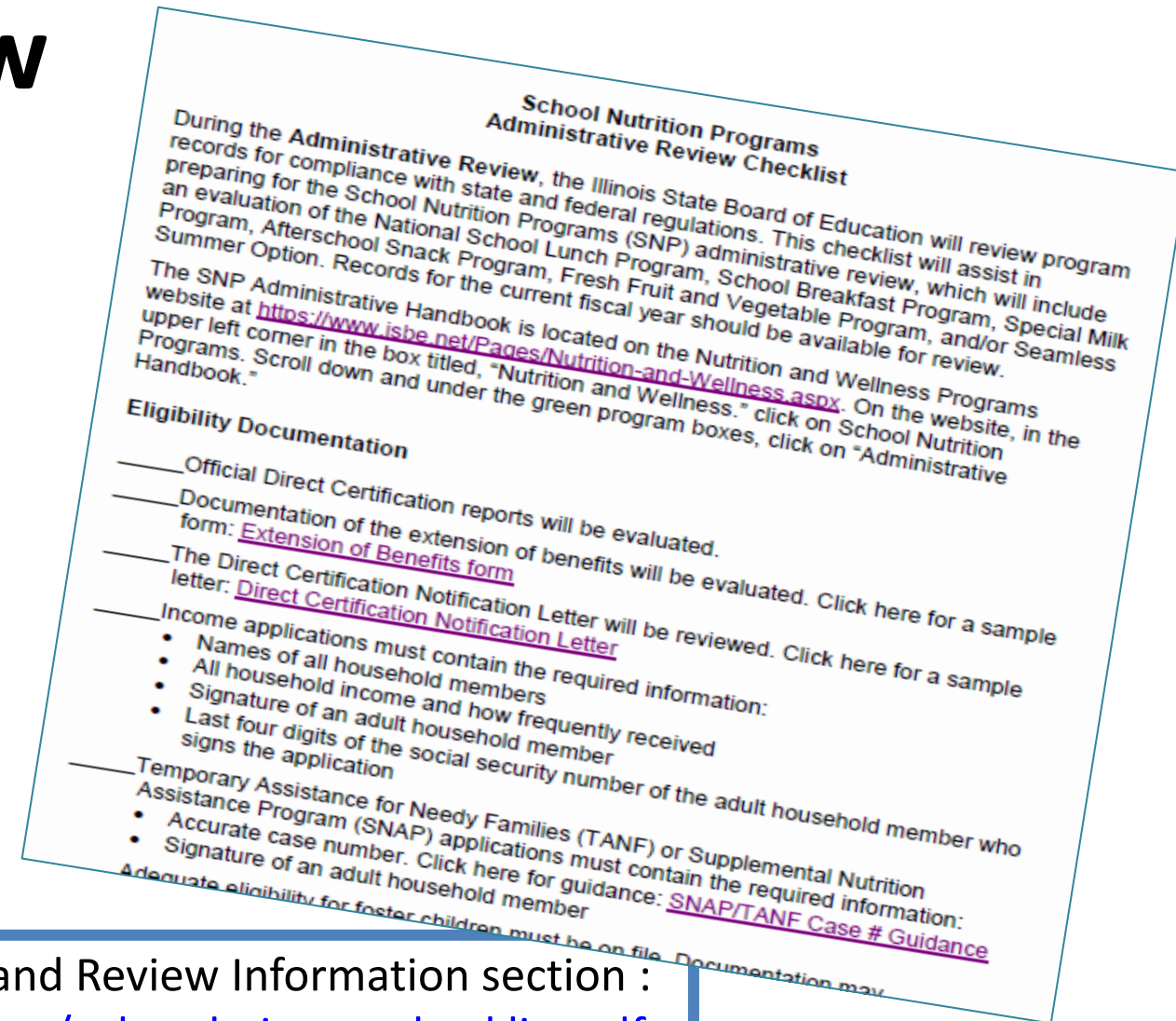
Administrative Review Checklist

A Tentative List of SFA's up for an AR will be posted on our website we anticipate in October or November.

Keep Your Eyes Peeled!

