

# ISBE Update for ILSNA Annual Conference



# ILSNA 2023 ANNUAL CONFERENCE



# Thank you for all you do!!!



# ISBE School Nutrition Champion Award

- Congratulations to Katie Ford, Head Cook from Shawnee CUSD 84, the 2023 Champion!
- Nominations accepted each Spring.
- Watch the Outlook for complete information.

## ISBE SCHOOL NUTRITION CHAMPION AWARD

## Meet the 2023 Champion!

The Illinois State Board of Education Nutrition Department is excited to announce the 2023 ISBE School Nutrition Champion. This year's award goes to **Katie Ford**, the head cook for Shawnee CUSD 84 in Wolf Lake.



**Katie Ford started as an assistance cook in 2017 and has been the head cook since 2020 for Shawnee CUSD 84.**

Katie was first hired as an assistant cook in May 2017. The district has one kitchen that serves three schools, Shawnee Elementary School, Shawnee Jr. High School, and Shawnee High School.

Katie was nominated by Shawnee CUSD 84 Superintendent Shelly Clover-Hill. In her nominating submission, she wrote:

"When Katie took over as head cook in 2020, she made it her mission to improve our school meals and that is still true today. She actively seeks the input of the students and staff in the development of the menus Katie takes great pride in offering meals that will be eaten and not thrown in the garbage. She is also a master at getting the students to try new foods and adds those menu items when the vast majority of students ask for it again."

Some of the best practices and accomplishments highlighted in the nomination credited to Katie's hard work and leadership included:

- Lunchroom participation in holidays and special events such as Halloween, Homecoming Week, and FFA Week. "Katie and the two assistant cooks can also be counted on to participate in all of the fun school activities ... They are known to randomly dress up or make meals to go along with a theme such as green eggs and ham for Dr. Seuss Week."
- The district was awarded a School Lunch Rocks grant from the Jackson County Health Department.
- With grant funding, the district purchased a salad bar station and they plan on having it up and running for the 2023-24 school year.
- Exterior walk-in cooler and freezer upgrades: "For dec-

Staff recognition practices are an important part of the school lunch room. Check out our "Best Practices Focus" on Staff Recognition for some inspiration.



ades, we could not afford new units. Luckily, this year we were able to purchase a walk-in cooler and freezer with Katie's assistance. She made sure the new units would fit our needs now and in the future."

- Perfect scores from the county health department.
- "Katie creates positive relationships with so many by doing little things to make everyone feel special. Her positivity is infectious and very much appreciated. Shawnee CUSD#84 is lucky to have her as part of our school family!"

Meet all of this year's nominees for the ISBE School Nutrition Champion Award in the [May 2023 Issue of The Outlook](#).

Previous winners of ISBE's School Nutrition Champion Award are:

- 2022: **Steve Ebbsmeyer**, the food service director for Belleville District 118; **Darla Kasperek**, a food service bookkeeper/administrative assistant for Rich Township High School District 227; and **Mary Nowak**, the kitchen manager at Whiteside Middle School, Whiteside School District 115
- 2019: **Angie Benedict**, the head cook at Highland Elementary School in Stillman Valley, Meridian Community Unit School District 223
- 2018: **Sandy Voss**, director of Food and Nutrition Services for Marquardt School District 15 in Glendale Heights
- 2017: **Sandra Duniphan**, the cafeteria manager for Pontiac-William Holiday School District 105 in Fairview Heights



# Healthy School Meals for All (HB2471)

State Legislation language passed, sent to Governor.

The proposal is subject to appropriation.

This means that School Food Authorities participating in the National School Lunch Program and School Breakfast Program may be able to get additional state reimbursement to make all meals no charge for all students if enough funding for the Healthy School Meals for All Program is approved by state lawmakers.

This funding was not provided in the new state fiscal year (July 1, 2023, to June 30, 2024).

Federal requirements for the School Nutrition Programs (NSLP, SBP, etc.) remain the same.

Sponsors in the National School Lunch Program, School Breakfast Program, and other School Nutrition Programs should continue operations as normal.



