Mealtime Minutes e-Newsletter

What's Coming Up Next Spring? The Illinois School Wellness Conference

In addition to the spring flowers, the Illinois School Wellness Conference is coming to child care sponsors next spring. This year, the 7th annual Illinois School Wellness Conference will include a child care track with an assortment of workshop sessions pertaining directly to nutrition and wellness for the young child. This year’s theme is titled Every Kid Healthy, and will be held April 30, 2014, at the Hilton Garden Inn in Champaign. Look for registration and detailed information in the near future. Put this important date on your calendar now!

CACFP Refresher Trainings Available

Refresher Training will highlight CACFP topics for all Center Programs, which includes determining eligibility, meal participation, meal pattern requirements, and financial documentation. Trainings will be available for the following dates and locations:

♦ December 4, 2013 – Oak Lawn
♦ January 15, 2014 – Carbondale
♦ February 4, 2014 – Fairview Heights
♦ March 6, 2014 – Springfield
♦ April 8, 2014 – Rockford
♦ May 8, 2014 – Alsip

Access registration online under What's New? on the ISBE Nutrition and Wellness Division website.

Annual Financial Report Due for Fiscal Year 2013!

All institutions participating in the Child and Adult Care Food Program (CACFP) are required to submit an Annual Financial Report (AFR) by December 15 each year. The AFR is a summary of actual costs for your food program for the fiscal year (October 1 through September 30).

The simplest way to gather the required information for the AFR is to add together all actual expense information that you gather monthly on the Monthly Profit (or Loss) Summary form.

The AFR is a great analytical tool that can be used to determine your annual costs to run the food program and whether you meet the program requirement to operate as a non-profit food program. You must submit the AFR online, via IWAS, in Child Nutrition ACES. This will be the last time participants will use ACES, though that system may still be utilized for accessing previous years’ information.

For detailed instructions on how to access and complete the AFR, visit our website at http://www.isbe.net/nutrition/htmls/daycare_centers.htm.
As part of the Healthy, Hunger-Free Kids Act of 2010, the Food and Nutrition Service is launching a nationwide survey of the Child and Adult Care food Program (CACFP) participants that serve children up to the age of five. The survey will be conducted by KRC Research, an independent survey research company. You may be randomly selected to participate in the survey and we encourage you to do so.

The survey is looking for information from child care centers, family day care homes, sponsoring organizations and State agencies about nutrition, physical activity, and electronic media use in the center and home. They will use these results to develop nutrition and wellness resources for CACFP providers. If the research team contacts you they will explain this is the CACFP Needs Assessment Research Launch and provide information explaining who they are and how they are associated with the Child and Adult Care Food Program. Should you have additional questions about the research, please contact Andrea Farmer at 703-305-2470 or andrea.farmer@fns.usda.gov.

KRC Nationwide Research Survey of CACFP Conducted

**WINS Reminders:** WINS FY2014 Application Due Now

Complete your fiscal year 2014 annual application for participation in the Child and Adult Care Food Program for October 1, 2013 through September 30, 2014 now. It is available online through our new data system, WINS (Web-based Illinois Nutrition System).

If your organization did NOT renew your Child and Adult Care Food Program (CACFP) Application for FY14 in WINS by the end of November, you will lose your October reimbursement.

Additional instructions are available online: a [WINS Walkthrough](#) video and [WINS Instructions](#).

Separate your Head Start and Center claims in WINS

In the new Web-Based Illinois Nutrition System (WINS), meal counts must be reported separately for each sub-program that you are approved for. If you have a Head Start program within your day care center and also operate a regular day care center program, you should be approved for both the Head Start and Child Care Center sub-programs. The meal counts for Head Start should NOT be included in the Child Care Center meal counts; they should be reported separately on the daily meal count screens for the Head Start sub-program meal service(s). Meal counts must be maintained and reported separately for each sub-program.

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

Helpful Hints for Using ISBE Forms

Here are a few hints that may reduce frustration when using PDF forms that are available on the website for CACFP:

- Check the version of Adobe Reader you are using. The current version is up to XI (11). Updating to a newer version will help with the functionality of forms.
- The form is likely to work better if downloaded, saved, and worked from your computer. Filling in the form while in the internet browser window can significantly slow down entry as you move from cell to cell.
- If you are unable to add new names to the form, you can create new sheets with the added names or create your own forms using the same information from the ISBE forms.
Team Nutrition Subgrants to be Awarded!

The ISBE Nutrition and Wellness Programs Division is excited to announce it will offer a Team Nutrition Subgrant opportunity for qualifying CACFP child care centers.

Up to 15 subgrants will be awarded to be used during a year-long pilot period to assist with the cost of conducting training and education about nutrition and wellness, and implementing programs that create and maintain a healthier child care environment. Subgrant award amounts will be tiered based on the number of child care center sites under each sponsoring organization.

More details will be provided soon. Watch for the Request for Proposals to be posted in January!

