

School Nutrition Programs

Required Annual Training

School Year 2026-2027



**CHILD NUTRITION
PROGRAMS**

 **ILLINOIS**
STATE BOARD OF
EDUCATION



NEW for SY 2026-2027:

All School Food Authorities (SFA) must complete this training before completing the WINS annual application



After the training is complete, SFAs will be granted access to the 2026-2027 annual WINS application



The annual WINS application ***must*** be completed before beginning school meal operations for the upcoming year:

- Before serving summer meals beginning July 1, 2026
- Before serving meals for the 2026-2027 school year

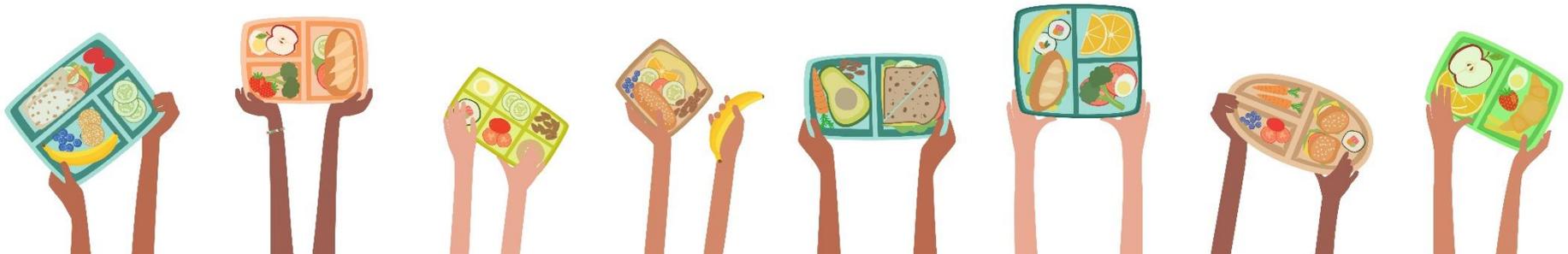
The purpose of this training is to:

Provide a brief overview of critical School Nutrition Program areas

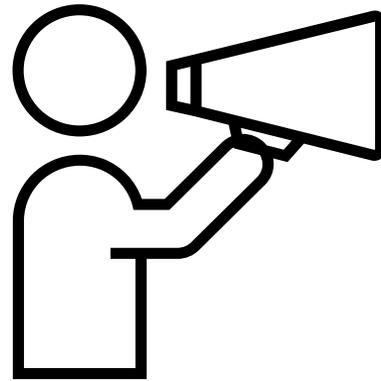
Cover information related to commonly asked questions and monitoring citations

Connect SFAs to important resources and tools

Help SFAs plan for a successful year ahead!

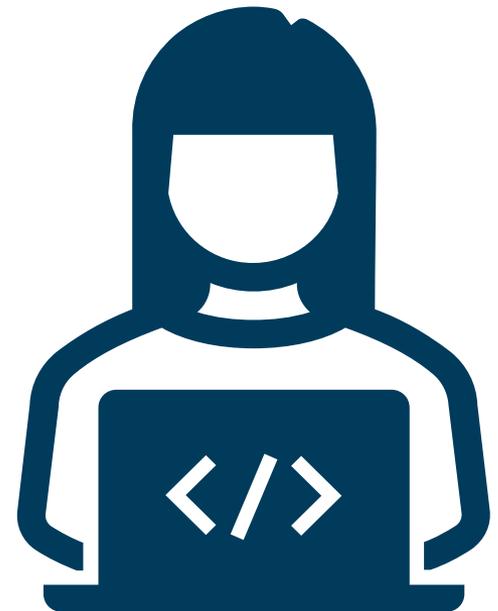
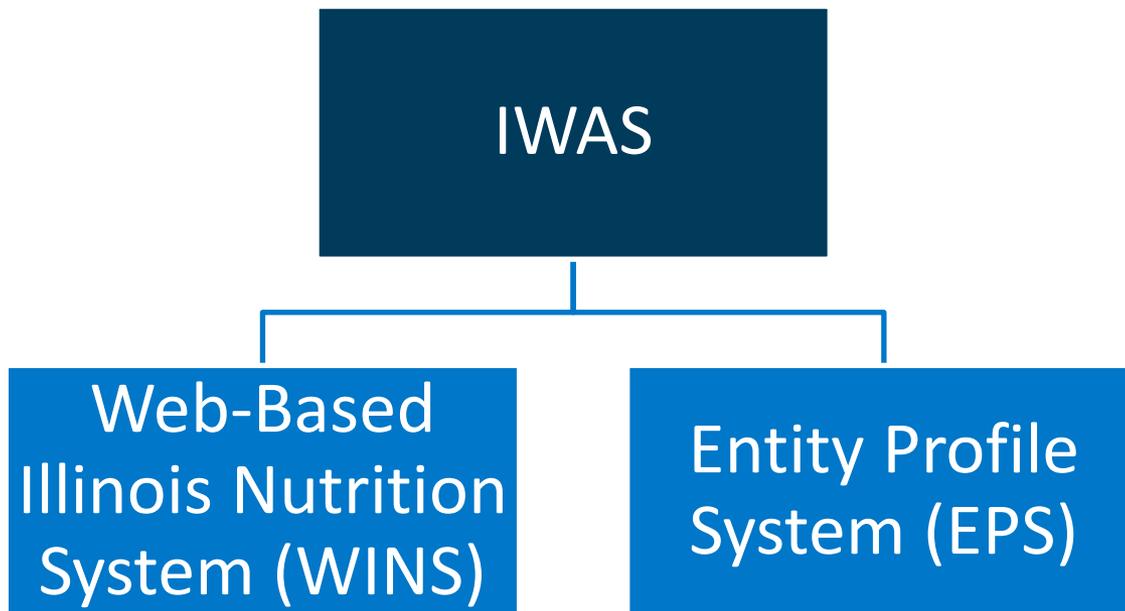


Communications





Reminder: Keep Contact Information Up-to-Date



Update Contact Information

Web-Based
Illinois Nutrition
System (WINS)

Entity Profile
System (EPS)

Cool School (XX-XXX-XXXX-XX)

To change contact information, please refer to the Change Request Form under Help/Question icon above.

[+Add Contact](#)
[+Add Address](#)

Mailing Address	District Superintendent (Auth. Rep.) ?	Delivery Address
Cool School 123 Main Street Awesome, IL 12345-6789 Show Map	Name: Star Superintendent Title: Superintendent Business: (123) 456-7890 Fax: (987) 654-3210 Email: super@school.net	Cool School 123 Main Street Awesome, IL 12345-6789 Show Map
Sponsor Contact ?	Sponsor Claim Contact ?	Food Service Director ?
Name: Best Businessperson Title: School Business Official Business: (123) 456-7890 Fax: (987) 654-3210 Email: business@school.net	Name: Lunch Hero Title: Director of Food Service Business: (123) 456-7890 Fax: (987) 654-3210 Email: lunch@school.net	Name: Lunch Hero Title: Director of Food Service Business: (123) 456-7890 Fax: (987) 654-3210 Email: lunch@school.net
Local Wellness Policy Contact ?		
Name: Wellness Champion Title: School Nurse Business: (123) 456-7890 Fax: (987) 654-3210 Email: nurse@school.net		

Update Contact Information

Web-Based
Illinois Nutrition
System (WINS)

Entity Profile
System (EPS)

Guidelines and Instructions

- Gatekeeper List 
- Guidelines and Procedures for Changes in EPS 
- Instructions for Updating Information in EPS 



<https://www.isbe.net/Pages/Entity-Profile-System.aspx>



epschange@isbe.net

The Outlook & Announcements

Keep your WINS contacts up-to-date

Others can sign up at www.isbe.net/subscribe

THE OUTLOOK
A Monthly Newsletter for School Nutrition Programs

GET READY FOR SY 2025-26

ISBE Training June 16-17 in East Peoria

Illinois State Board of Education Nutrition Department staff will present a free training opportunity on June 16 and 17 at the Embassy Suites by Hilton East Peoria Eventhost Hotel & Conference Center. The 2025 ISBE School Nutrition Training will feature half-day workshops on Day One and a full day of breakfast sessions on Day Two. Registration is under way on the [ISBE Training and Professional Standards website](#), see the "Our Person Trainings" section for registration links, hotel and parking information, and [accession](#).

On Day 1, attendees will be able to choose between two in-depth workshops scheduled the afternoon of Monday, June 16 (Day 1). One will cover meal patterns and menu recordkeeping, and the other will cover food safety, including the required Hazard Analysis and Critical Control Point (HACCP) plan. You can [register for a Day 1 workshop by clicking here](#).

Day 2 (Tuesday, June 17) will feature a full day of breakfast sessions on a wide range of topics, including Smart Snacks, Claims and WINS, Resource Management, Professional Standards, the Food Distribution Program, Breakfast After the Bell, Offer vs. Serve, Accommodations, Farm to School, General Procurement, and more. [Click here to register for Day 2 of the 2025 ISBE School Nutrition Training](#).

The room block at the conference hotel (Embassy Suites, 100 Conference Center Drive, East Peoria, IL 62621) is now full. There are multiple hotels nearby in East Peoria that attendees can book on their own. Please note, attendees are responsible for the cost of their room. Parking is located on-site and complimentary for conference attendees as well as hotel guests. Parking payment signs posted throughout the lot can be disregarded.

This in-person training opportunity in East Peoria is intended for all school personnel working with the Federal School Nutrition Programs, from those working in an administrative capacity to school business officials to those working primarily in the lunchroom.

THE OUTLOOK
A Monthly Newsletter for School Nutrition Programs

OPERATING CEP FOR SY 25-26

As participating in the program and School Breakfast Program (SBP) for a small percentage of or reduced-price meals but are district-wide for CEP) do not need process and the verification.

It is offering free training several locations throughout the state in training in your district, so we request you send a letter early to attend. 8:30-11:30 a.m. and registration links:

Operating CEP

If you are new to the Community Eligibility Provision or need a refresher, you should [review the site, update your knowledge, and sign up for training](#).

It is too late to apply to operate CEP for School Year 2025-26, but you may also want to join us for CEP next year. The application period is April 1 to June 30.

ISBE SNP Updates

In case you missed it, a recording of the Aug. 6 ISBE School Nutrition Programs Update is available on the [ISBE Training and Resources](#) section. Sign up for all of the [ISBE School Nutrition Programs](#) today if you have not already. Our next one is set for Sept. 3.

THE OUTLOOK
A Monthly Newsletter for School Nutrition Programs

FOOD DISTRIBUTION PROGRAM Maximize Your Entitlement!

EDP WEBPAGE RESOURCES

The SY 26 USDA Foods Anticipated Chart includes strawberries, frozen broccoli, chicken protein, and much more.

