Mealtime Minutes e-Newsletter

Application Rollover Instructions for WINS

It's time to rollover your application for fiscal year 2014. Rollover will occur in a new electronic system this year called WINS. WINS is an acronym for Web-based Illinois Nutrition System. WINS will replace ACES for all application and claim activity occurring for fiscal year 2014.

A variety of instructional tools have been developed to assist you with using WINS.

- Detailed written instructions are available online and within the WINS system.
- A short, 20-minute video is available online and will walk you through the WINS system. The video is a great audio/visual tool.

The authorized representative of every participating institution has automatic access to WINS, upon logging into IWAS. All other institution representatives needing access to WINS must request permission for WINS upon logging into IWAS.

To request permission, login to IWAS, click on System Listing in the menu on the left. Then, click on Want to Sign Up for Other Systems in the lower right corner. Find WINS in the list and select Sign up Now. Complete the request information and click submit. Your authorized representative, not ISBE, will then have to approve your access.

Changes in IWAS Administrative Accounts

When organizations that do electronic business with ISBE have new administrators, changes are required for ISBE records and IWAS accounts. If your organization will be going through a change in administrators, please compose and fax a letter on organization letterhead to the ISBE Computer Operations at 217-782-1976. Include the following information:

- Indicate "Attention to: Ann Plogger or Jo Ellen Danenberger"
- Specify the organization's Region-County-District-Type (RCDT) Code
- Specify the organization's fax number
- Specify the organization's phone number
- Specify the organization's email address
- Specify the organization's prior administrator's name
- Specify the organization's new/interim/acting administrator's name
- Have the letter signed by the new/interim/acting administrator

NOTE: If you have extended your authority through delegates to authorize pending sign-ups by using the "preferences" feature in your IWAS administrative account, you may want to print out a list before sending in your fax.

ISBE will send a letter once changes have been made. The new administrator should complete the instructions listed on the IWAS administrative access letter to re-establish IWAS administrative access rights as the organization's local IWAS administrator.
Entering Claims in WINS to Begin with October 2013 Claim

The new Web-Based Illinois Nutrition System (WINS) will be used to submit your claim for reimbursement beginning with the October 2013 claim. The WINS system is a new online system that is replacing the old ACES system. You will continue to file claims for September and prior months through ACES.

The big difference for submitting claims in WINS will be that you will now be submitting DAILY meal counts rather than just monthly totals. Meal counts must be submitted for each day of the month that meals were served, by category (free, reduced, paid) for each sub-program type (Child Care Center, Head Start, At-Risk Afterschool Meals, etc.) that the site is approved for. To the left is a sample of part of a daily meal count entry screen for a site claim.

You will still submit a sponsor claim to consolidate all the site claim data together and the payment process will not begin until the sponsor claim has been submitted. Detailed instruction on the claim submission process will be available in WINS and from our website soon.

Contact Funding & Disbursements at 217-782-5256 for any claim or payment related questions.

Policy Update: Original Records Required During Reviews

The ISBE Nutrition and Wellness Programs monitoring staff require the original meal participation records and the original attendance records during reviews of the CACFP and Summer Food Service Program. Meals will be assessed when original documentation is not available during a review.

Sponsors of CACFP and SFSP may submit a claim based on the documentation they deem sufficient. This means sponsor may determine a faxed/scanned/copied document to be sufficient; however, if the sponsor fails to provide original meal participation records or original attendance records at the time of review, the claim will be subject to adjustment.

Revised Forms: Meal Participation Record and Total Meals Recap

Daily meal counts are required for submitting claims in the new WINS system, beginning with October claims for fiscal year 2014. To accommodate this change, the Meal Participation Record – 31 Days (ISBE 68-75), Meal Participation Record – Fill in Dates (ISBE 68-75D) and Total Meals Recap (67-22) forms have been revised. They are available on the CACFP Nutrition and Wellness website, under Recordkeeping.

The forms are now formatted to assist with tracking daily meal counts, with columns to total free, reduced-price, and paid meals at the end of each month.

Training presentations with details on how to complete these forms are available on the website.
Questions and Answers

Q: Do soy yogurt and tofu credit in the Child and Adult Care Food Program (CACFP)?