We will announce the posting through our Outlook Newsletter and website.

Available online in Monitoring and Review Information section :
<https://www.isbe.net/Documents/nsfp-admin-rev-checklist.pdf>





Resource Management (RM) Reviews

Process

- Staff will request RM survey to be completed
- Survey determines risk level and whether review will be onsite or offsite
- Information (for offsite) or Date (for onsite) will be requested with deadlines
- Conduct Review
- Results of RM review will be entered into WINS by staff in coordination with the AR results.

Timelines

- Staff will give 30 Days to complete Survey after initial request
- Staff will give Two weeks to submit documentation/select date for review
- Missing Deadlines
 - Missing deadlines will result in the SFA's claims being withheld (which is sent via certified letter)
 - Starting with 40% withhold of claim, then onto 100%



Procurement Review Process

Includes reviewing the SFA's procurement documentation and assessing compliance with the procurement standards.



The State Agency (ISBE) has the discretion to conduct the procurement review off-site, on-site, or off-site/on-site as long as all procurement documentation needed to conduct the review can be obtained by the State Agency.

The procurement review may be conducted as part of the Administrative Review, or as a separate review, as determined by the State Agency. State Agencies must conduct a procurement review on all SFAs once in each review cycle.

Once review is complete, the State Agency (ISBE) may provide technical assistance and establish findings and required corrective action, as applicable.



What can you do to prepare for the Procurement Review?

- ✓ Conduct compliant procurement processes
- ✓ DOCUMENT! DOCUMENT! DOCUMENT!
- ✓ Ensure you have written, detailed procurement procedures
- ✓ Ensure you have a compliant code of conduct
- ✓ Incorporate language in your procurement procedures, solicitations and contracts for food specification to ensure compliance with the Buy American provision
- ✓ Monitor contractors for compliance with specification, terms, and conditions of contracts
- ✓ Review your procurement process and procedures annually





What's New & Resources





Meal Pattern Flexibilities for SY19-20

Milk

- Schools have the option to offer flavored, low-fat (1 percent fat) milk as part of a reimbursable meal & may sell it as a competitive beverage for students in grades K through 12.

Whole Grain-Rich

At a minimum, at least half of the grains offered over the week must be whole grain rich. Any remaining grains must be enriched.

Sodium

Sodium Requirements remain at Target 1



Meal Pattern Flexibilities for SY19-20

- The USDA issued guidance regarding a couple of food items that are now creditable in the Child Nutrition Programs.
 - Shelf stable, dried & semi-dried meat, poultry, seafood
 - coconut, hominy, corn masa & corn flour
 - Popcorn
 - Surimi seafood
 - Pasta made of vegetable flour
- Visit our Administrative Handbook for the details regarding these items.





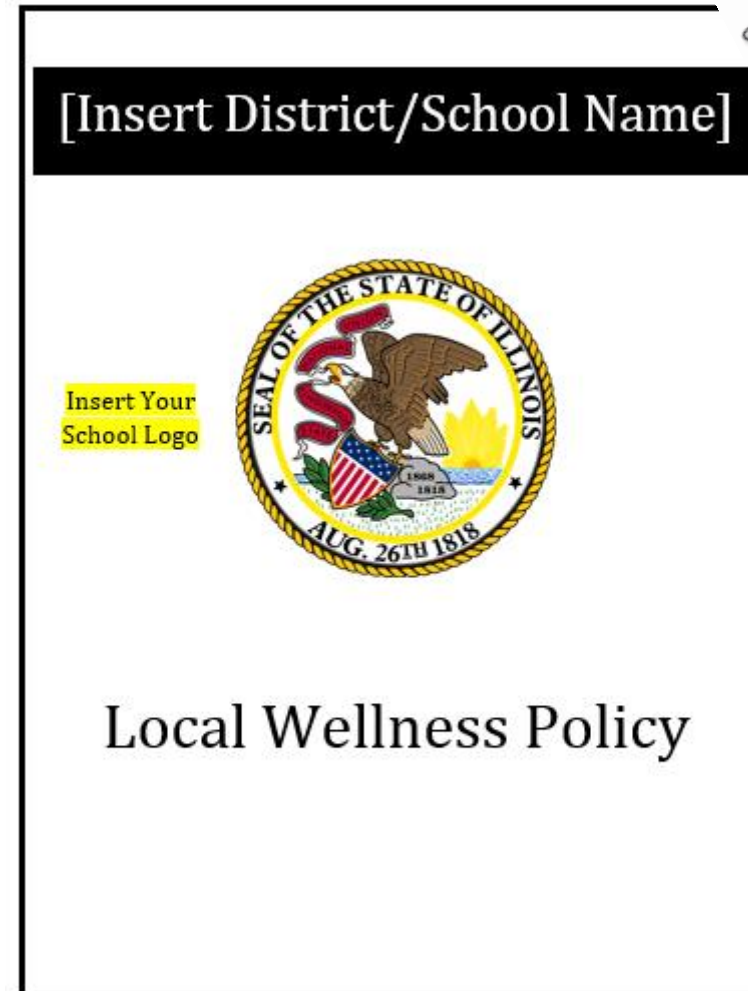
SY2019-2020 Household Eligible Applications