# Summer Meals!

- Families and students can find the closest Summer Meal sites by texting FOOD or COMIDA to 304-304, calling (800) 359-2163, or visiting <https://www.fns.usda.gov/meals4kids> to use the USDA Meals for Kids Site Finder.
- No Kid Hungry runs the texting service, and the Illinois Hunger Coalition staffs the hotline phone number.
- Children 18 and younger can receive a free meal at open Summer Food Service Program and Seamless Summer Option sites operating across the state.



# SY 2023-24 CHECKLIST

**MAKE SURE YOU'RE READY FOR NEXT YEAR**

- Complete the Program Year 2024 WINS Program Application!
  - Evaluate all programs! Confirm Approval Letter!
  - Apply for CEP (if eligible and financially feasible) OR get Household Eligibility Applications (HEA) are ready.
  - Apply for LFS Funding.





## Fast Facts about LFS

- The funds must be used for foods to be served in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP).
- The foods purchased must be local (within IL or within 400 miles of your location), unprocessed or minimally processed and SFAs need to target to purchase from socially disadvantaged farmers/ranchers and/or small businesses.
- This is a reimbursement program – therefore, SFAs will purchase allowable items and complete a monthly claim for reimbursement. ISBE will review those claims and reimburse the SFA for all allowable expenses.
- 100% of the funds must be used to purchase local foods. The funds cannot be used for other costs such as equipment, gas surcharges, staffing and/or administrative costs.
- The funds awarded must supplement (by increasing or expanding) but not duplicate, existing food procurement activities.
- Information/data that will need submitted each month on the claim – name of farmer/producer, is the farmer producer socially disadvantaged, purchase city, state and county, description of products purchased along with costs. If purchased through a distributor or processor – information on the name and location of the distributor/processor, descriptions of products along with costs and are they a small business.

## Tentative Timeline for SFAs

March  
2023

- Complete the School Survey

April  
2023

- Be on the look out for Training Opportunities

May  
2023

- "Estimated" SFA Funding Announced
- Application opens up

Aug  
2023

- LFS funding begins

Dec  
2024

- LFS funding ends

*Illinois State Board of Education Nutrition Department, March 2023*





# USDA Reimbursement Rates

- As soon as they are released from USDA, we will share with all sponsors.
- Watch What's New on [isbe.net/nutrition](http://isbe.net/nutrition).
- Expected July 2023
- Throughout SY 2022-2023, the Keep Kids Fed Act (KKFA) provided schools additional financial support by temporarily increasing meal reimbursement rates for school meals, but these increases will expire on June 30, 2023.



# Supply Chain Assistance (SCA) Funds Payment Amount

- Illinois was allocated \$44,667,715
- This is the 4<sup>th</sup> round of SCA funding.
- In Illinois:
  - Round 1 = USDA Round 1
  - Round 2 = USDA Round 2 and 3
- USDA announced on June 2, 2023.
- Expecting more guidance and will share with all schools once details are provided.



# Supply Chain Assistance Attestation Statement: General Conditions

An eligible SFA, must agree to the following conditions to request SCA funding:

- Agrees to participate in the USDA funded School Nutrition Programs for all currently enrolled students (schools, grade groups, etc.) for the duration of the period of performance for SCA (date of attestation through September 30, 2023), or until SCA funds are depleted, whichever comes first;
- Confirms that the posted enrollment number reflects SFA enrollment in the USDA School Nutrition Programs;
- Experiencing supply chain disruptions and related financial difficulties/need which include unanticipated cancellation of food and supply contracts, lack of availability of certain foods, unexpected substitutions of food products, unpredictable increases in food and supply prices, and other obstacles related to supply chain situation of the USDA funded school nutrition program operations;