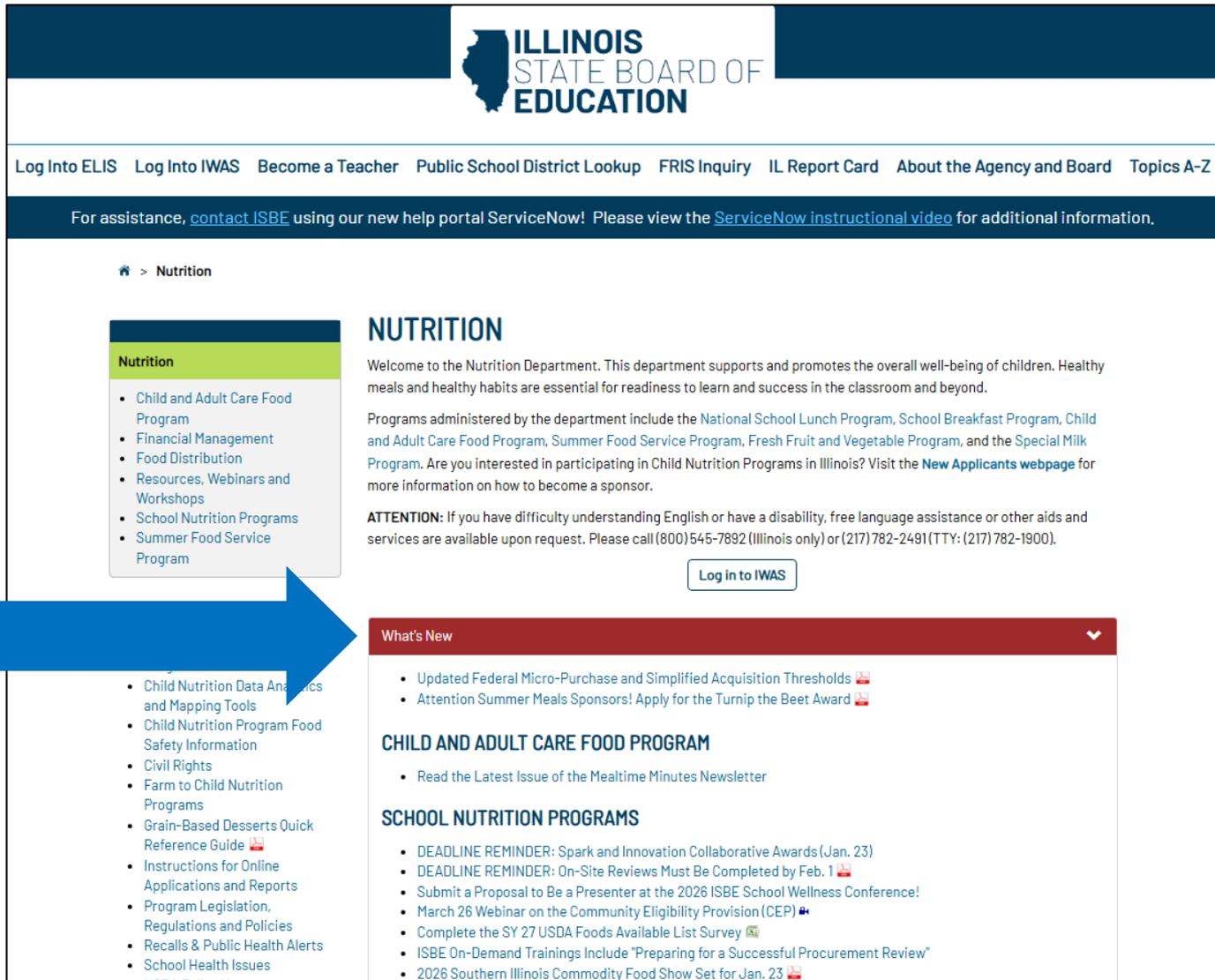
There are fact sheets on [Distribution to Progress](#), [ISBE](#), and [USDA Foods](#).

It is too late to apply to operate CEP for School Year 2025-26, but you may also want to join us for CEP next year. The application period is April 1 to June 30.

There are two more upcoming USDA Foods Show opportunities. The next one is scheduled for Jan. 23 at Rend Lake College in Ill., which is near Mount Vernon. This food show is hosted by the Southern Illinois Cooperative Buying Group. Training sessions are planned for the morning, with the food show in the afternoon. ISBE will have a session related to the Food Distribution Program. Watch for more details under [ISBE's News](#).

The St. Louis School Food & Nutrition Directors Association (SFDNA) is partnering with the Missouri Department of Elementary and Secondary Education (DSE) and ISBE to present the 2025 SFDNA/MSDE/ISBE Commodity Expo and Vendor Showcase on Feb. 16-17. [Register and reserve today](#) to attend. ISBE Nutrition Department staff will present a session on "Illinois Food Distribution for Schools."

Bookmark <https://www.isbe.net/nutrition> to keep track of what's new!



ILLINOIS STATE BOARD OF EDUCATION

Log Into ELIS | Log Into IWAS | Become a Teacher | Public School District Lookup | FRIS Inquiry | IL Report Card | About the Agency and Board | Topics A-Z

For assistance, [contact ISBE](#) using our new help portal ServiceNow! Please view the [ServiceNow instructional video](#) for additional information.

Home > Nutrition

NUTRITION

Welcome to the Nutrition Department. This department supports and promotes the overall well-being of children. Healthy meals and healthy habits are essential for readiness to learn and success in the classroom and beyond.

Programs administered by the department include the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, Summer Food Service Program, Fresh Fruit and Vegetable Program, and the Special Milk Program. Are you interested in participating in Child Nutrition Programs in Illinois? Visit the [New Applicants webpage](#) for more information on how to become a sponsor.

ATTENTION: If you have difficulty understanding English or have a disability, free language assistance or other aids and services are available upon request. Please call (800) 545-7892 (Illinois only) or (217) 782-2491 (TTY: (217) 782-1900).

[Log in to IWAS](#)

What's New

- Updated Federal Micro-Purchase and Simplified Acquisition Thresholds 📄
- Attention Summer Meals Sponsors! Apply for the Turnip the Beet Award 📄

CHILD AND ADULT CARE FOOD PROGRAM

- Read the Latest Issue of the Mealtime Minutes Newsletter

SCHOOL NUTRITION PROGRAMS

- DEADLINE REMINDER: Spark and Innovation Collaborative Awards (Jan. 23)
- DEADLINE REMINDER: On-Site Reviews Must Be Completed by Feb. 1 📄
- Submit a Proposal to Be a Presenter at the 2026 ISBE School Wellness Conference!
- March 26 Webinar on the Community Eligibility Provision (CEP) 🗣️
- Complete the SY 27 USDA Foods Available List Survey 📄
- ISBE On-Demand Trainings Include "Preparing for a Successful Procurement Review"
- 2026 Southern Illinois Commodity Food Show Set for Jan. 23 📄

Nutrition

- Child and Adult Care Food Program
- Financial Management
- Food Distribution
- Resources, Webinars and Workshops
- School Nutrition Programs
- Summer Food Service Program

- Child Nutrition Data Analytics and Mapping Tools
- Child Nutrition Program Food Safety Information
- Civil Rights
- Farm to Child Nutrition Programs
- Grain-Based Desserts Quick Reference Guide 📄
- Instructions for Online Applications and Reports
- Program Legislation, Regulations and Policies
- Recalls & Public Health Alerts
- School Health Issues

NUTRITION

A TO Z INDEX OF SCHOOL NUTRITION PROGRAMS



Search for information by topic area through the A to Z Index of School Nutrition Programs: <https://www.isbe.net/Pages/Nutrition-A-to-Z-Index.aspx>

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What's New

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CHILD AND ADULT CARE FOOD PROGRAM

- CACFP Week is March 15-21!
- Read the Latest Issue of the Mealtime Minutes Newsletter

SCHOOL NUTRITION PROGRAMS

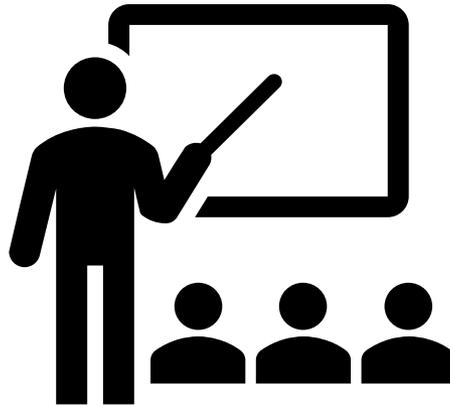
- "Practical Menu Solutions for Reducing Added Sugars in School Meals"
- FDP SY 26-27 Annual Order Period Jan. 12 to March 6
- Celebrate National School Breakfast Week! (March 2-6)
- USDA Issues Memo on Whole Milk for Healthy Kids Act of 2025 (Under ISBE Review) 📄
- Join ILSNA and ISBE for "Foundational Leadership for School Nutrition Professionals"
- DEADLINE REMINDER: On-Site Reviews Must Be Completed by Feb. 1 📄
- Submit a Proposal to Be a Presenter at the 2026 ISBE School Wellness Conference!
- March 26 Webinar on the Community Eligibility Provision (CEP) 🗣️

- Nutrition
 - Child and Adult Care Food Program
 - Financial Management
 - Food Distribution
 - Resources, Webinars and Workshops
 - School Nutrition Programs
 - Summer Food Service Program

- #### RESOURCES
- [A to Z Index of School Nutrition Programs](#)
 - Child Nutrition Data Analytics and Mapping Tools
 - Child Nutrition Program Food Safety Information
 - Civil Rights
 - Farm to Child Nutrition Programs
 - Grain-Based Desserts Quick Reference Guide 📄
 - Instructions for Online Applications and Reports
 - Program Legislation, Regulations and Policies
 - Recalls & Public Health Alerts
 - School Health Issues
 - USDA Policy Memos



Professional Standards



Overview

- Requirements established by USDA
- Effective July 1, 2015
- Applicable to all School Food Authorities (SFAs) that participate in the National School Lunch and/or School Breakfast Program

Code of Federal Regulation: [7 CFR 210.30](#)

How Do Professional Standards Apply to SFAs?

School Nutrition Employees



Annual Training

- Must complete a minimum number of **documented** training hours **each year**
- Number of required training hours are based on the employee's **job category** (*level of responsibility*)
- Training topics must be **relevant** and **job-specific**

School Nutrition Food Service Director



Education & Experience

- Individuals hired to fill the role of a School Nutrition Program Director **must meet the minimum level** of **education** and **experience** to qualify.
- Larger SFAs (*higher student enrollment*) require **higher levels** of education/ experience to qualify.

Who Must Follow Professional Standards?

Training Requirements:

Any employee, who is directly involved in the management or operation of the School Nutrition Programs on a regular basis, must obtain relevant training each year to meet the required number of hours, based on the employee's job category and specific duties.

- School Food Authority (District/School) Employees
- Food Service Management Company Employees
- Both Full-time and Part-time Employees

Director Role and Qualifications:

- Must be an employee of the School Food Authority responsible for program oversight and integrity.