- http://isbe.net/nutrition/htmls/household_eligibility.htm
- HEA's Available now! in English and Spanish
- SNAP/TANF case numbers – 9 digits case number
- Disclosure to KidCare Removed
- Recommend that you distribute HEA **AFTER** you have directly certified students to cut down on the number of HEA's that you need to distribute



Looking to Update Your Local Wellness Policy?

- ISBE has developed a Local Wellness Policy (LWP) template
- There is one for schools & one for RCCI's.
- Need to check that your LWP meets the minimum requirements?
Checkout our new **LWP Content Checklist**





Are you a Team Nutrition School?

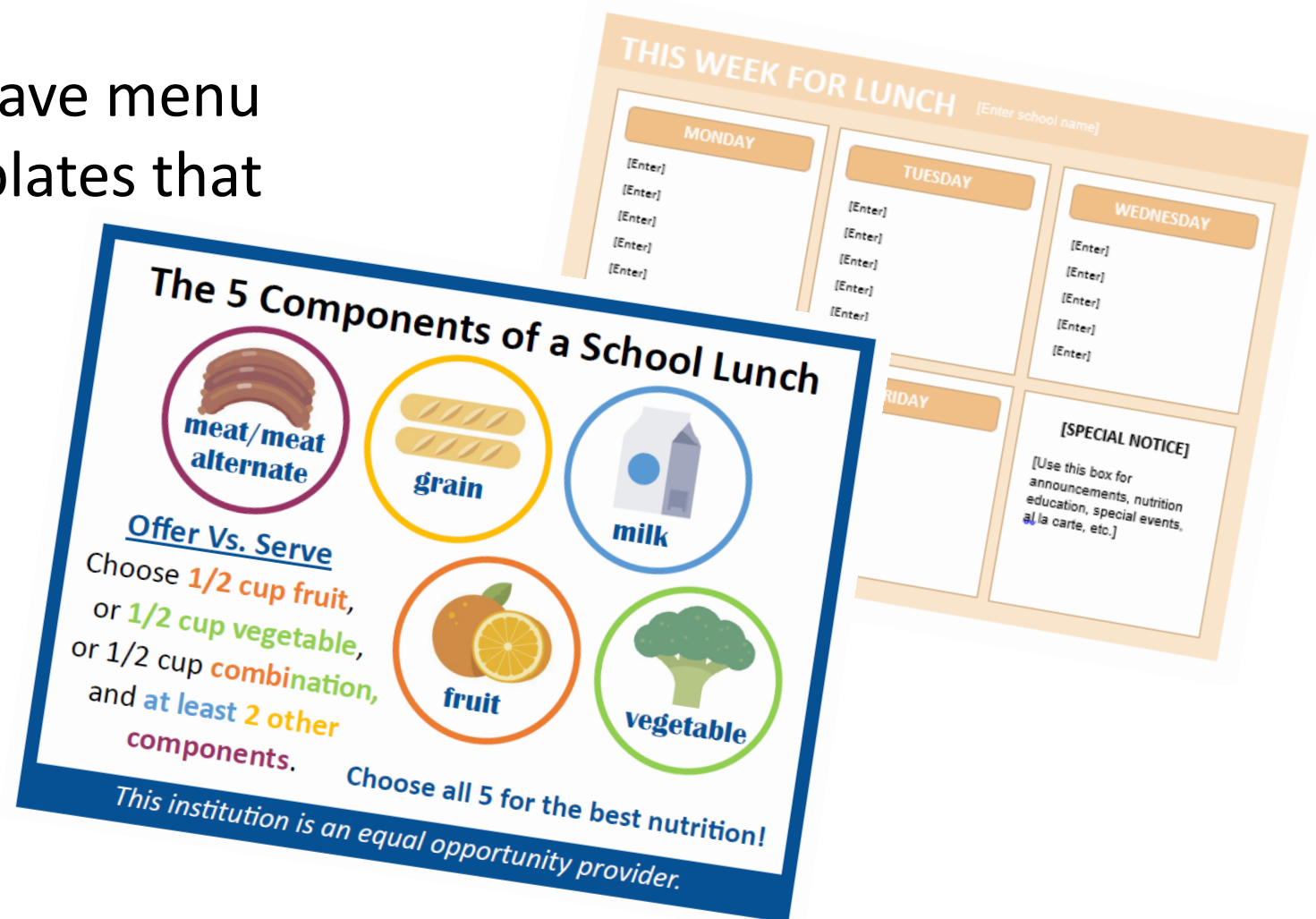
- Schools participating in the National School Lunch Program are invited to sign up as Team Nutrition Schools.
- Signing up to be a Team Nutrition School is free and easy. Schools are asked to designate a Team Nutrition Leader and have the support of their school nutrition director and school principal.
- Resources
 - My Plate posters
 - Curriculum training for teachers
 - School lunch and breakfast fact sheets
 - Farm to school materials & posters
 - Recipes
 - toolkits