# Supply Chain Assistance Attestation Statement: Allowable Expenses

- Will only use funds to purchases domestic unprocessed or minimally processed foods in a wide variety of minimal processing states (whole, cut, pureed, etc.) and/or forms (fresh, frozen, canned, dried, etc.);
  - Some allowable food products include:
    - fluid milk and other dairy foods such as cheese or yogurt;
    - fruit and vegetables (including 100% juices);
    - grain products such as pastas and rice;
    - meats (whole, pieces, or food items such as ground meats); and
    - meat alternatives such as beans or legumes.
  - Some unallowable food products include:
    - Significantly processed or prepared food items
      - Pre-made pizza;
      - Baked goods, such as breads, muffins, or crackers;
      - French fries, hash browns, or any formed potato item;
      - Pre-packaged sandwiches or meals;
      - Other prepared and/or precooked items such as chicken nuggets; and
    - Non-domestic food products.
- Will not use funds for any labor, indirect, or other administrative expenses;
- Agrees to use funding for current/future allowable expenses;



# Supply Chain Assistance Attestation Statement

- Will comply with nonprofit school food service account requirements as detailed at 7 CFR 210.14;
- Will comply with all recordkeeping and review requirements per 7 CFR 210.9(b)(17) and 7 CFR 210.18, which would include maintaining documentation demonstrating appropriate use of SCA funds; and
- Will comply with all applicable Federal procurement and financial management requirements per 2 CFR 200.





## Supply Chain Assistance (SCA) Fund

### Illinois School – Tracking Form

<b>SFA Name:</b>	School ISBE
<b>SFA Agreement Number:</b>	99-999-9999-99
<b>SCA TOTAL Funds Allocated:</b>	<b>\$ 9,876.54</b>

### SCA Expenses

Date	Vendor Name	Allowable Product	Allowable Cost	Balance of SCA Funds	Documentation Attached (✓)
4/6/2022	Illinois Milk Company	Fluid Milk	\$ 543.21	\$ 9,333.33	✓
4/21/2022	Illinois Milk Company	Fluid Milk	\$ 298.64	\$ 9,034.69	✓
4/22/2022	Illinois Fruit Company	Grapes, Apples	\$ 687.06	\$ 8,347.63	✓
				\$ 8,347.63	
				\$ 8,347.63	
				\$ 8,347.63	
				\$ 8,347.63	
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				\$ 8,347.63	
				\$ 8,347.63	
				\$ 8,347.63	

Example

*To document allowable expenses, the SFA will maintain with this tracking form receipts, invoices, domestic origin documentation to ensure compliance with SCA funds. Please note that only domestic unprocessed or minimally processed foods are allowable expenses to SCA funds. See posted guidance and attestation for complete information. [www.isbe.net/nutrition](http://www.isbe.net/nutrition)*

# Local Food for Schools Funds and Supply Chain Assistance Funds

- Similar requirements for allowable products.
- Please ensure same products are NOT tracked for both funding sources.







# Local Wellness Policy: Triennial Assessment

- All schools participating in the National School Lunch Program and/or School Breakfast Program to complete a triennial assessment of their Local School Wellness Policy at least once every three years.
- Triennial assessments must determine, for each participating school under its jurisdiction, 1) compliance with the wellness policy, 2) how the wellness policy compares to model wellness policies, and 3) progress made in attaining the goals of the wellness policy.



# Financial Management

[Home](#) > [Nutrition](#) > [Financial Management](#)

**NUTRITION**

**Financial Management**

- General Procurement for All Programs
- SFSP/CACFP Vended Meals Contracts
- SNP FSMC/Vended Meals Contracts
- SNP Resource Management

## NUTRITION

### FINANCIAL MANAGEMENT

The Illinois State Board of Education Nutrition Department's Financial Management section of the website provides rules and resources to Child Nutrition Programs sponsors on procurement, contracts, and other financial matters. Child Nutrition Programs includes sponsors participating in the Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), and the School Nutrition Programs (SNP), which includes the National School Lunch Program and other school-based programs.

Procurement means the process of obtaining goods and/or services in accordance with applicable rules and regulations.

Resource Management for School Nutrition Programs includes four general areas: Maintenance of Non-Profit School Foodservice Account, Paid Lunch Equity (PLE), Revenue from Nonprogram Foods, and Indirect Costs.