Examples:

- Full-time Food Service Director
 - Kitchen Manager/Head Cook
 - Business Manager/School Business Official
 - Superintendent/Assistant Superintendent
- All individuals new to the role of school nutrition program director must meet or exceed the minimum education and experience level required (based on the student enrollment size of the SFA) and have required food safety training within 5 years prior or within 30 days of employment.

Annual Training Hour Requirements

Position	Defined As	Annual Hours*
Director	Responsible for managing school nutrition programs for all schools under an SFA	12
Manager	In charge of the operations of a site (or several sites)	10
All Other Staff	Works 20 or more hours weekly in direct program support	6
Part-time Staff	Works less than 20 hours per week in direct program support	4

*If hired on or after January 1, only half of the required hours for that school year are required.

! Training must be job-specific and intended to help employees perform their duties well

For More Information: <https://www.isbe.net/Pages/snp-training.aspx>

The screenshot shows the Illinois State Board of Education website. At the top, there is a navigation bar with 'System Quick Links', a search bar, the ISBE logo, and links for 'Careers at ISBE', 'Contact Us', and social media icons. Below this is a secondary navigation bar with links for 'Log Into ELIS', 'Log Into IWAS', 'Become a Teacher', 'Public School District Lookup', 'FRIS Inquiry', 'IL Report Card', 'About the Agency and Board', and 'Topics A-Z'. A dark blue banner below the navigation bar contains the text: 'For assistance, [contact ISBE](#) using our new help portal ServiceNow! Please view the [ServiceNow instructional video](#) for additional information.'

The main content area has a breadcrumb trail: 'Home > Nutrition > School Nutrition Programs > SNP Training and Professional Standards'. On the left, there is a sidebar menu with 'NUTRITION School Nutrition Programs' and 'SNP Training and Professional Standards' highlighted. The main heading is 'NUTRITION SNP TRAINING AND PROFESSIONAL STANDARDS'. Below the heading is a paragraph: 'The Illinois State Board of Education Nutrition Department presents a variety of training options to support school nutrition professionals in ensuring they have the knowledge, skills, and resources they need to successfully operate the National School Lunch Program and other School Nutrition Programs. The U.S. Department of Agriculture's required professional standards consist of annual training requirements, as well as hiring standards.'

Below the paragraph is a link: 'Visit our [What's New?](#) section to view and register for upcoming trainings and webinars and to link to recent recordings from the ISBE Nutrition Department and our training partners.'

There is a bulleted list of resources:

- **ABCs of School Nutrition:** The ISBE Nutrition Department partners with the University of Illinois Extension to provide resources and training to support school nutrition programs in Illinois. View recorded trainings and watch for upcoming in-person trainings and live webinars.
- **Institute of Child Nutrition:** ICN is a federally funded national center dedicated to applied research, education and training, and technical assistance for Child Nutrition Programs. Register for upcoming live trainings and access recorded trainings and other resources.
- **Professional Standards Trainings and Tracker Tool:** This USDA tool is designed to assist school nutrition professionals in searching for relevant Professional Standards trainings and keeping track of their annually required training hours. Users can search for and access free and low-cost Professional Standards trainings.

At the bottom, there are three dark blue dropdown menus:

- Our In-Person Trainings
- ISBE On-Demand Trainings & Resources
- Professional Standards For All School Nutrition Programs Employees

A red arrow points to the 'Professional Standards For All School Nutrition Programs Employees' dropdown menu.

Civil Rights



SFA Responsibilities

And Justice For All
Poster

[Request Form](#)

Nondiscrimination
Statement

Data Collection

Complaint
Procedure

Annual Training

Civil Rights Training

- SFA must provide civil rights training to frontline staff on an annual basis
 - *Frontline staff: those who interact with program applicants or participants as well as those who supervise frontline staff*
- ISBE Civil Rights Training is available [here](#)

ISBE Nutrition Department [Civil Rights webpage](#)

Civil Rights Statement & Requirements ([Section B](#))

Community Eligibility Provision (CEP)



What is CEP?

CEP is a 4-year reimbursement option for eligible LEAs in low-income areas

CEP schools use an approved percentage for meal claiming purposes, which is determined based on the number of *Identified Students* enrolled in the school

An LEA may participate in CEP for some or all schools in the LEAs

Section 104(a) of the HHFKA (2010) amended the Richard B. Russell National School Lunch Act to provide an alternative to HEAs for free and reduced-price meals in LEAs and schools in low-income areas

The CEP Process: Evaluate and Apply

For any school electing CEP, especially at lower ISP percentages, it is highly recommended to complete a financial evaluation to ensure that election of CEP is financially feasible for the school/district

USDA refers to CEP as a federal/local cost sharing program model

If it is determined that it is financially feasible to apply for CEP, then continue with the CEP application

The CEP application period is from April 1 – June 30 annually, for the subsequent school year

Complete CEP guidance is found at www.isbe.net/cep

Overview of the CEP Identified Student %, the CEP Claiming Percentages, and Average Lunch and Breakfast Reimbursement, based on SY24-25 Rates of Reimbursement, 60% or greater NSLP, Severe Need Breakfast

CEP Identified Student %	FREE Claiming % (* 1.6 USDA factor)	PAID Claiming % (100-Free)	Average LUNCH Reimbursement	Average Breakfast Reimbursement
62.50%	100.00%	0.00%	\$4.58	\$2.88
55.00%	88.00%	12.00%	\$4.09	\$2.58
52.00%	83.20%	16.80%	\$3.90	\$2.46
50.00%	80.00%	20.00%	\$3.77	\$2.38
45.00%	72.00%	28.00%	\$3.45	\$2.18
40.00%	64.00%	36.00%	\$3.12	\$1.98
35.00%	56.00%	44.00%	\$2.80	\$1.78
30.00%	48.00%	52.00%	\$2.47	\$1.59
25.00%	40.00%	60.00%	\$2.15	\$1.39

[Section P](#) (Community Eligibility Provision (CEP) and Provisions 1, 2, and 3) of the SNP Administrative Handbook

SY 2026-2027 CEP for Illinois Schools [webinar](#)

Main webpage: <https://www.isbe.net/cep>

Direct Certification



Direct Certification is a simplified process where LEAs certify students receiving:

- SNAP
- TANF
- Free Medicaid (federal)
- Reduced Medicaid (federal)
- Foster child

Any student able to be directly certified is eligible for school meal benefits without a Household Eligibility Application (HEA) for the entire school year (plus the 30-day carryover period of the next school year)

Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info
Administrative Tasks				
Sponsor Tasks			Site Application Tasks	
<ul style="list-style-type: none"> Batch Daily Meal Counts Batch Participation Detail Add/Remove Detail Dates Batch Site Questionnaire Batch Site Participation Is Community Eligibility Provision (CEP) for you? Add New Site Deactivate/Re-activate Site(s) Deactivate Sponsor Review Citation Responses Waivers 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Enroll Site In New Program <input checked="" type="checkbox"/> Edit Site Questionnaire <input checked="" type="checkbox"/> Edit Program Participation <input checked="" type="checkbox"/> Edit Participation Detail 			
Reports			Budget	
<ul style="list-style-type: none"> NSLP Verification Summary Report Direct Certification Deleted Sites Claim Data Report 			No WINS Budgets required.	

Utilizing the electronic direct certification system is a requirement of the National School Lunch Program

LEAs are required by the USDA to conduct direct certification a minimum of three times as follows:

- At or around the beginning of the school year
- Three months after the initial effort
- Six months after the initial effort

For the direct certification system to be most effective, LEAs are highly encouraged to use the system each month

Public Schools

- Receive one ANNUAL report each school year on or around July 1*
- Receive one MONTHLY report each calendar month (August—June)*

**Reports are based on current ISBE Student Information System (SIS) enrollment*

Non-Public Schools

- Must upload a comma-delimited file to the system (i.e., sponsor file upload match)
- Review pages F-14 to F-17 of the administrative handbook for details on how to create a [comma-delimited file](#)

Sponsor File Upload Match

- All sponsors (public and non-public) may upload a comma-delimited file into the direct certification system
- There is no limit to the number of files that may be uploaded

Single Child Match

- All sponsors can search for individual students in the direct certification system
- There is no limit to the number of single child matches an LEA may conduct



Resources



[Electronic Direct Certification Process webpage](#)



[Direct Certification Quick Reference Guide](#)



[Direct Certification On-Demand Webinar](#)



[Electronic Direct Certification \(Section F\) of the SNP Administrative Handbook](#)

Household Eligibility Applications



Sponsors participating in Community Eligibility Provision (CEP) must not distribute the School Nutrition Programs Household Eligibility Application. Sponsors may instead use the Household and Income Form (ISBE 69-72):

English: https://www.isbe.net/Documents/69-72_hshld_income.pdf#search=69-72

Spanish: <https://www.isbe.net/Documents/69-72-hshld-income-sp.pdf#search=69-72>

After checking the direct certification system, sponsors must distribute the household eligibility applications (HEA)

The letter to households, application, and instructions should be distributed at or near the beginning of the school year

- Cannot be distributed prior to July 1

Distribution may occur by postal service, email, or included in packets of materials provided directly to households

- Sponsors using online systems to receive HEAs must provide a letter to households informing them how to access the system to apply
- It is not acceptable to post the HEA online only and require households to download and print the HEA for submission

<https://www.isbe.net/Pages/Household-Eligibility-Resources.aspx>

Effective Date of Eligibility

- Flexibility option for processing HEAs or determining eligibility through direct certification
 - **Application approval date or direct certification access date**
 - **Application submission date or direct certification effective date**
- Must be consistent
- Must notify ISBE of the sponsors selection, which is done in the *Sponsor Questionnaire* in WINS

SNP Sponsor Questionnaire

Sponsor Information

Determining And Hearing Official Designation

School Nutrition Program Director

Civil Rights

Eligibility Determination

Financial Management

Policy Statement

Permanent Agreement

Summary

Eligibility Determination

1. Each SFA now has a choice regarding the effective date of eligibility for both traditional household eligibility applications and direct certification. Please select one.
 - Application Approval Date or Direct Certification Access Dates** - A student's meal benefits are effective the date the Determining Official reviews and approves the household eligibility application. Benefits provided through direct certification are effective the access date of the file in WINS.
 - Application Submission Date or Direct Certification Effective Date** - A student's meal benefits are effective the date the SFA receives the household eligibility application from the household. If choosing this option, the SFA will need to have a method in which to indicate the "received Date". Benefits provided through direct certification are effective the first day of the month regardless of when the file is accessed. Refunds of meal payments may be required.
 - Not Applicable** - Eligibility Determinations are not made. (This may be due to Community Eligibility Provision (CEP) participation or Special Milk (paid option).)