A: While soy yogurt and tofu credit in the National School Lunch and School Breakfast programs, they do not credit at this time in the CACFP. The revised sections of the Food Buying Guide only apply to the National School lunch and School Breakfast programs (NSLP/SBP) (with the exception of the milk section) until the CACFP final meal patterns are implemented.

The 2010 Dietary Guidelines for Americans promote a wide variety of lean protein options, including vegetarian sources. FNS is working to align the Child Nutrition Programs with the most current Dietary Guidelines.

The proposed rule for the CACFP meal pattern will be aligned with the most current Dietary Guidelines, and should be released in the very near future. If looking for vegetarian sources of protein, use creditable nut butters, dry beans and peas, and products with creditable alternate protein ingredients.

Updated CACFP Memos

CACFP Memo 12-2013: Transitioning from the Summer Food Service Program to Child and Adult Care Food Program At-Risk Afterschool Meals

This memo highlights flexibilities available to Summer Food Service Program (SFSP) sponsors transitioning into the At-risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP) during the school year. Many of these changes are already in place but those that will be updated include:

♦ Confirmation of Area Eligibility of Centers: SFSP sites that establish area eligibility through the use of school data may use their area eligibility determination for SFSP and CACFP afterschool meals for a period of five years. There is no need to re-establish area eligibility for CACFP, unless a SFSP site used census data or income eligibility forms to determine eligibility, they must provide additional documentation of area eligibility based on school data.

♦ CACFP sponsors must conduct pre-approval visits to each new center to discuss Program benefits and requirements and ensure that the facility is capable of providing the proposed meal service. ISBE has waived the requirement for pre-approval visits for centers that operated as capable SFSP sites.

♦ If sponsors operate both SFSP and CACFP At-Risk Afterschool Meals sites, they may choose to follow the CACFP monitoring schedule year-round. One of the three annual reviews must occur during the summer, review for SFSP requirements, include the review of a meal service, and be unannounced. Two reviews must occur during the school year, review for CACFP requirements, at least one must include the review of a meal service, and at least one must be unannounced. If a sponsor chooses to use one of the SFSP visits as a CACFP visit, include all three visits on your CACFP monitoring schedule.

CACFP Memo 13-2013: Health and Safety in the CACFP

In monitoring centers, it is important to remember that the facility’s main priority is to protect the health and safety of those in care. Child and Adult Care Food Program regulations require sponsoring organizations to notify appropriate licensing or health authorities of conduct or conditions that pose an imminent threat to the health or safety of participants or to the public. This memo provides guidance to help sponsors detect and report these types of problems that rise to this higher level of concern.

Fiscal Year 2013 Annual Financial Report

The Child and Adult Care Food Program (CACFP) Annual Financial Report (AFR) will be available for completion once institutions submit the September 2013 claim.

All CACFP institutions must complete an AFR every year. The AFR is due no later than December 15, 2013, and it must be completed online, via IWAS and Child Nutrition ACES. Step by step instructions on how to complete the AFR are available on the ISBE website.

The AFR documents your nonprofit food service program, as required by Federal regulations. All institutions are required to operate a nonprofit food service program, which means CACFP reimbursement is used only for the food service operation.

The information used to complete the AFR should come directly from the Monthly Profit or Loss Summary forms. In addition, the AFR Data Collection Spreadsheet can be used to compile your Profit and Loss Summaries from each month.

The AFR is not part of your annual application renewal process. If you fail to submit the AFR by December 15th each year, your institution could be declared seriously deficient in the operation of the program, which could lead to termination from the program.

Please complete the Annual Financial Report by December 15!
Sharing CACFP Best Practices

The Build a Healthy Plate with Vegetables tip sheet in the Nutrition and Wellness Tips for Young Children: Provider Handbook offers many ideas for making vegetables “super stars” at meal time. To ensure children consume enough of the nutrients and fiber needed for good health, it is important to plan menus with a variety of different vegetable components throughout the week. These choices can include fresh, frozen, or canned vegetables, especially those that are dark green, red, and orange. View the chart at right for examples from each group.