General  
Procurement for All  
Programs

SFSP/CACFP  
Vended Meals  
Contracts

SNP FSMC/Vended  
Meals Contracts

SNP Resource  
Management



# USDA Professional Standards

## REQUIRED TRAINING FOR ALL SCHOOL NUTRITION EMPLOYEES

Directors

At least 12 Hours Annually

*This is in addition to the food safety training that is required to meet the hiring standards for new directors*

Managers

At least 10 Hours Annually

Staff

At least 6 Hours Annually

Part-Time  
Staff

At least 4 Hours Annually

*Part-time staff are those that work less than 20 hours per week*

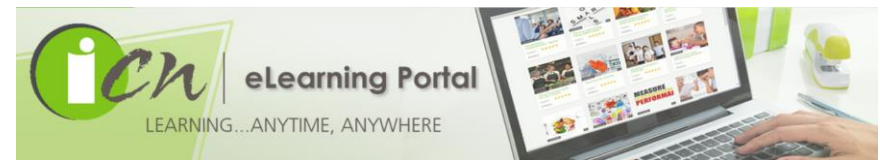
Annual requirements apply to the 12 months between July 1 and June 30

Employees hired January 1 or later are only required to complete half the number of hours for the year



# Available Online Professional Development Options

- ISBE
- USDA
- Institute of Child Nutrition
  - <https://theicn.docebos.com/learn>
- University of Illinois Extension
  - <https://schoolnutrition.extension.illinois.edu/>

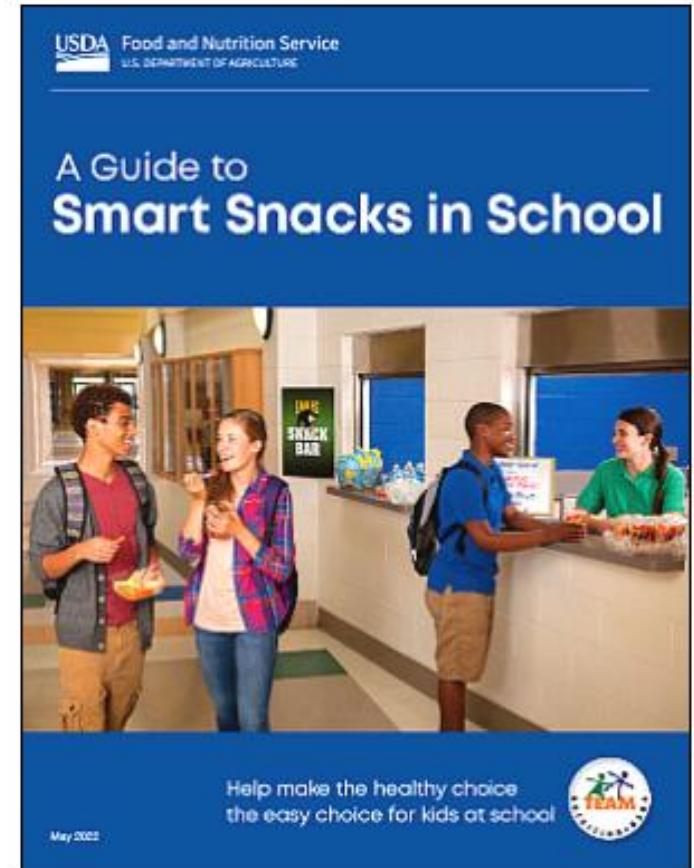


## Summer Learning Institute Trainings Scheduled

- Aug. 1 in Pearl City
- Aug. 1 in Centralia
- Aug. 3 in Roscoe
- Aug. 3 in Vandalia
- Aug. 7 in Robinson
- Aug. 8 in Vernon Hills
- Aug. 9 in Charleston

# USDA Smart Snacks

- Easy-to-understand tips on how to meet Smart Snacks standards and why they are important.
- Share with anyone who sells foods and/or beverages to students outside of the school meals programs during the school day.
  - This may include school principals that might oversee vending contracts, snack bar managers, fundraising chairs, and local school wellness policy coordinators.