For general information about household eligibility applications (HEAs) and how to process applications:

[Certification of Eligibility-- Processing of Household Eligibility Applications \(Section G\)](#)

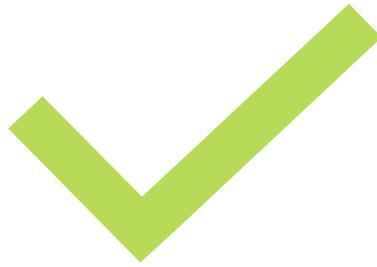
For the household eligibility application (HEA), letter to households, and instructions as well as the approval/denial letter:

[Household Eligibility Resources webpage](#)



[Certification of Household Eligibility Applications On-Demand Webinar](#)

Verification & Verification Summary Report



Overview

Verification

- Confirmation of eligibility to receive free and reduced-price meals under the NSLP & SBP
- Verification only looks at paper or electronic household eligibility applications (HEAs)

Verification Summary Report (VSR)

- Federal regulations require ISBE to collect a summary of LEA verification efforts
- This is collected annually through a report in WINS

Who Conducts Verification?



USDA requirement for all Local Education Authorities (LEA) who approve NSLP and/or SBP benefits by using Household Eligibility Applications (HEA)

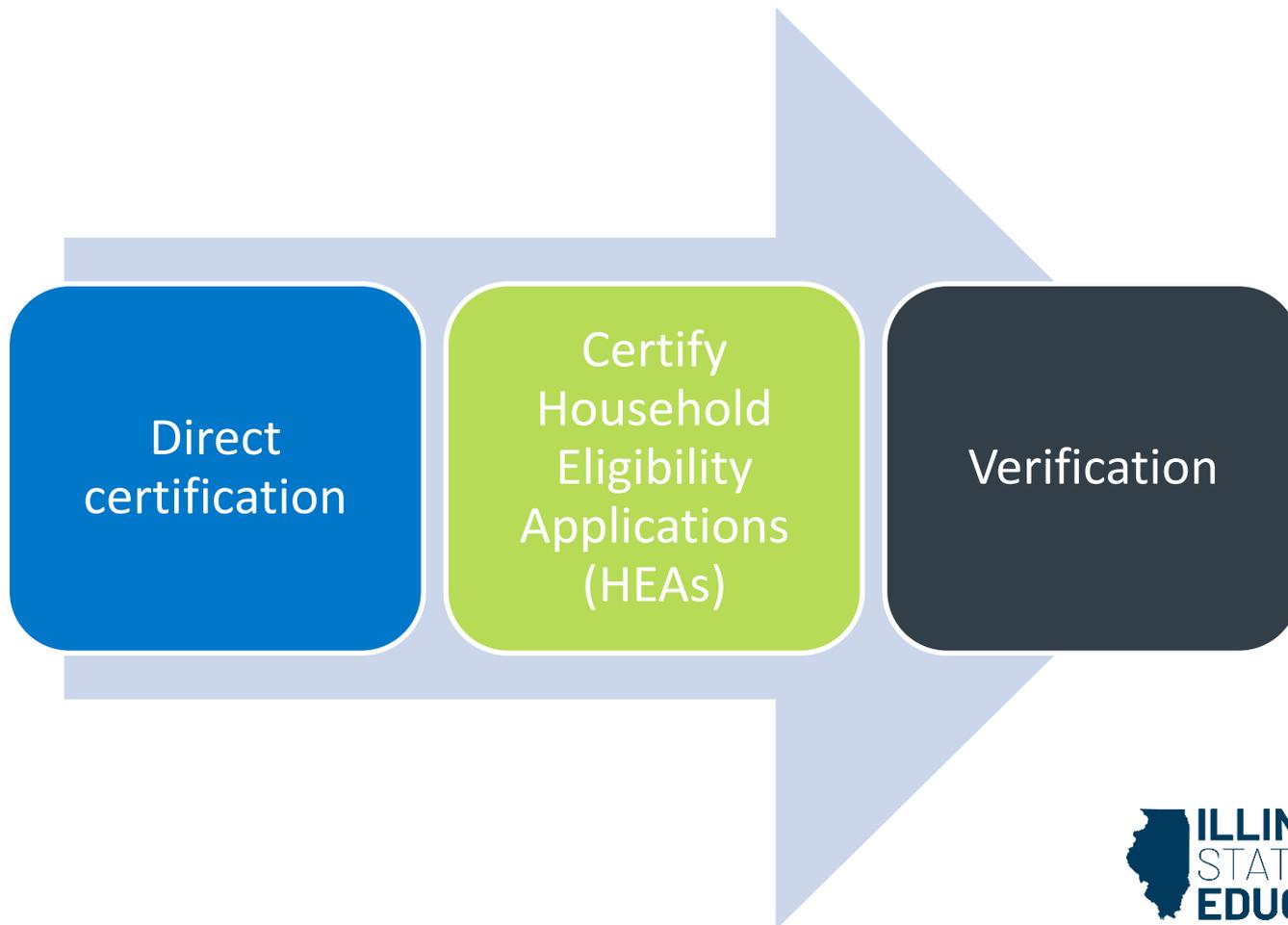


LEAs participating partially in Community Eligibility Provision (CEP) must do verification for the HEAs collected in non-CEP schools.

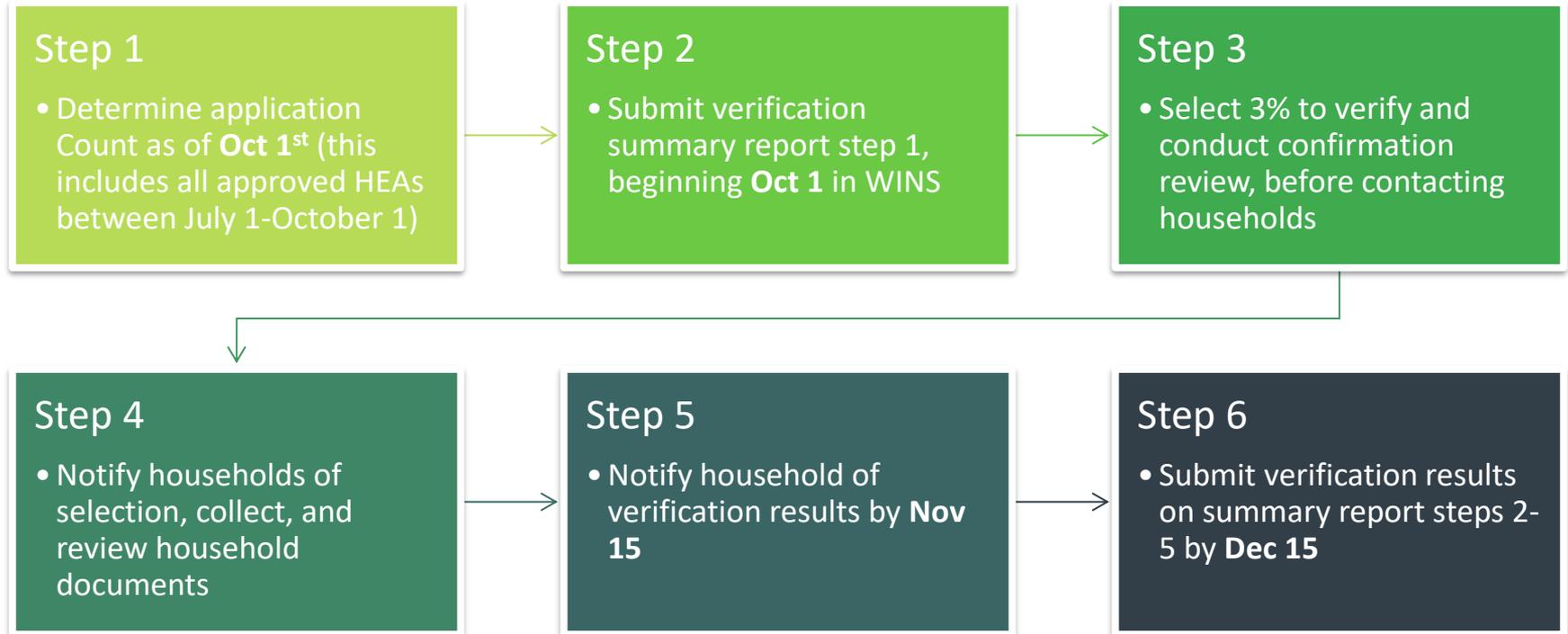


LEAs participating district wide in CEP do not collect HEAs and are exempt from the verification process and reporting annually.

Prior to beginning the verification process, all schools are required to have accessed and used the electronic direct certification system available through WINS. Students that can be directly certified will no longer need to have their application verified. Additionally, these applications in which students were able to be directly verified should not be included in the application counts on the VSR.



Verification Process



Verification Summary Report (VSR)

- NSLP Verification Summary Report link appears on October 1st—this includes step 1 only
- Steps 2-5 of the VSR open November 1st

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Administrative Tasks				
Sponsor Tasks		Site Application Tasks		
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Reports		Budget		
<ul style="list-style-type: none"> Waiver Submissions Applications Not Received NSLP Verification Summary Report Direct Certification Deleted Sites Claim Data Report Summary Reports - Applications Submitted for Sponsor Summary Reports - Applications Submitted for Sites Summary Reports - List of Sites and Applications Submitted		No WINS Budgets required.		

Resources & Training

- In-person trainings on the verification process and step 1 of the VSR are offered throughout September
- Visit [Forms, Documents, & Resources](#) webpage for on-demand verification trainings, instructions, fact sheets, and more

Verification and the VSR

VERIFICATION RESOURCES

- Verification Process and Verification Summary Report
 - Presentation
 - Verification Training Q&A
- Verification Summary Report: Completing Steps 2-5
 - Presentation
- School Nutrition Programs Administrative Handbook (Verification, Section I)
- Verification Timeline
- VSR Categorically Eligible Chart
- Error Prone Instructions
- Verification & Error Prone Applications Fact Sheet
- USDA Verification Toolkit: Includes a flyer for households on submitting documents, strategies to improve response rates, a list of possible sources of income to share with families, and other resources.
- Verification and VSR FAQs

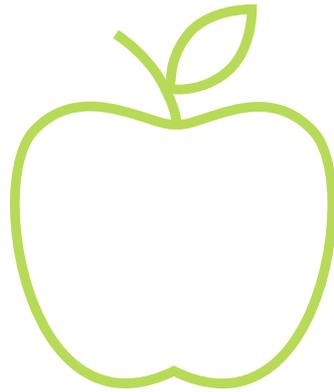
VERIFICATION FORMS/SAMPLE LETTERS

- Confirmation Review and Verification Tracking Form (ISBE 68-21)
- We Have Confirmed Your Application
 - Spanish Version
- We Must Verify Your Application
 - Spanish Version
- We Must Verify Your Application, Second Request
 - Spanish Version
- We Have Verified Your Application
 - Spanish Version

VERIFICATION SUMMARY REPORT

- VSR Data Collection Form : This form is a tool to assist sponsors with completing the Verification Summary Report

