

ILLINOIS
STATE BOARD OF
EDUCATION

THE
OUTLOOK

A Monthly Newsletter for School Nutrition Programs

SNP ANNUAL APPLICATION

IT'S TIME!



The School Nutrition Programs (SNP) application for School Year 2024-25 is available in the Web-Based Illinois Nutrition System (WINS). **Sponsors should complete the application by June 30, 2024.**

The application is an annual requirement for all sponsors to participate in such programs as the National School Lunch Program (NSLP), School Breakfast Program (SBP), After School Snack Program, Special Milk Program, and Illinois Free Lunch and Illinois Breakfast. Please note that if you are participating in the Community Eligibility Provision (CEP), this annual application is still necessary to finalize participation plans in the meal programs for the upcoming school year.

Instructions and other resources for the annual application are posted at <https://www.isbe.net/Pages/School-Nutrition-Applications-and-Reports.aspx>. There is a recording and a PDF of the instructions available.

All sponsors should first view the recorded training, as there are some new steps in the application and some of the information has changed for Program Year 2025. We ask sponsors to

follow the instructions carefully to minimize wait times for assistance.

UPDATING CONTACTS: As part of the annual application, you will be asked to update contact information in WINS. It is not a best practice to make one district personnel the contact for all areas of the School Nutrition Programs. Most contacts can be edited by the district in WINS without assistance or approvals. Look for the pencil icon

to edit. Please note that the Food Service Director should be a district employee responsible for the day-to-day operations of the meal program. It cannot be a food service management company employee. We also want to remind you that a change to the Authorized Representative/District Superintendent must be made in the [Entity Profile System \(EPS\)](#) so all agency systems can reflect the change.

SNP Application Instructions and Resources

- [Program Year 2025 SNP Application Instructions](#)
 - [Recorded Training](#)
 - [SNP Annual Application Quick Reference Guide](#)

There is also an introductory training on WINS available for review:

- WINS: What is It and Where Do I Find It? Who Should Have a Login?
 - [Recorded training](#)
 - [Presentation slides](#)

SUMMER MEALS: For those who need to operate the Seamless Summer Option this upcoming summer, we ask that you review these two trainings:

- [Seamless Summer Option Basics](#)
 - [Presentation slides](#)
- [SSO Application Instructions](#)
 - [Presentation slides](#)

NEWS BITES

LOCAL FOOD FOR SCHOOLS

Illinois State Board of Education Nutrition Department staff will present a webinar on “Local Food for Schools (LFS) Overview and Updates” from 2-3 p.m. Tuesday, May 7. [Register online](#). Please join us as we go over a wide variety of LFS requirements and updates as we wrap up our first school year of LFS participation. We will provide information on how to request additional funds, options for participation over the summer, and an overview of the claiming process.

FARM TO SCHOOL

Registration is under way for the “**We’re Farm to School Market Ready!**” training set for 2:30-4 p.m. May 15. This online training will provide participants with information and best practices to source local foods and communicate directly with farmers, processors and local food hubs. The free virtual training is presented by Seven Generations Ahead. Email questions to farmtoschool@sevengenerationsahead.org.

FOOD BUYING GUIDE

New yields are available in the **Food Buying Guide for Child Nutrition Programs** Interactive Web-based Tool and FBG Mobile App! New yield data is available for: USDA Foods canned mixed fruit and canned beef, smoked salmon fillet, cactus fruit (prickly pear), purple rice, instant long grain brown rice, and quick cooking medium grain brown rice. Explore the [Food Buying Guide for Child Nutrition Programs](#) today!

Help Spread the Word About Summer Meals

The [School Nutrition Programs Administrative Review Checklist](#) includes a reminder that notification to families of the availability of Summer Meals must occur. May is a good month to remind sponsors of this program outreach requirement.

The Illinois State Board of Education Nutrition Department has marketing materials available on our Summer Food Service Program (SFSP) Resources webpage to assist with this outreach. Options include social media posts:

- [Facebook Cover Photo](#)
- [Facebook Photo Post](#)
- [Instagram Square Post](#)
- [Instagram Story](#)

There is also a [Postcard](#) and [Flyer](#) that could be printed out and distributed to families and students. You may also request printed copies by emailing summermeals@isbe.net.

Another way to meet the Summer Meals outreach requirement would be to include text on menus and the district website. Sample language is:

FREE SUMMER MEALS: *To find a Summer Meals site near you, call (800) 359-2163, text FoodIL to 304-304, or view the USDA online map at <https://www.fns.usda.gov/meals4kids>.*

Sponsors will want to document their



outreach each school year. In the event of an Administrative Review, this documentation will be requested.