# Smart Snack Requirements

## The nutrition standards apply to all foods/beverages sold to students:

- Outside the school meals programs;
- On the **school campus**; and
- At any time during the **school day**



### Applies to foods/beverages sold:

- A la carte items
- In school stores
- At snack bars
- In vending machines
- For fundraising (i.e. bake sales)

### Does not apply to foods/beverages:

- Brought from home
- Fundraisers that occur outside of school
- Birthday/Classroom celebrations
- Sold in areas in which students have restricted access
- Sold as the entrée or main dish of the reimbursable breakfast or lunch meals





# General Food Standards

To be allowable for sale, a food item first must meet one of the following general standards:

Be a whole grain-rich grain product

The first ingredient is either a **fruit, vegetable, dairy, or protein food**

Be a combination food that contains at least  $\frac{1}{4}$  cup fruit or vegetable



# Nutrient Standards

Then, ensure the food(s) as packaged and sold meet the nutritional criteria for all of these nutrients:



## Total Calories

- Snack Items:  $\leq 200$  calories
- Entrée Items:  $\leq 350$  calories

## Fats

- Total fat ( $\leq 35\%$  of calories from total fat)
- Saturated fat ( $<10\%$  of calories from saturated fat)
- Trans fat (0 grams of trans fat)

## Sodium

- Snack items:  $\leq 200$  mg
- Entrée items:  $\leq 480$  mg

## Sugar

- $\leq 35\%$  weight from total sugars in foods

# Smart Snacks Online Calculator

SMART SNACKS  
PRODUCT CALCULATOR

ALLIANCE FOR A  
HEALTHIER  
GENERATION

## Product Information

Take the guess work out of your day! Answer a series of questions to see if your product meets the [USDA's Smart Snacks in School nutrition standards](#)\*. Then save and print for your records!

\*Results from this calculator have been determined by the U.S. Department of Agriculture to be accurate in assessing product compliance with the Federal requirements for Smart Snacks in Schools provided the information is not misrepresented when entered into the Calculator.

**CHECK OUT THE BLUE INFORMATION BUBBLES FOR ASSISTANCE!** If unable to view, please update your browser or try a different browser. Please refer to [USDA's Q&A document](#) for additional guidance on specific products.

Enter product information as SOLD (as portioned and eaten, such as a beef patty on a bun with accompaniments).

**NOTE:** As of July 1, 2016, %DV is no longer a qualifying standard for compliance.

My Product is a ...

a) Snack ⓘ

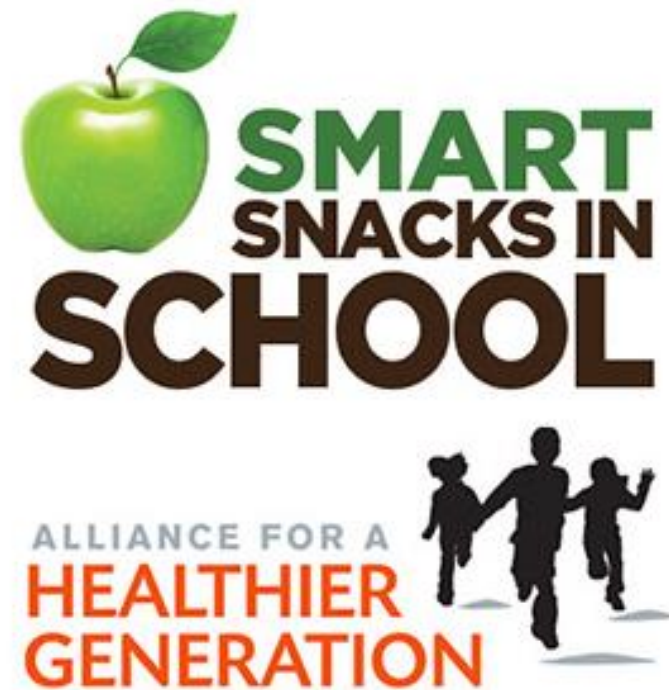
b) Side ⓘ

c) Entree ⓘ

d) Beverage ⓘ

START OVER NEXT STEP

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Questions [Contact us](#)



Illinois  
State Board of  
Education

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

# SY2023-2024 WINS Annual Application

- **Completed Annually - Updated Regularly!**
- WINS Application is now available, with a requested due date of June 30.
- Instructions are posted online on the main nutrition website under What's New?