Meal Pattern & Nutrition Standards



NSLP Meal Pattern Overview

5 components

Grade groups

**Daily and
weekly
portion sizes**

Nutrient limits

**Offer Versus
Serve (OVS)**



Food Component	K-5	6-8	K-8	9-12
Grains	8-9 oz eq (1)	8-10 oz eq (1)	8-9 oz eq (1)	10-12 oz eq (2)
Meat/Meat Alternate	8-10 oz eq (1)	9-10 oz eq (1)	9-10 oz eq (1)	10-12 oz eq (2)
Fruits	2.5 c (0.5)	2.5 c (0.5)	2.5 c (0.5)	5 c (1)
Vegetables	3.75 c (0.75)	3.75 c (0.75)	3.75 c (0.75)	5 c (1)
Dark Green	0.5	0.5	0.5	0.5
Red/Orange	0.75	0.75	0.75	1.25
Beans, Peas, & Lentils	0.5	0.5	0.5	0.5
Starchy	0.5	0.5	0.5	0.5
Other	0.5	0.5	0.5	0.75
Additional	1	1	1	1.5
Milk	5 c (1)	5 c (1)	5 c (1)	5 c (1)

Food Component	K-5	6-8	K-8	9-12
Grains	8-9 oz eq (1)	8-10 oz eq (1)	8-9 oz eq (1)	10-12 oz eq (2)
Meat/Meat Alternate	8-10 oz eq (1)	9-10 oz eq (1)	9-10 oz eq (1)	10-12 oz eq (2)
Fruits	2.5 c (0.5)	2.5 c (0.5)	2.5 c (0.5)	5 c (1)
Vegetables	3.75 c (0.75)	3.75 c (0.75)	3.75 c (0.75)	5 c (1)
Dark Green	0.5	0.5	0.5	0.5
Red/Orange	0.75	0.75	0.75	1.25
Beans, Peas, & Lentils	0.5	0.5	0.5	0.5
Starchy	0.5	0.5	0.5	0.5
Other	0.5	0.5	0.5	0.75
Additional	1	1	1	1.5
Milk	5 c (1)	5 c (1)	5 c (1)	5 c (1)

Food Component	K-5	6-8	K-8	9-12
Grains	8-9 oz eq (1)	8-10 oz eq (1)	8-9 oz eq (1)	10-12 oz eq (2)
Meat/Meat Alternate	8-10 oz eq (1)	9-10 oz eq (1)	9-10 oz eq (1)	10-12 oz eq (2)
Fruits	2.5 c (0.5)	2.5 c (0.5)	2.5 c (0.5)	5 c (1)
Vegetables	3.75 c (0.75)	3.75 c (0.75)	3.75 c (0.75)	5 c (1)
Dark Green	0.5	0.5	0.5	0.5
Red/Orange	0.75	0.75	0.75	1.25
Legumes	0.5	0.5	0.5	0.5
Starchy	0.5	0.5	0.5	0.5
Other	0.5	0.5	0.5	0.75
Additional	1	1	1	1.5
Milk	5 c (1)	5 c (1)	5 c (1)	5 c (1)

Offer Versus Serve (OVS)

General Information

- OVS is required for grades 9-12 at lunch (optional for all other grade groups)
- Students must be offered all 5 meal pattern components
- Under *offer versus serve* (OVS), students are allowed to decline up to 2 meal components

Required OVS Components

- At least 3 components must be selected
- At least ½ cup of fruit and/or vegetable must be selected for the meal to be reimbursable

Current Limits

	K-5	6-8	K-8	9-12
Calories	550-650	600-700	600-650	750-850
Saturated Fat (% total calories)	<10	<10	<10	<10
Sodium Through June 30, 2027	≤ 1,110 mg	≤ 1,225 mg	≤ 1,110 mg	≤ 1,280 mg

Upcoming Changes

	K-5	6-8	K-8	9-12
Sodium <i>Beginning July 1, 2027</i>	≤ 935 mg	≤ 1,035 mg	≤ 935 mg	≤ 1,080 mg
Added Sugars (% total calories) <i>Beginning July 1, 2027</i>	<10	<10	<10	<10

SBP Meal Pattern Overview

3 components

Grade groups

**Daily and
weekly
portion sizes**

Nutrient limits

**Offer Versus
Serve (OVS)**



Food Component	K-5	6-8	K-8	9-12	K-12
Grains	7-10 oz eq (1)	8-10 oz eq (1)	8-10 oz eq (1)	9-10 oz eq (1)	8-10 oz eq (1)
Fruits	5 c (1)				
Milk	5 c (1)				

Grain Substitutions

- Meat/meat alternates may be substituted for all or part of the grain component at breakfast

Fruit Substitutions

- Vegetables may be substituted for all or part of the fruit component
- 2026 Appropriations Act allows SFAs to credit any vegetable offered in place of fruit without including vegetables from other subgroups for the 2026-27 school year

Food Component	K-5	6-8	K-8	9-12	K-12
Grains	7-10 oz eq (1)	8-10 oz eq (1)	8-10 oz eq (1)	9-10 oz eq (1)	8-10 oz eq (1)
Fruits	5 c (1)				
Milk	5 c (1)				



Offer Versus Serve (OVS)

General Information

- OVS is optional for all grade groups at breakfast
- Students must be offered all 3 meal pattern components as at least 4 *items*
- Under *offer versus serve* (OVS), students are allowed to decline up to 2 meal components

What Counts as an <i>Item</i> in the SBP?	
Component	1 <i>Item</i> Equals
Fruits	1/2 cup
Grains	1 oz eq
Milk	1 cup

Required OVS Components

- At least 3 *items* must be selected
- At least ½ cup of fruit (or vegetable substitution) must be selected for the meal to be reimbursable

Current Limits

	K-5	6-8	K-8	9-12	K-12
Calories	350-500	400-550	400-500	450-600	450-500
Saturated Fat (% total calories)	<10	<10	<10	<10	<10
Sodium Through June 30, 2027	≤ 540 mg	≤ 600 mg	≤ 540 mg	≤ 640 mg	≤ 540 mg

Product-Based Added Sugar Limits

Product-based limits beginning **July 1, 2025**

Breakfast Cereals

no more than 6 grams of added sugar per dry ounce

Yogurt

no more than 12 grams of added sugar per 6 ounces (2 grams per ounce)

Flavored Milk

no more than 10 grams of added sugar per 8 fluid ounces

Upcoming Changes

	K-5	6-8	K-8	9-12	K-12
Sodium <i>Beginning July 1, 2027</i>	≤ 485 mg	≤ 535 mg	≤ 485 mg	≤ 570 mg	≤ 485 mg
Added Sugars (% total calories) <i>Beginning July 1, 2027</i>	<10	<10	<10	<10	<10

Menu Planning Reminders

NSLP & SBP (K-12)

Grain Component

80% of grains offered throughout the week must be **whole grain-rich** (*grain product that contains at least 50% whole grains, and any additional grain ingredients must be enriched*)

Any remaining grains offered during the week must be **enriched**

No more than 2 oz eq of grain-based desserts may be offered each week

Milk Component

For Breakfast (K-12): Milk may be fat-free (skim) or low-fat (1%) and may be flavored or unflavored*

For Lunch (K-12): Milk may be fat-free (skim), low-fat (1%), 2%, or whole milk and may be flavored or unflavored*

At least **two** varieties of milk must be offered during each meal service; and one variety must be **unflavored**

*See [Section C](#) for information on preschool meals and allowable milk

Fruit & Vegetable Components

No more than half (50%) of the weekly fruit component may be in the form of juice

No more than half of the vegetable component may be in the form of juice

Juice must be 100% full-strength

Menu Recordkeeping

Menu

- Core of the meal program and must list all food items offered to students as part of a reimbursable meal
- Must be posted at or near the beginning of the meal service line

Production Records

- Required document that records all reimbursable meals prepared and served daily (breakfast, lunch, and snack if applicable)
- Sample Production Records: <https://www.isbe.net/Pages/Nutrition-Standards.aspx>

Child Nutrition (CN) Labels OR Product Formulation Statements (PFS)

- CN Labels—voluntary USDA labelling program that provides meal pattern contribution information for M/MA items (or combination items)
- PFS—provided by the manufacturer

Standardized Recipes

- Required for anything made in-house with 2 or more ingredients combined
- Provides consistent quality, yield, nutrient content, etc.

Nutrition Facts Labels

- Provides the nutrition content of a food item
- Helps calculate calories, sodium, saturated fat, and added sugars

Additional Resources

Recorded Trainings

- ISBE School Nutrition Programs Meal Pattern & Nutrition Standards webpage
- <https://www.isbe.net/Pages/Nutrition-Standards.aspx>

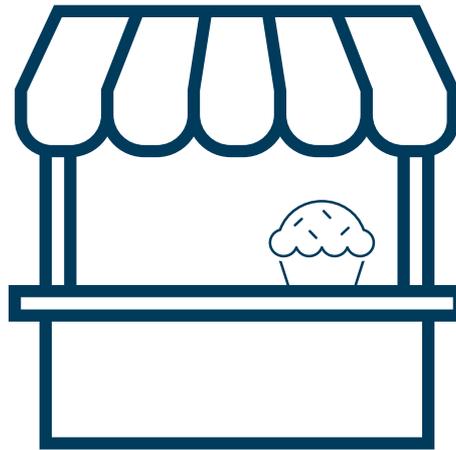
School Nutrition Programs Administrative Handbook

- Menu Planning and Meal Pattern Requirements (Section C)
- <https://www.isbe.net/Documents/C-Menu-Planning-Meal-Pattern.pdf>

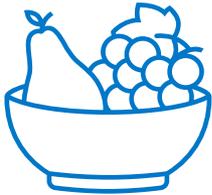
Fact Sheets

- USDA Crediting Tip Sheets in the Child Nutrition Programs
- <https://www.fns.usda.gov/tn/cn/crediting-tipsheets>

Smart Snacks & Fundraising



SFAs participating in the NSLP and/or SBP are required to follow Smart Snacks Standards



USDA's Smart Snacks Standards apply to all food and beverage items sold to students (outside of the reimbursable school meal) on the school campus during the school day*, including fundraisers



School campus—any area of the campus accessible to students during the school day



School day*—the midnight before to 30 minutes after the end of the official school day

**this definition is specific to USDA school nutrition programs*

Examples include, but are not limited to:



À la carte sales in the cafeteria

School stores or snack bars

Coffee bars

Vending machines

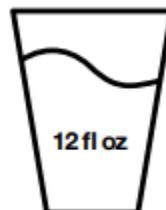
Fundraisers (on the school campus during the school day)

Nutrient	Snack	Entrée
Calories	200 calories or less	350 calories or less
Sodium	200 mg or less	480 mg or less
Total Fat	35% of calories or less	35% of calories or less
Saturated Fat	Less than 10% of calories	Less than 10% of calories
Trans Fat	0 g	0 g
Total Sugars	35% by weight or less	35% by weight or less