Also remember that in the CACFP, cooked, dry beans and peas may be credited as a vegetable component because of their high nutrient content. (However, they cannot be credited as both a vegetable and meat alternate in the same meal.) The tip sheet, Build a Healthy Plate with Dry Beans and Peas, details the types of beans and peas centers may offer, and how to prepare them.

When choosing canned vegetables or beans, look for those labeled as “no salt added” or “low sodium.” Rinsing and draining the vegetables or beans before preparation can also help reduce sodium content.

Gardening activities can help change how children think and feel about fruits and vegetables, and foster an awareness of where foods come from. The United States Department of Agriculture offers Garden Resources for Preschoolers online. Interactive and exploratory lessons are provided as a creative way to connect gardens with nutrition messages that align with the Dietary Guidelines for Americans 2010.

In the Best Practices: CACFP Success Stories section of the Provider Handbook, Bristol (Conn.) Preschool Child Care Center, Inc. is highlighted for their gardening activities that help make mealtime more meaningful for the children. They created a “children’s vegetable garden” at their center, and the children help tend it. During the summer, the vegetables are included as part of the lunch. If this is something you would like to try at your center, the educational kit, Grow It, Try It, Like It! Preschool Fun with Fruits and Vegetables, is available online.

Illinois Awarded Team Nutrition Training Grant

The USDA has notified the Illinois State Board of Education that Illinois has been selected as a recipient of the 2013 Illinois Team Nutrition Training (TNT) Grant.

The Illinois State Board of Education (ISBE) will administer the 2013 Illinois Team Nutrition Training (TNT) Grant, with the overarching goal of supporting Illinois schools and child care centers in increasing and enhancing wellness efforts to assist children to develop lifelong healthy eating and physical activity behaviors.

The 2013 TNT grant proposal comprises three initiatives:

- The Illinois Child Care Wellness Advisory Council
- The Illinois Child Care Wellness Subgrants
- The Illinois HealthierUS School Challenge (HUSSC) Partnership/Mentoring initiative.

Watch for further announcements on these initiatives later this fall.

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**Dark Green**
- Romaine Lettuce
- Spinach
- Broccoli

**Orange/Red**
- Red Pepper
- Pumpkin
- Sweet Potatoes

**Starchy**
- Corn
- Green Lima Beans
- Plantains

**Dry Beans/Peas**
- Chickpeas
- Pinto Beans
- Black Beans

**Other**
- Avocado
- Beets
- Zucchini

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Share Your Story

Do you have a simple nutrition and wellness best practice or a success story to share?

In our next newsletter, we’ll focus on “Build a Healthy Plate with Milk.” Have you tried suggestions from the tip sheet, such as a Milk Mustache Event or singing songs at mealtime? We want to hear any tips that you have.

Please e-mail your photos, activities and/or accomplishments to cnp@isbe.net, and we might feature them in our next newsletter!
Edit Check 2 for At-risk Afterschool Programs

USDA provided updated guidance for multi-site sponsors of At-Risk Afterschool Meals programs when completing the Edit Check 2 form, ISBE 65-09, at the end of each month. Edit Check 2 calculates the maximum number of meals for each site. The calculation involves multiplying site enrollment by the number of operating days. Because At-Risk Afterschool Meals programs are not required to be enrolled programs, they must use average daily attendance instead of enrollment. To calculate average daily attendance, divide total monthly attendance by the number of operating days.

![Image](image-url)

Check it Out!  Resources, Publications, Media Clips

At-Risk Afterschool Meals Handbook Updated

The USDA Food and Nutrition Service has issued a new edition of the CACFP At-risk Afterschool Meals Handbook, available online. The handbook addresses CACFP requirements that apply to at-risk afterschool care centers, including information about:

- Eligibility requirements
- How to apply to participate in the program
- Meal patterns and food service requirements
- Reimbursement
- Recordkeeping requirements
- Monitoring requirements

New information includes guidance on the CACFP application process for sponsors of the Summer Food Service Program and School Food Authorities participating in the National School Lunch Program.

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Questions or comments? Email us at cnp@isbe.net or call 800/545-7892 or 217/782-2491

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