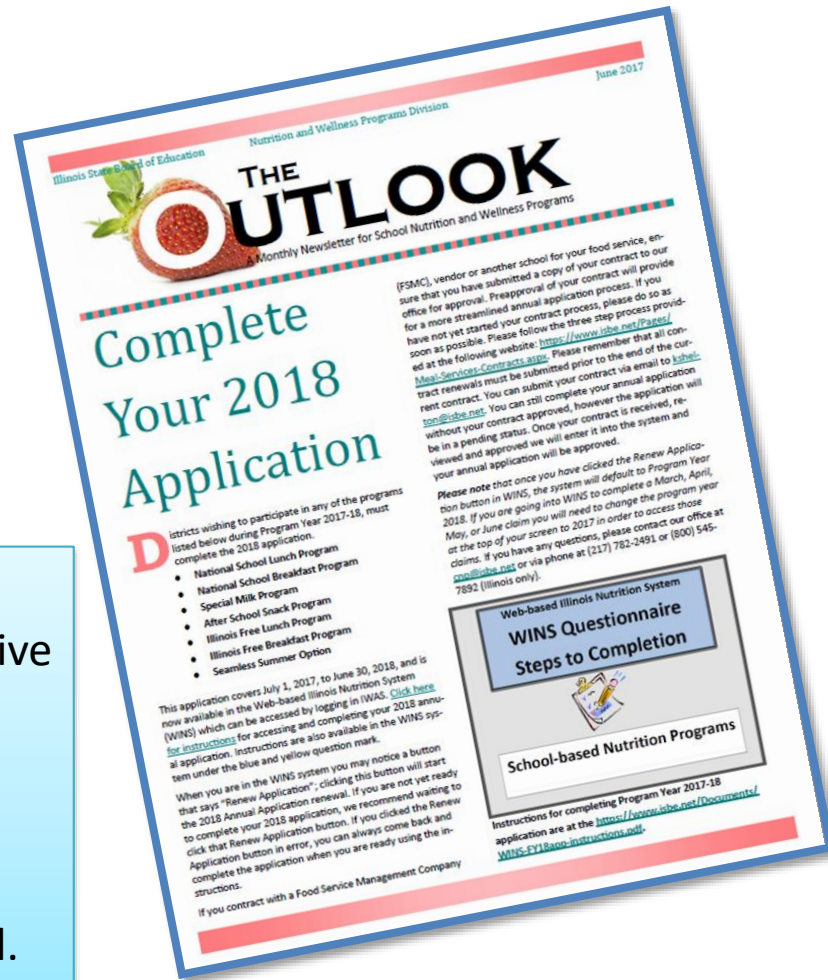
Menu Board & Signage Templates

- Did you know that we have menu board and signage templates that you can utilize?





Outlook Newsletter



Who gets The Outlook?

- The Authorized Representative
- Contact Person on your application in WINS

Don't Get the Outlook?

Get on the listserv by emailing cnp@isbe.net to request added.

- We put out a monthly electronic newsletter called the Outlook, which provides updates on program administration. Some examples include:

- ❖ Upcoming Due Dates
- ❖ New USDA Regulations, rules, memos
- ❖ New tools or resources
- ❖ Success Stories
- ❖ Grant Opportunities
- ❖ Trainings



Administrative Handbook

NUTRITION

SCHOOL NUTRITION PROGRAMS ADMINISTRATIVE HANDBOOK

[Complete Administrative Handbook](#)

Administrative Handbook by Section:

- [A. Overview of Child Nutrition Programs](#)
- [B. Civil Rights Statement and Requirements](#)
- [C. Menu Planning and Meal Pattern Requirements](#)
- [D. USDA Smart Snacks in Schools and A La Carte Sales](#)
- [E. WINS Online Questionnaires, Reports, and Claims](#)
- [F. Electronic Direct Certification](#)
- [G. Certification of Eligibility – Processing Household Eligibility Applications](#)
- [H. Benefit Issuance and Meal Counting](#)
- [I. Verification](#)
- [J. Miscellaneous Federal and State Regulations](#)
- [K. Accommodations](#)
- [L. Reviews](#)
- [M. Financial Management: Resource Management](#)
- [N. Procurement](#)
- [O. Food Distribution Program - USDA Foods](#)
- [P. Community Eligibility Provision \(CEP\) and Provisions 1, 2, and 3](#)
- [Q. Residential Child Care Institutions \(RCCIs\)](#)
- [R. Special Milk Program \(SMP\)](#)

• Our Admin Handbook is available on our website to view or download at anytime.



Timeline of Important Dates

The Administrative Handbook includes a calendar with important due dates and reminders that can be very helpful in planning your year and ensuring that you get everything in on time.

Timeline for School Nutrition Programs