You may hear the Summer Meal program called SUN Meals, which is the traditional in-person congregate/group meals and snacks provided at sites in communities with high rates of poverty. The U.S. Department of Agriculture has [launched new branding](#), which sponsors can use to create their own promotional materials.

SUN Meals is part of the SUN Programs: USDA’s Summer Nutrition Programs for Kids. It also includes SUN Meals To-Go (meal service is available in some rural communities for pick-up or home delivery), as well as SUN Bucks, which is a grocery electronic benefit transfer program for families with eligible school-aged children; this is known as Summer EBT. You can read more about Summer EBT at www.isbe.net/sebt.

For more information about operating summer meals in Illinois, visit ISBE’s [Summer Food Service Program webpage](#) and the [Seamless Summer Option webpage](#).

Diversion to Processor Pound Sweep

For those schools that diverted pounds to processors during School Year 2023-2024, please use all pounds by June 30, 2024. **Pounds remaining in school accounts on June 30, 2024, will be swept to the State of Illinois account.**

Please check [ProcessorLink](#) and [K12](#) to review your pound balances, and determine how you can use the pounds prior to June 30. Illinois' full sweep procedure is available in

the [School Nutrition Programs Administrative Handbook](#) (Page O-9).

Please do not view the sweep as punitive, but rather efficient management of funds. The state will gladly provide available state account pounds to any school district that can use them.

If you have questions, please contact fdp@isbe.net.



SCHOOL NUTRITION CHAMPION AWARD

Celebrating School Nutrition Professionals!

Thank you for your submissions for the Illinois State Board of Education School Nutrition Champion Award! Our committee is reviewing the nominations and will be announcing the 2024 ISBE School Nutrition Champion soon. It is a challenging and rewarding experience to read about all of the amazing work Illinois school nutrition professionals do to make sure schoolchildren receive the nutrition they need for success in the classroom and beyond.

We are working on a special issue of The Outlook this month to celebrate all of our nominees and our five finalists, one of which will be named the 2024 Champion. We also will be updating the [School Nutrition and Wellness Champions webpage](#) with the nominees and winner. They have some amazing best practices.

We want to remind everyone that May 3 is School Lunch Hero Day. Please take a moment to recognize your school nutrition professionals. You can find ideas on the [School Nutrition Association's webpage](#). You can also check out the ["Best Practices Focus: Staff Recognition"](#) one-pager for inspiration.

Upcoming SNP Trainings

The Illinois State Board of Education Nutrition Department is planning multiple training options in 2024-25 to replace our annual School Nutrition Programs Back to School Conference, which has been held in late July in recent years. These will include both in-person and virtual trainings to provide flexibility for schools for important trainings and professional development opportunities.

We are working with the University of Illinois Extension on the ABCs of School Nutrition initiative to present in-person regional trainings for School Nutrition Professionals on various topics across the state. Registration just opened for several locations at <https://schoolnutrition.extension.illinois.edu/events>. More cities will be added soon.

We are also planning a mix of virtual and in-person trainings on Direct Certification, Household Eligibility Applications, Verification, Local Wellness Policies, and are in the early stages of partnering with other agency departments to present an ISBE Wellness Conference next year. In addition, the U.S. Department of Agriculture just released updates to the School Nutrition Standards this week. We are reviewing and will be developing trainings. We highly recommend signing up for the USDA's webinar on the final rule, which is set for 1 p.m. May 9. [Registration is under way; click here to sign up.](#) If you miss the live webinar, a recording will be posted on the USDA's ["Updates to the School Nutrition Standards" webpage](#), where you can also review FAQs, implementation timelines, infographics, and more.



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Announcements, Events, & Deadlines

- **May** – [Food Allergy Awareness Month](#)
- **May** – National Salsa Month ([Recipe Highlight: Marinated Black Bean Salsa](#))
- **May 3** – [School Lunch Hero Day](#)
- **May 7** – [“Local Food For Schools Overview and Updates”](#)
- **May 13** – International Hummus Day ([Recipe Highlight: Luscious Lentil Hummus](#))
- **May 14** – [“Using Ounce Equivalents for Grains in the CACFP” ICN training](#)
- **May 16** – [School Breakfast Program Expansion Grant](#) deadline
- **May 21** – [“Keeping Food Safe” ICN training](#)
- **May 21** – Eat More Fruits and Vegetables Day ([Recipe Highlight: Waldorf Fruit Salad](#))
- **May 27** – ISBE offices closed for Memorial Day
- **June 19** – ISBE offices closed for Juneteenth

Please note this is not a complete list of Nutrition Department events, meetings, and deadlines. Visit us online at www.isbe.net/nutrition.

Nondiscrimination Statement

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov

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