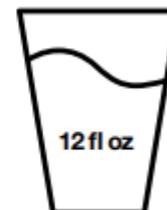
Milk—unflavored or flavored; fat-free (skim) and low-fat (1%)



Elementary School



Middle School



High School

Juice—100% fruit or vegetable juice, with or without carbonation



Elementary School



Middle School

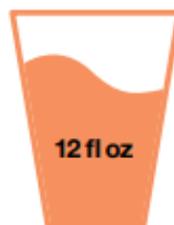


High School

Diluted Juice—100% fruit or vegetable juice diluted with water, with or without carbonation and with no added sweeteners



Elementary School



Middle School



High School

Low and No-Calorie Beverages (High School Only)—low and no-calorie beverages, with or without caffeine and/or carbonation; calorie-free, flavored water



Low Calorie Maximums:*
40 calories/8 fl oz
60 calories/12 fl oz

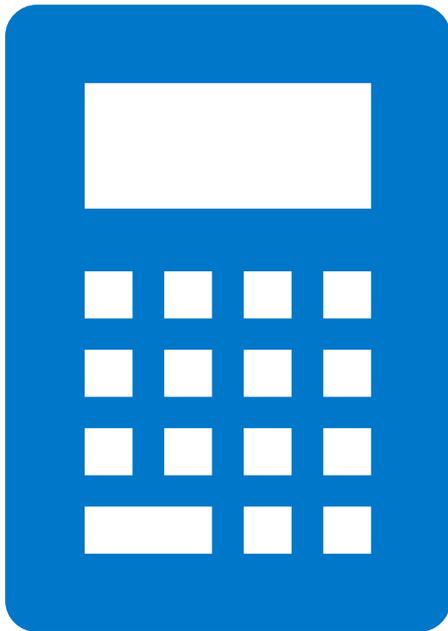
*Equivalent to 5 calories per fluid ounce.



No Calorie Maximum:*
10 calories/20 fl oz

*Less than 5 calories per 8 fluid ounces.

Smart Snacks in Schools Product Calculator



[Available here!](#)

My Product is a ...

- a) Snack ⓘ
- b) Side ⓘ
- c) Entree ⓘ
- d) Beverage ⓘ

✔ Your product is compliant!

✘ Your product is NOT compliant.

Fundraisers (General)

- The sale of food/beverage items that meet Smart Snacks standards are not limited
- Standards do not apply 30 minutes after the end of the school day, on weekends, and at off-campus fundraising events

Exempted Fundraising Days

- Exempted fundraising days—a participating school grants permission to offer food/beverage items that do not meet Smart Snacks standards
- Grades 9-12 are allowed up to nine exempted fundraising days
 - Exempted fundraising days are prohibited for grades 8 and below
- Schools must adopt a policy stating the procedures to request an exempted fundraising day and criteria for approval/denial
- Records of exempted fundraising days held must be kept on file for no less than 3 years, plus the current year

A Guide to Smart Snacks in School



Help make the healthy choice
the easy choice for kids at school



May 2022

SMART SNACKS STANDARDS & FUNDRAISERS

USDA's Smart Snacks Standards apply to all food and beverage items sold to students (outside of the reimbursable school meal) on the school campus during the school day, including fundraisers. Read on for information about how Smart Snacks Standards impact fundraisers.



DEFINITIONS

- ❖ School day—the midnight before to 30 minutes after the end of the official school day
- ❖ School campus—any area of the campus accessible to students during the school day

SMART SNACKS STANDARDS

- ❖ Smart Snacks Standards set limits on certain nutrients, like calories, sodium, fat, and sugar. Detailed information on these nutrition standards can be reviewed in USDA's [Guide to Smart Snacks in School](#)
- ❖ Check if your product is compliant with Smart Snack Standards by using Healthier Generation's [Smart Snacks Product Calculator](#)

FUNDRAISERS

- ❖ USDA considers a fundraiser to be an event that includes any activity during which currency/tokens/tickets of monetary value are exchanged for the sale/purchase of a product in support of a school or school-related activities, such as clubs, organizations, and classroom programs
- ❖ Fundraisers that occur on the school campus during the school day must meet Smart Snack Standards (unless they are exempt; see *Exempted Fundraising Days* below)

EXEMPTED FUNDRAISING DAYS

- ❖ Smart Snacks guidelines allow a certain number of fundraisers each year that do not have to meet the nutrition standards
- ❖ In Illinois, grades 9-12 can have up to nine exempted fundraising days per school year
 - Exempted fundraising days are prohibited for grades K-8
- ❖ There is no limit on the number of organizations or clubs that may fundraise on an exempted fundraising day
- ❖ To have exempted fundraising days, schools must adopt their own policy outlining procedures to request exempted fundraisers, as well as the process to approve or deny a request
 - This policy must be included in the school's local wellness policy
 - A list of exempted fundraising days held must be maintained for no less than three years

SMART SNACK STANDARDS DO NOT...

- ❖ Limit the number of fundraisers that can be held that sell non-food items or foods/beverages that meet Smart Snack Standards
- ❖ Apply to fundraisers and food/beverage sales that occur outside of the school day (see *Definitions* above), such as at sporting events after school hours
- ❖ Apply to fundraisers selling food/beverage items that are not for immediate consumption, such as frozen pizza or cookie dough
- ❖ Apply to classroom rewards in which foods/beverages are provided (not sold) to students. For example, classroom cash or good behavior bucks being exchanged for foods/beverages are not subject to Smart Snacks Standards (unless a school's local policy requires it)

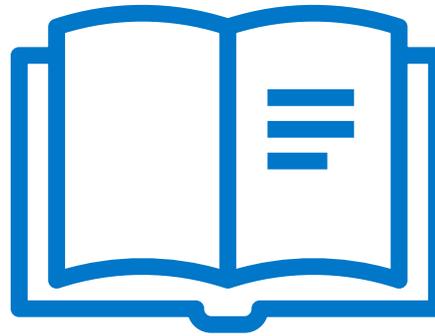
Illinois State Board of Education, Nutrition Department

December 2022

[USDA's Guide to Smart Snacks in Schools](#)

[ISBE's Smart Snacks & Fundraisers Fact Sheet](#)

Local Wellness Policies



Overview of Local Wellness Policies



A written document of official policies that guide a district or organization's efforts around student health and well-being



All sponsors operating the NSLP and/or SBP are required to have a local wellness policy

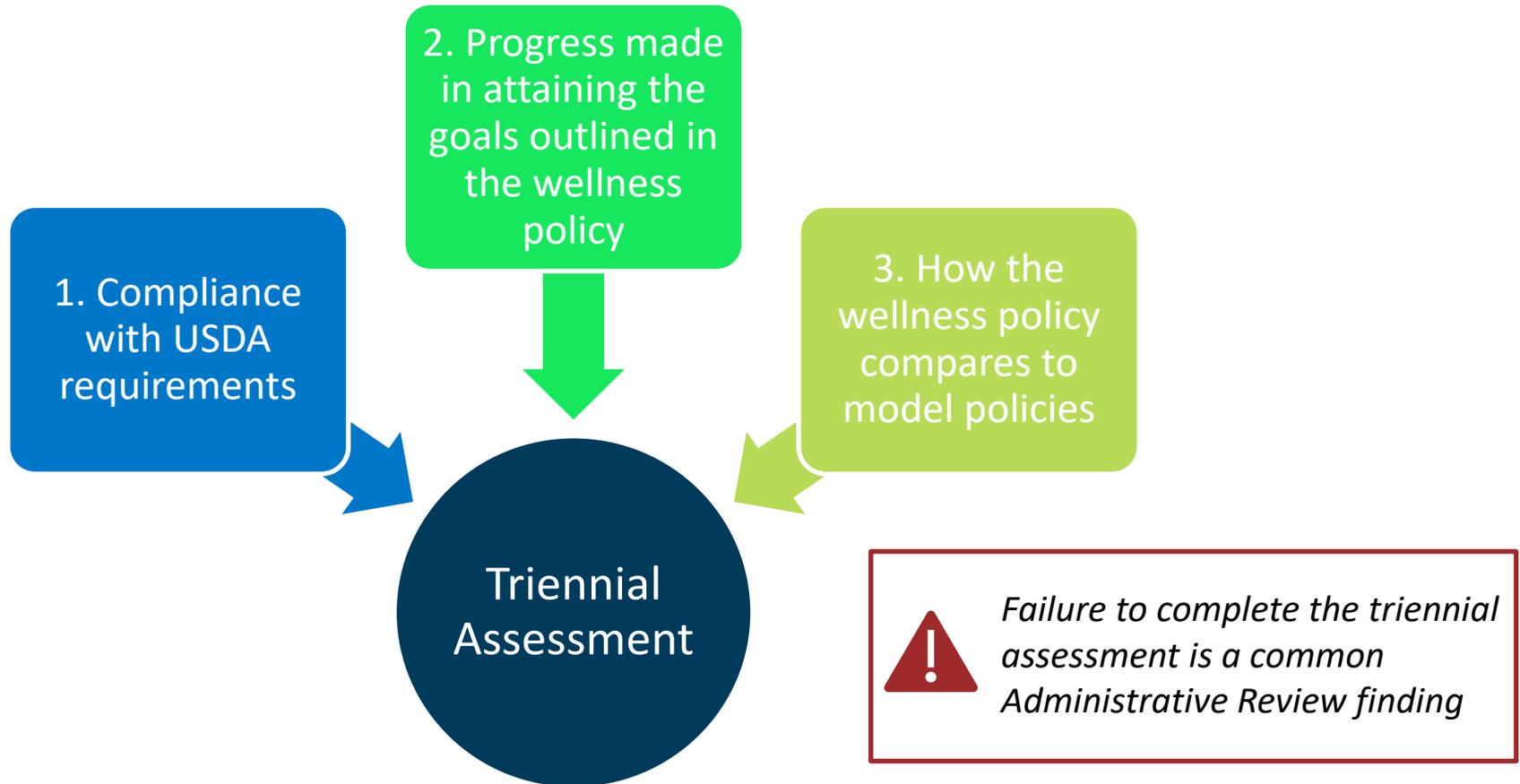


Local wellness policy regulations include what topics must be covered in the policy, public involvement and transparency, and policy evaluation

What must be included in a local wellness policy?



All SFAs must assess their own local wellness policy *at least once every three years (i.e., "triennial assessment")*. This triennial assessment must measure, for *each participating site*:



Triennial Assessment: Due Dates

- Triennial assessment due dates/3-year cycles vary by SFA
- There were 4 possible due dates for the first triennial assessment:
 - Due date: June 30, 2020
 - Due date: June 30, 2021
 - Due date: June 30, 2022
 - Due date: June 30, 2023
- Based on the due date of the SFAs first triennial assessment, subsequent assessments are due every three years from that date:
 - Subsequent due dates: June 30, 2023; 2026; 2029; etc.
 - Subsequent due dates: June 30, 2024; 2027; 2030; etc.
 - Subsequent due dates: June 30, 2025; 2028; 2031; etc.
 - Subsequent due dates: June 30, 2026; 2029; 2032; etc.