Monthly	1	<input type="checkbox"/> Read The Outlook newsletter
	1-10	<input type="checkbox"/> Submit Claim for Reimbursement for all months in which a site participates in a meal or milk program
	13-20	<input type="checkbox"/> Make adjustments (if needed) July-March for the following month's USDA Foods deliveries through the Illinois Commodity System
		<input type="checkbox"/> Check our website for upcoming training opportunities
July		<input type="checkbox"/> Distribute Household Eligibility Applications to families (no earlier than July 1 of each year)
		<input type="checkbox"/> ISBE releases a public announcement on behalf of all Child Nutrition Program schools. SFAs that wish to release a separate public announcement can use the sample release .
August		<input type="checkbox"/> Process/certify Household Eligibility Applications within ten days of receipt
September		<input type="checkbox"/> Request at least two school food safety inspections this school year from your local county health department
		<input type="checkbox"/> Continue processing/certifying Household Eligibility Applications within ten days of receipt
October	1	<input type="checkbox"/> Begin the verification process .
	1	<ul style="list-style-type: none"> October 1 Application Count
	31	<ul style="list-style-type: none"> Last Operating Day of October Student Count
		<input type="checkbox"/> Begin On-Site Reviews of feeding sites (required for multi-site sponsors); to be completed by February 1
		<input type="checkbox"/> Celebrate National School Lunch Week
	31	<input type="checkbox"/> Carryover pounds at processors must be used by 10/31
November	2 nd week	<input type="checkbox"/> Celebrate American Education Week
		<input type="checkbox"/> Continue On-Site Reviews of all feeding sites (due Feb. 1)
		<input type="checkbox"/> If meal services contract is scheduled to expire, check ISBE website for contracting workshops and register
		<input type="checkbox"/> Complete the verification process (Verification Summary Report)