# Community Eligibility Provision (CEP)

- Deadline: June 30, 2023
- Data used to calculate the identified student percentage (ISP) is April 1 annually
- Check the *CEP Group Information* in WINS link for current participation information.
  - For CEP approved sponsors, if you are NOT currently at 100% claiming free, take time to evaluate the identified student percentage now.
- CEP Application completed in WINS.
  - Training webinar, evaluation worksheets, other program guidance regarding CEP impact and more found online at <https://www.isbe.net/Pages/Guidance-for-HHFKA.aspx>.



# To be eligible for CEP, a school must:

- Have a minimum level (40%) *Identified Students* as of April 1 in the year prior to implementing CEP;
- Agree to serve free lunches AND breakfasts to all students for up to four consecutive years;
- Agree to cover with non-Federal funds any costs of providing meals at no cost to all students above amounts provided in Federal assistance;
- Not collect free and reduced-price household eligibility applications from households in participating schools during the period of participation in the CEP;
- Count total breakfasts and lunches served to students; and
- NOT be a residential childcare institution (RCCI) as that term is set forth in the definition of “School” in 7 CFR 210.2.



# SY2023-2024 Household Eligible Applications

**APPLICATION FOR FREE MILK/MEAL AND REDUCED-PRICE MEALS—Complete One Application Per Household Per School District. Instructions on back.**

**1. All Household Members (Attach another sheet of paper if necessary)**

**2. Homeless, Migrant, Runaway, or Head Start (Categorically eligible)**

**3. Total Household Gross Income (before deductions) You must tell us how much and how often.**

**4. Signature and Social Security Number (Adult must sign)**

**5. Contact Information (Optional)**

**6. Children's Racial and Ethnic Identities (Optional)**

**INITIAL DETERMINATION**

Annual Income Conversion: Weekly X 52, Twice a Month X 24, Once a Month X 12

Free based on: Homeless, Migrant, Runaway, Head Start

Reduced based on: SNAP or TANF, Foster child, household's income

Denied—Reason: income too high, incomplete information, Non-qualifying SNAP/TANF

88-02 School Year 2023-2024 HDS/STAP (5/21)

- **Now Available**
- SNAP/TANF case numbers – 9 digits case number
- Distribution of HEA can occur anytime **AFTER** July 1 annually.
- Recommend that you distribute HEA **AFTER** you have directly certified students, as you would NOT distribute an HEA to any student directly certified.
- Some schools have online systems for HEAs.



# Direct Certification with Medicaid – Expansion to Reduced Price Eligibility

- Direct Certification matches include students eligible for reduced price meal benefits based on their participation in Medicaid at the appropriate reduced price income levels.
- Such matches are on a separate downloadable export and print report.
- It is important that these eligible students are notified and provided an HEA, as they may qualify for FREE meals benefits.
  - Case numbers should be monitored, as they cannot qualify for FREE based on a known REDUCED case number.





# Save the Date: *Direct Certification and Certification Training*

- August 9 from 1-2:30pm
  - Direct Certification
- August 10 from 1-2:30pm
  - Certification of Household Eligibility Applications (HEAs)
- Registration links available under What's New? At [www.isbe.net/nutrition](http://www.isbe.net/nutrition)



# ISBE Nutrition Programs Communication

- Outlook is published every Monthly – July through June
- Mid-Month Communication sent via email
- Special Notification for MAJOR Issues
  - Food Safety Alerts
  - Legislative Alerts
- **UPDATE YOUR CONTACT INFORMATION IN WINS REGULARLY!**

June 2023

Nutrition Department



## BUY LOCAL!

### APPLICATION AVAILABLE FOR LFS FUNDING

The Local Food for Schools (LFS) application is now available on your 2024 WINS homepage! [For instructions click here.](#)  
LFS is funding from the U.S. Department of Agriculture through the Illinois State Board of Education (ISBE) that schools can use to purchase local unprocessed and minimally processed foods to serve in their meal programs. For more information view our ["Introduction to Local Food for Schools" recorded webinar.](#)

#### Who can participate?

- All National School Lunch Program and School Breakfast Program participants are eligible!