Find your due date [here](#) under the *Triennial Assessment* blue drop-down

Policy Content

- Local Wellness Policy Template
- Policy Content Checklist

Triennial Assessment

- Triennial Assessment Template
- List of SFA due dates
- Triennial Assessment Tracking Form

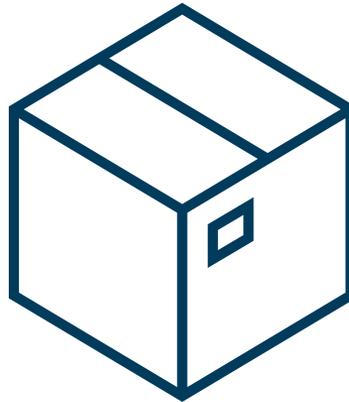
Trainings

- Policy Content Requirements
- Completing the Triennial Assessment
- Best Practice Series

All of these resources
and more at:

- <https://www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx>

Food Distribution Program



What is the Food Distribution Program?



Entitlement program that provides high quality, nutritious food to use in school meals



Supplements your school food service budget



Available to all National School Lunch Program participants

The Food Distribution Program offers three spending options:

USDA Foods

offers a variety of food products including fruits, vegetables, dairy, lean meats, and whole grains

DOD Fresh

offers a variety of fresh fruits and vegetables

Diversions to Processors

may divert certain raw USDA Foods to manufacturers/processors for further processing

Data Systems



Request access to necessary data systems for new staff

The food distribution program is not managed via WINS

It is managed in the **Illinois Commodity System (ICS)**



Additional systems besides ICS may be needed, depending on the chosen spending option

FFAVORS— Fresh Fruits & Vegetables Order Receipt System

K12 Foodservice

ProcessorLink

Reminders for the School Year

Food orders for the upcoming school year should have been placed last winter

- Please login to ICS to ensure this process was complete
- If it was not completed, please do so as soon as possible

Login to ICS weekly to review the ICS Message Board for announcements and important information

*Questions about the
Food Distribution Program?*



FDP@isbe.net

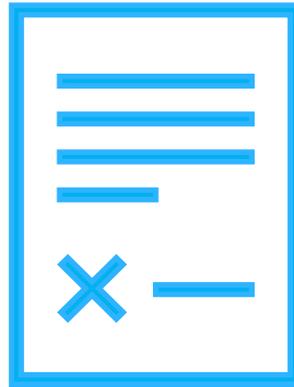


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For more information:

<https://www.isbe.net/Pages/School-Nutrition-Programs-Food-Distribution.aspx>

Procurement



What is Procurement?

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

Who is Responsible?

- The School Food Authority (SFA) is responsible for procuring and maintaining all documents related to goods and services



Updated Federal Procurement Methods

Micro-Purchase Method (Informal)

- Up to \$15,000
- [Micro Purchase Method Fact Sheet](#)

Small Purchase Method (Informal)

- Up to \$350,000
- [Small Purchase Method Fact Sheet](#)

Large Purchase Method (Formal)

- Greater than \$350,000
- [Large Purchase Method Fact Sheet](#)

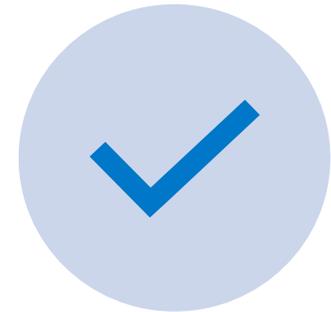
Required Procurement Policies



PROCUREMENT
PROCEDURES



CODE OF CONDUCT



PROTEST
PROCEDURES

REMINDER! Procurement Training Requirement

7 CFR 210.21(h)

School Nutrition Program directors, management, and staff tasked with National School Lunch Program procurement responsibilities **must** complete annual training on Federal procurement standards annually.

Procurement training may count towards the professional standards training standards.

School Food Authorities must retain records to document compliance with procurement training.

REMINDER! Contract Renewal Submission

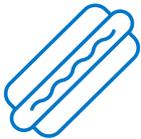
Contracted: means the reimbursable meals are prepared on or off-site through a Third Party such as a Food Service Management Company (FSMC), Vended Meals Company, Another SFA or Governmental Agency.

Submission: submit copy of the signed contract/agreement via email to NutritionProcurement@isbe.net by May 15th

Buy American Provision



SFAs must purchase domestic foods to the maximum extent practicable



Applies to all foods purchased by the SFA with Child Nutrition Program funds, including reimbursable meals and snacks, as well as à la carte/competitive foods



Buy American language is required in all procurement procedures, solicitations, and contracts



ISBE will assess compliance with the Buy American Provision during Administrative Reviews and Procurement Reviews

For SY 2026-2027, the non-domestic food purchases cap is 10%

- This drops to 8% on July 1, 2028 and then 5% on July 1, 2031

SFAs are required to track food expenses, including domestic and non-domestic

- SFAs may use USDA's sample Buy American Exceptions Tracking form
- The form can be found under the Buy American section at <https://www.isbe.net/Pages/General-Procurement-All-Programs.aspx>

As a reminder, all foods purchased through the Food Distribution Program are compliant with the Buy American Provision

General
Procurement
webpage

Section N
(administrative
handbook)

FSMC/Vended
Meals Contracts
webpage

SNP
Procurement
Review webpage

Monitoring



Administrative Review

- Comprehensive evaluation of School Nutrition Programs operated by school food authorities (SFAs)
- State agencies are required to review each SFA a minimum of once every five years
- A list of SFAs tentatively selected for an Administrative Review during the upcoming school year will be available on the ISBE [Monitoring & Review webpage](#)

Preparing for an Administrative Review

[SNP Administrative Review Checklist](#)

[SNP Administrative Review Checklist for CEP District-Wide Sponsors](#)



On-Site Reviews

- Performed by the SFA
- All NSLP sites
- 50% of SBP sites

Resources

- [Reviews \(Section L\)](#)
- [SNP On-Site Review Form Assessment of School Meal Counting and Claiming Procedures](#)



[Preparing for an
Administrative Review
Resource Guide](#)



[Build a Binder for Success On-
Demand Training](#)



[ISBE Monitoring & Review
Webpage](#)

Resource Management



Resource Management looks at the financial aspects of the School Nutrition Programs to complete the Meal Count and Accountability Review (MCAR)



Responsibilities of the SFA



Complete the Resource Management survey within 2 weeks of the announcement letter to help determine risk/review style



Work with assigned Resource Management Principal Consultant on compiling and submitting required documents requested for review, based on survey results and prior citations



Conduct review with monitor



Respond to any citations in WINS, if applicable

Areas of Review, Scope, & Tools

Maintenance of Nonprofit School Foodservice Accounts

- Overall financial health of lunch program account
- Financial reports, general ledgers, and invoices

Paid Lunch Equity (PLE)

- Review of the pricing of paid student meals
- How did the SFA determine the price? Compliance attained?

Revenue from Nonprogram Foods

Review of revenue not associated with reimbursable meals

Vending machines, a la carte sales, adult meals, and outside revenue

Indirect Cost

- Review of shared costs incurred by the entire district with the food program
- Gas, water, power, trash, and necessities to the serving of meals
- Indirect costs have limits by percentage

Possible Reasons for Funds Withheld through Resource Management



Failure to complete survey



Failure to provide requested documentation

*Questions about
Resource
Management?*

Visit the ISBE [SNP Resource Management webpage](#)



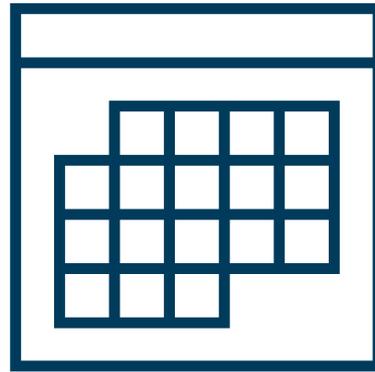
Toby Turek: rturek@isbe.net

Mike Gogerty: mgogerty@isbe.net



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Monthly Reimbursement Claims



Reimbursement Rates (non-CEP)

- Updated annually
- Applicable for the program year (July 1, 2026—June 30, 2027)
- Available on the *Eligibility, Income, and Reimbursement Information* [webpage](#)
- Based on a child's eligibility for Free, Reduced-Price, or Paid meals

Day	Meal	Program	Free	Reduced	Paid
1	Lunch	National School Lunch	Free	Reduced	Paid
2	Lunch	National School Lunch	Free	Reduced	Paid
5	Lunch	National School Lunch	Free	Reduced	Paid
6	Lunch	National School Lunch	Free	Reduced	Paid
7	Lunch	National School Lunch	Free	Reduced	Paid
8	Lunch	National School Lunch	Free	Reduced	Paid
9	Lunch	National School Lunch	Free	Reduced	Paid
12	Lunch	National School Lunch	Free	Reduced	Paid
13	Lunch	National School Lunch	Free	Reduced	Paid
14	Lunch	National School Lunch	Free	Reduced	Paid
15	Lunch	National School Lunch	Free	Reduced	Paid
16	Lunch	National School Lunch	Free	Reduced	Paid
19	Lunch	National School Lunch	Free	Reduced	Paid

Reimbursement Rates (CEP)

- SFAs participating in CEP are provided an approved free and paid claiming percentage based on the number of *Identified Students*
- Available in the *Claim Rates* link in the monthly claim
- Do not track and claim meals based on Free, Reduced-Price, or Paid categories (unless an SFA is only partial-CEP)

Program National School Lunch			CEP
Day	Meal	Program	
1	Lunch	National School Lunch	CEP
2	Lunch	National School Lunch	CEP
5	Lunch	National School Lunch	CEP
6	Lunch	National School Lunch	CEP
7	Lunch	National School Lunch	CEP
8	Lunch	National School Lunch	CEP
9	Lunch	National School Lunch	CEP
12	Lunch	National School Lunch	CEP
13	Lunch	National School Lunch	CEP
14	Lunch	National School Lunch	CEP
15	Lunch	National School Lunch	CEP
16	Lunch	National School Lunch	CEP
19	Lunch	National School Lunch	CEP

All claims (original and upward revisions) must be submitted by sponsors within 60 calendar days of the end of the claiming month*

Claim Month	Due Date
July	September 29
August	October 30
September	November 29
October	December 30
November	January 29
December	March 1 (February 29 if leap year)
January	April 1 (March 31 if leap year)
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29

*Downward revisions may be submitted at any time

FAQs—Claim Statistics Definitions

Enrollment

- Report the highest number of students enrolled in the site for the month who had access to the program
- Even if a student was enrolled for one day they should be included in this figure

Average Daily Attendance (ADA)

- Total the attendance for all days of the month for students who had access to the program. Divide by the # of serving days for the month and round to the next highest full number
- Example:
 - Total attendance between all days of the month = 1500
 - $1500 / 21$ serving days for the month = 71.43 rounds up to 72

Eligibles

- Report the # of students in each eligibility category at the end of the month plus any students who transferred out of the site or to another category at any time during the month
- A student may be counted in more than one category during the month if they change categories during that month

Meal Counts	Statistics			
Statistics	School Breakfast		National School Lunch	
Claim Summary				
	Enrollment	75	Enrollment	75
	ADA	72	ADA	72
	Free Eligible	37	Free Eligible	37
	Reduced Eligible	5	Reduced Eligible	5
	Paid Eligible	33	Paid Eligible	33

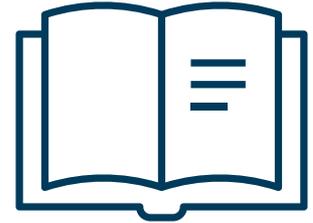
FAQs—Locked Claims

Claims for all nutrition programs are processed every week on Tuesday morning. Prior to noon, claims are locked and cannot be submitted, and you will receive the below error message if you try to submit a claim during this time.