Annual Application Due

- If you have not already done so, the annual application for Program Year 2020 is available and needs to be completed as soon as possible.
- The application is due each year by May 30th!
- Instructions are available on our website under What's New or in the WINS system under the blue & yellow question mark.
- How can you check that your application is completed?
 - ✓ Green checkmark on your home screen in the WINS system



Data Mapping Tool

Program Year

2019 | 2018 | 2017 | 2016 | 2015 | 2014 | 2013

Region: All

Site Name: All

District: All

Enrollment: 1 | 16,652

Site County: All

Site City: All

Eligibility Percent: 75.00 | 100.00

Detail Analysis

Average Free, Reduced and Paid Eligibility

Free and Reduced Eligibility: 95.85

Average Site(s) Enrollment: 438

Program Year	RCDT	District	Site Number	RegionName
2019	01000000...	Adam/Brown/Cass/Morgan/Pike/Scott RDE	70305	Adam/Brown/Cass
2019	01000000...	Adam/Brown/Cass/Morgan/Pike/Scott RDE	62954	Adam/Brown/Cass
2019	01000000...	Adam/Brown/Cass/Morgan/Pike/Scott RDE	63218	Adam/Brown/Cass
2019	01000000...	Adam/Brown/Cass/Morgan/Pike/Scott RDE	61242	Adam/Brown/Cass
2019	01001005 P...	Adams County of	10019	Adam/Brown/Cass
2019	01001026 P...	Chaddock	10028	Adam/Brown/Cass
2019	01001026 P...	Chaddock	44391	Adam/Brown/Cass
2019	01001172 O...	Quincy SD 172	10040	Adam/Brown/Cass
2019	01009015 O...	Beardstown CUSD 15	14257	Adam/Brown/Cass

Site Location

1630

Free, Reduced, and Paid Eligible Totals

Enrollment Totals



Am I Required to Participate in Breakfast

- If a site had a free and reduced eligibility percentage of 40% or greater the site is mandated to operate a school breakfast program.
- If the sites percentage is 70% or greater the site is mandated to operate a Breakfast After the Bell program.
- The eligibility percentage is based on the October claim.
 - Look at your October claim in WINS
 - Look at the data posted on our website



<https://www.isbe.net/Pages/Seamless-Summer-Option-Meal-Eligibility.aspx>



Don't Forget to Request Your Food Safety Visits

- Each school year SFAs must obtain two food sanitation inspections for each site where food is prepared or served.
- For most counties, the local health department will conduct such inspections. If the SFA is in a county that does not have a local health department, then the SFA must contact neighboring county health departments to conduct food sanitation inspections.
- Sample visit request letter is available on our website.



Date: _____

To: _____ (Name of County Health Department)

Thank you for your assistance with our food safety plan that helps ensure safe food for the students of our district. As you know, section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended section 9(h) of the Richard B. Russell National School Lunch Act regarding at least two food safety inspections at each school participating in the National School Lunch or School Breakfast Programs.

As of the date of this letter, _____ (Name of School) located at _____ (Address) has not received the required two food safety inspections. Therefore, we respectfully request you conduct such inspection at your convenience, but no later than _____ (Last Serving Day).

Thank you for your consideration of this request. If you have any questions, please contact me at _____ (Telephone Number) or via electronic mail at _____ (Email Address).

Sincerely,

Name
Position



Smarter Lunchrooms Movement

The Smarter Lunchrooms Movement is dedicated to providing schools with the knowledge, motivation, and resources needed to build a lunchroom environment that makes healthy food choices the easy choice.