Sharing CACFP Best Practices

For December, we’re focusing on the Provider Handbook tip sheet, “Build a Healthy Plate with Milk.” Many children ages 2 to 3 years, and most children 4 years and older, do not consume enough milk. Because of this, the milk you provide with your CACFP meals and snacks is important for the young and growing children in your care. It gives them the nutrients they need for a healthy diet, and to help them build strong bones, teeth, and muscles. Offering fat-free and low-fat milk and other nutritious foods during the day can also ensure a long-term healthy lifestyle for each child, as it will help increase their knowledge to make more nutritious choices when they are older.

Encourage children to choose fat-free and low-fat milk by building fun, healthy activities around the food and milk you serve. One idea from the tip sheet is to create your own Milk Mustache Event. Take pictures of children drinking low-fat milk, and post them on a bulletin board. For more fun, include center staff and parents.

The 2010 Dietary Guidelines recommend that persons two years of age and over consume fat-free or low-fat fluid milk. Therefore, in the CACFP, whole milk and reduced-fat milk may not be served to children two years of age and over. Additionally, serving whole milk to children between the ages of one and up to two years is recommended, but any milk may be served. Milk served must be pasteurized fluid milk that meets State and local standards, and may be flavored or unflavored.

Some children in your care may be allergic to milk, and milk substitutions may be handled on a case-by-case basis. For information regarding milk substitutes, refer to the Fluid Milk and Fluid Milk Substitutions guidance and Milk and Non-Dairy Milk Substitution Chart provided on the ISBE Nutrition and Wellness Programs website.

Watch your mailbox for a copy of the St. Louis District Dairy Council’s video, From Your Local Farmer To You. The video will help you teach children where their dairy foods come from, and inspire them to enjoy three servings of dairy every day as part of a healthy diet. Visit the St. Louis District Dairy Council’s website for more information.

Crediting of Dried Fruit and Raw Leafy Greens

The revised Food Buying Guide for dried fruit and raw leafy greens reflect the new meal patterns for the National School Lunch Program only at this time.

Because CACFP meal patterns haven’t been updated yet, the crediting of dried fruit and raw leafy greens has stayed the same.

For example, dried fruit still credits equally as the volume served in the CACFP: ¼ cup raisins = ¼ cup fruit.

Until the new meal patterns for CACFP are changed, follow these guidelines.

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 “Meat and Meat Alternates: Build a Healthy Plate With Protein.” Do you have a favorite recipe for the meat/meat alternate component at your center? We want to hear about it.

Please e-mail your photos, activities and/or accomplishments to cnp@isbe.net, and we might feature them in our next newsletter!
Questions and Answers

Q: Was the Meal Participation Record form updated for fiscal year 2014?
A: Yes. Our new application and claim system, WINS, requires you to input meal counts by day. The old system required meal counts by month. To accommodate the change, the Meal Participation Record forms (68-75 and 68-75D) were updated.

Q: Was the Total Meals Recap form updated for fiscal year 2014?
A: Yes. Our new application and claim system, WINS, requires you to input meal counts by day. The old system required meal counts by month. To accommodate the change, the Total Meals Recap form (67-22) was updated.

Q: How does ISBE recommend taking meal counts using the new Meal Participation Record form?
A: We created instructions to assist you in modifying your meal count process, so that you will have the necessary information, in the necessary format, to submit your claim at the end of month. Please reference the Meal Participation Record Instructions.

Q: How does ISBE recommend consolidating meal counts using the new Total Meals Recap form?
A: We created instructions to assist you in consolidating your meal counts, so that you will have the necessary information, in the necessary format, to submit your claim at the end of month. Please reference the Total Meals Recap Instructions.

Check it Out! Resources, Publications, Media Clips

Voluntary Guidelines for Managing Food Allergies

Food allergies are a growing food safety and public health concern that affect an estimated 4 to 6 percent of children in the United States. As part of the Food Safety Modernization Act in 2010, the Center for Disease Control issued voluntary guidelines for managing food allergies in schools and early child care centers. The Voluntary Guidelines for Managing Food Allergies include recommendations for each of the five priority areas that should be addressed in each school’s or Early Care and Education program’s Food Allergy Management Prevention Plan:

1. Ensure the daily management of food allergies in individual children.
2. Prepare for food allergy emergencies.
3. Provide professional development on food allergies for staff members.
4. Educate children and family members about food allergies.
5. Create and maintain a healthy and safe educational environment.

The publication can be found online at http://www.cdc.gov/healthyyouth/foodallergies/.

New Spanish Resources Available from Team Nutrition

A MiPlato handout and mini-poster may be download now from the Team Nutrition website. Print versions should be available within the next few months. Once they’re ready, they can be ordered via Team Nutrition’s online order form (http://tn.ntis.gov/) or via e-mail for bulk orders (teamnutrition@fns.usda.gov).

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