Warnings, Errors and Messages

Error State	Edit Code	Location	Description
Critical	E3019159	Claim	Claims are currently locked. Reason: Processing Payment Now. Please re-submit your saved changes in a few minutes.

An in-depth Claims Manual is available [online](#) and in the *Help* section in WINS by clicking the



For assistance with claims please contact
ISBE's Funding & Disbursements Department:



217-782-5256



Sharon Bodine – sbodine@isbe.net

Sam Roat – sroat@isbe.net

Alex Wheeler – awheeler@isbe.net

Special Milk Program (SMP)



SMP Overview

Provides milk to students that **do not** have access to other federal Child Nutrition Programs

Allowable milk types:

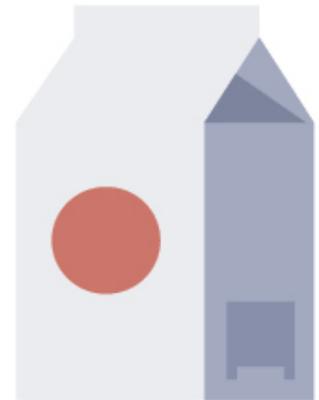
1 year old: unflavored whole milk

2-5 years old: unflavored low-fat (1%) or fat-free (skim) milk

6 years and older: flavored or unflavored low-fat (1%) or fat-free (skim)

Product-based added sugar limit went into effect July 1, 2025:

Flavored milk may have no more than 10 grams of added sugar per 8 fluid ounces



Pricing Options



**Pricing
Free Option**

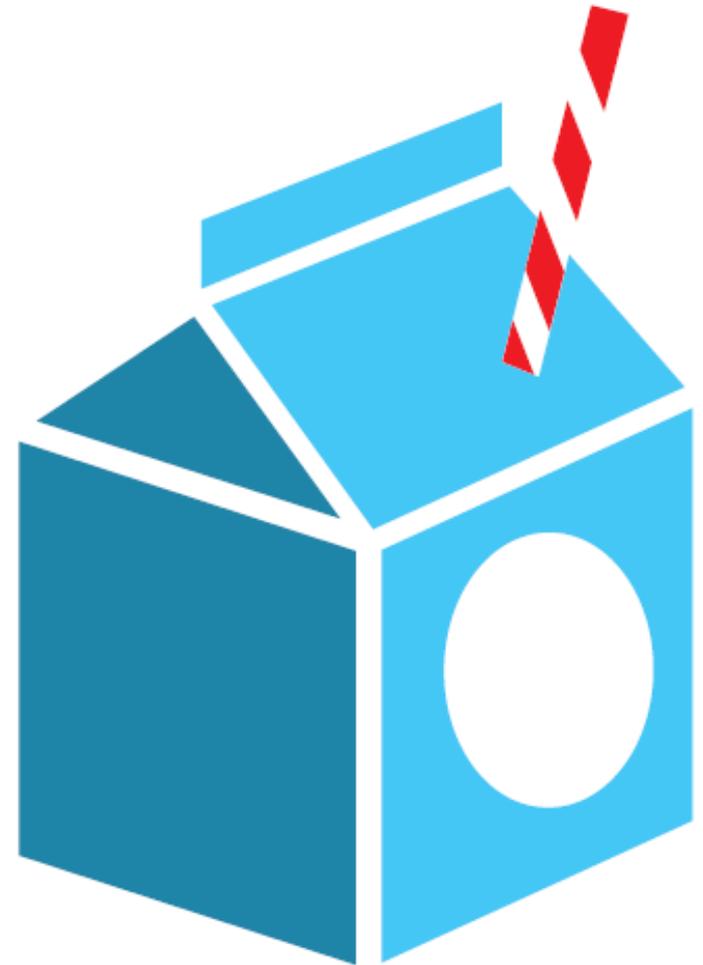
**Pricing
Paid Option**

**Non-Pricing
Paid Option**

SMP Reimbursement

Claims are made in terms of number of half-pints (8 ounces) served

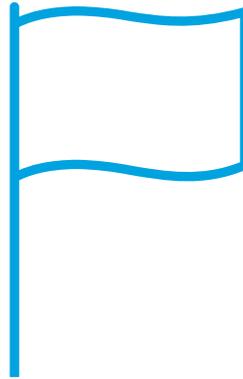
Cannot claim Special Milk Program and NSLP/SBP for the same group of students



[Section R](#) (Special Milk Program) of the
SNP Administrative Handbook

Special Milk Program [Webpage](#)

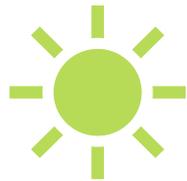
Additional Regulations



Meal Service Times & Access



Lunch must be offered between 10:00 AM and 2:00 PM in the NSLP



Breakfast must be offered at or close to the beginning of the school day



SFAs are highly encouraged to provide sufficient meal periods that allow students enough to be served AND to eat the meal

- At least 10 minutes after receiving breakfast
- At least 20 minutes after receiving lunch

Signage Requirements

The Illinois Department of Public Health's *Emergency Care for Choking Poster* is required to be displayed in school cafeterias

[Download Here](#)

Daily and/or weekly menus are required to be posted near the beginning of the meal service line(s)

[ISBE Menu Board Resources](#)

SFAs using Offer Versus Serve (OVS) must identify what a student must select to have a reimbursable meal

[USDA Team Nutrition OVS Posters](#)

Don't forget the *And Justice for All Poster!*

[Request Form](#)

Food Safety Plan

- SFAs are responsible for developing a comprehensive food safety plan based on Hazard Analysis and Critical Control Point (HACCP) principles and must conform to guidance issues by the USDA
- A school food safety program must include the following elements
 - A written food safety plan
 - Documented Standard Operating Procedures (SOP)
 - Food safety templates, USDA guidance documents, and sample SOPs are available [here](#)

Food Sanitation Inspections



SFAs must obtain two food sanitation inspections for each site where food is prepared or served each school year



The most recent food sanitation report must be posted in a predominant location that is viewable by the general public



SFAs that have not received inspections by March 31st must write a [letter](#) to their local health department requesting the two required inspections



The letter must be maintained at the SFA or at each site as documentation of the attempt to comply with the requirement

Meal Service Mandates

School Breakfast Program Mandate

- Every public school in which at least 40% of the students were eligible for free or reduced-price lunches in October of the preceding year must operate a school breakfast program

Breakfast After the Bell Mandate

- Every public school in which at least 70% of the students were eligible for free or reduced-price lunches in October of the preceding year must operate a breakfast after the bell program

<https://www.isbe.net/Documents/J-Misc-Fed-State-Reg.pdf>

Meal Service Mandates

Summer Food Service Mandate

- Every public school in which at least 50% of the students were eligible for free and reduced-price lunches in October of the preceding year AND has a summer program operating during the summer months must provide a summer breakfast and/or lunch program

<https://www.isbe.net/Documents/J-Misc-Fed-State-Reg.pdf>

Meal Service Mandates

Illinois Free Lunch and Breakfast Programs

- Every public school, including public special education facilities, must have a free lunch program that provides free lunches (and free breakfasts if a school offers breakfast) to students eligible to receive free meals
- State reimbursement to offset a portion of the cost of the meal is available if a site serves a reimbursable meal to a student eligible for a free meal and the site is enrolled in the Illinois Free Program(s)
 - Sites participating in the NSLP and/or SBP are automatically enrolled in the corresponding Illinois Free Program(s)

<https://www.isbe.net/Documents/J-Misc-Fed-State-Reg.pdf>

What is Summer EBT?

Summer EBT is a federal nutrition program designed to reduce childhood hunger, which provides a grocery benefit during the summer months to families with children eligible for free or reduced-price school meals

The Consolidated Appropriations Act, 2023 ([P.L 117-328](#)) authorized this permanent, nationwide Program beginning in 2024



Eligible children will receive a one-time benefit of \$120 per summer on an EBT card to purchase food

Illinois plans to participate in Summer EBT for the summer of 2026. Watch www.isbe.net/sebt for complete guidance for schools, pending the approval of the 2026 program by USDA

Households with Summer EBT questions may be directed to the Illinois Department of Human Services at (833) 621-0737 or on the [IDHS: Summer EBT webpage](#)

Record Retention

All sponsors must comply with the records retention requirements below

- Maintain all necessary records for a period of three years after submission of the final claim for reimbursement for the school year
- Procurement records must be maintained for a period of three years after the final payment is recorded per contract terms
 - Actions such as bid protests, litigation, and audits may result in an extension of this three-year period
- If audit findings have not been resolved, retain records beyond the three-year period, for as long as required to resolve the issues raised by the audit
- SFAs should ensure compliance with any local record retention requirements that may be stricter

For record retention requirements visit [Section J \(Miscellaneous Regulations\)](#) (pages J-7 to J-10) of the School Nutrition Programs Administrative Handbook)

Policy Statement & Permanent Agreement

- The SFA must enter into a written agreement with ISBE, which sets forth the conditions for operating the meal programs
- The annual application, which includes both the *Permanent Agreement* and the *Policy Statement*, are required each year to be eligible to participate in the School Nutrition Programs

SNP Sponsor Questionnaire

Sponsor Information
Determining And Hearing Official Designation
School Nutrition Program Director
Civil Rights
Eligibility Determination
Financial Management
Policy Statement
Permanent Agreement
Summary



This training is an overview of specific topics and does not cover all School Nutrition Program regulations. SFAs should review the [School Nutrition Programs Administrative Handbook](#) for more information and details on the requirements.

Contact Us

School Nutrition
Program
Inquiries

Nutrition
Department

(800) 545-7892

(217) 782-2491

CNP@isbe.net

Reimbursement
Claims &
Payments

Funding &
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Department

(217) 782-5256

IWAS & WINS

ISBE Call Center

(217) 558-3600

Thank you