If you are worried about where to source local foods from here are a couple of suggestions:

- Reach out to a local farmer in your area.
- Visit a local farmers market and talk to the vendors.
- Contact the [Illinois Farm to School Network.](#)
- Visit the [Market Maker website](#) to find sources online or [view our training.](#)
- Reach out to your [local county Farm Bureau.](#)
- Check with your county [University of Illinois Extension](#) office.
- Talk to your current DoD provider or your mainline distributor.
- Talk to your food service management company, vended meals provider, or school that provides you with your meals.

If you are concerned about what the procurement requirements might be, check out this [procurement information:](#)

- 89% of SFAs are automatically eligible to use the micro purchase procurement method (receiving less than \$10,000), which means the SFA can just choose who to purchase from as long as the price is reasonable. Click here for a [listing of SFA allotments.](#)

- Of the remaining 11% that are not automatically eligible to use the micro purchase, a large majority will still be eligible to use the micro purchase method. Review our [LFS Procurement Flowchart](#) to help you determine if your LFS purchase are eligible for the micro purchase method.

- If your SFA does not meet the micro purchase method of procurement, reach out to our staff and we would be happy to assist you: [localfoods@isbe.net](mailto:localfoods@isbe.net).

If you don't think you have the time to source the local foods and prepare them:

- A majority of our SFAs are receiving enough funding to do maybe 1-3 purchases.
- There is a large timeline for using the funds. The funds can be used anytime between August 2023 all the way to January 2025.
- If you are worried about staff time, pick an item/items that don't require much prep work, like apples or veggies for your salad bar.
- Think outside of the traditional fruits and vegetables – what about local rice, or local yogurt or cheese, or what about local beef for burgers or sausage for breakfast sandwiches?

For more information and resources please visit our Farm to Child Nutrition Programs webpage and/or reach out to our staff at [localfoods@isbe.net](mailto:localfoods@isbe.net).

# Five Tips to Be in the Know

1. Monitor the **“What’s New?”** section at [www.isbe.net/nutrition](http://www.isbe.net/nutrition).
2. Use the **A to Z Index of School Nutrition Programs** [www.isbe.net/Pages/Nutrition-A-to-Z-Index.aspx](http://www.isbe.net/Pages/Nutrition-A-to-Z-Index.aspx)
3. Be sure to keep contacts up to date in **WINS** and **EPS**
4. Subscribe to **The Outlook listserv** at [www.isbe.net/subscribe](http://www.isbe.net/subscribe)
5. Bookmark the [SNP Administrative Handbook](#)



# Pandemic – EBT (P-EBT)



- In partnership with the Illinois Department of Human Services (DHS)
- Provides monies directly to households to purchase food, due to the pandemic
  - **SY22-23 P-EBT**
  - **Summer 2023 P-EBT**

This will be the FINAL issuance of P-EBT, due to the end of the Public Health Emergency.

NEW Summer EBT Program will begin Summer 2024. More details will be shared once available.



# SNP Back to School Conference

## Recipe for Success

SNP BACK TO SCHOOL CONFERENCE

Conference Registration: <https://forms.office.com/r/hTf8QJXnCT>

Hotel Registration: <https://bit.ly/ISBE0723>

Contact: [cnp@isbe.net](mailto:cnp@isbe.net), (800) 545-7892, <https://www.isbe.net/SNPB2S>, #SNPB2S

ISBE's SNP Back to School  
Conference 2023 (July 25 and 26,  
2023 - Springfield Location)



Illinois  
State Board of  
Education

# Any Questions?

Nutrition Department

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## Contact Us