Learn more at:
<https://www.smarterlunchrooms.org/>



Smarter Lunchrooms strategies are free or low-cost solutions that nudge students to voluntarily select the healthiest food in the lunchroom.



THE SMARTER LUNCHROOMS MOVEMENT - IT WORKS!



↑40%

Offering vegetables in two locations can result in students taking up to **40%** more



↑54%

Holding recess before lunch can increase vegetable and fruit consumption by **54%**



↑100%

Moving fruit from a stainless steel tray to a colorful fruit bowl can **double** sales



↑30%

Giving healthy food choices fun, descriptive names - for example, calling green beans "supercharged green beans" - can increase consumption by over **30%**



↑70%

Offering sliced fruit can increase student consumption by over **70%**



↑70%

Suggesting students take a fruit can increase the number of students eating (not just taking) a fruit by as much as **70%**



SNAC Members

SNAC – School Nutrition Advisory Council

2019-2020 Members

The Illinois State Board of Education's Nutrition Division is committed to working with school nutrition professionals, industry members, and advocacy groups to gain knowledge about program operations to better administer School Nutrition Programs throughout Illinois schools. Beginning School Year 2018-19, ISBE created the Illinois School Nutrition Advisory Council (IL SNAC) to share this feedback.

SNAC meeting agendas and summaries of meeting discussions can be found on our website at:

www.isbe.net/ilsnac

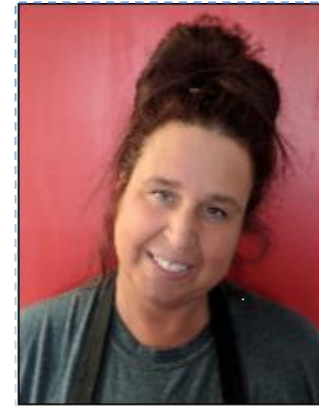
- | | | |
|---------|--------------|----------------------------------|
| Jeannie | Ellis | Carterville CUSD5 |
| Coletta | Hines Newell | Arlington Heights SD 25 |
| Sonya | Link | Washington SD 52 |
| Beth | MacKenna | Rock Island SD 41 |
| Vicki | McConnell | Ottawa ESD 141 |
| Monique | Batteast | Greater Chicago Food Depository |
| Rebecca | Shinn | Kohl Wholesale |
| Sandy | Voss | Marquardt SD 15 |
| Trinity | Allison | University of Illinois Extension |
| Marc | Campbell | New Holland-Middletown ESD #88 |
| Robert | Turpin | Namaste Charter School |
| Sara | Hilton | West Prairie School District |
| Michael | McKenzie | Peoria Public Schools |
| Tammy | LaBrie | Allendale |
| Jill | Williams | St Louis District Dairy Council |
| Selena | King | Midwest Dairy |



“Mrs. Benedict seeks to constantly provide student with a supportive and encouraging environment during both lunch & breakfast. She has worked to create unique menus that are both healthy & allow students to widen their palates.”

Principal Mullikin

School Nutrition Champion 2019



“Mrs. Benedict consistently provides leadership opportunities for students & provides them with encouragement.”



Angie Benedict
Highland Elementary School
Head Cook





Will there be more Equipment Grants for the
2019-2020 School Year???





SY19-20 Equipment Grants

- Schools will be able to request funding for equipment that will be used to serve healthier school meals, improve food safety, and expand access to school meals.
- ISBE was allocated \$1,102,040 to award Equipment Assistance Grants during school year 2019-2020.
- We anticipate more information will be available around October.





- The USDA will be conducting a Farm to School Census this year!
- Illinois would love to hear from everyone so that we can have the most accurate Farm to School data possible!





Evaluations

Please complete your evaluation forms for each session that you attend. Your feedback is very important to us and helps us with planning next years conference and other trainings that we may offer.

There is a basket at the registration counter for you to drop your evaluations off at.



Contact Information



Applications, program requirements, reviews, procurement and rules & regulations of SNP

800/545-7892
cnp@isbe.net

USDA Foods & DoD

800/545-7892
cnp@isbe.net

Claim, claiming system, reimbursement & payments

217/792-5256