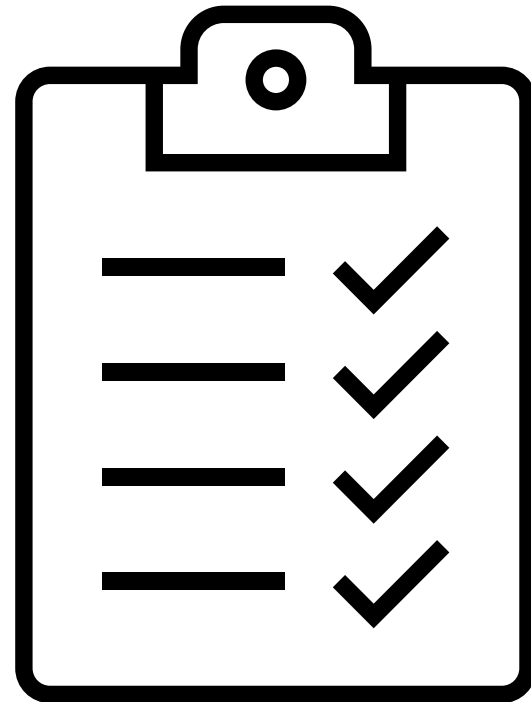


Child and Adult Care Food Program (CACFP) WEBINAR

November 19, 2024

Agenda

- **CACFP: Important Reminders**
 - Update Contacts → Newsletter
 - Annual Enrollments
 - Annual Financial Reports
- Online Trainings
- Procurement
- Sponsors Monitoring responsibilities
- Final Rule Updates
- Nutrition Resources



Contact Updates in WINS


Mailing Address



[Show Map](#) 

Delivery Address



[Show Map](#) 

Administrator (Auth. Rep.)

Name:
Title:
Business
Fax
Email:

Delivery Address



[Show Map](#) 

Sponsor Contact



Name:
Title:
Business
Fax
Email:

Executive Director



Name:
Title:
Business
Fax
Email:
Birthdate:

[Change Request Form](#)

Newsletter & Contact Changes


- Mealtime Minutes Newsletter
- Subscribing to ISBE Communications
 - <https://www.isbe.net/subscribe>
- Previous CNP Newsletters
 - <https://www.isbe.net/Pages/Nutrition-and-Wellness-Newsletters.aspx>

NUTRITION

CNP NEWSLETTERS

Mealtime Minutes (CACFP)

The Mealtime Minutes newsletter is your link to the Child and Adult Care Food Program.

The digital newsletter and other communications are sent to the Authorized Representative and Sponsor Contact listed in the Web-Based Illinois Nutrition System (WINS) for Child and Adult Care Food Program sponsors. Please be sure to keep contacts up to date by completing the CACFP Change Request Form  to ensure proper delivery.

Others can sign up by visiting www.isbe.net/subscribe, where you can subscribe (or unsubscribe) to various ISBE emails, including the Mealtime Minutes (CACFP) Nutrition Newsletter and The Outlook (School Nutrition Programs) Nutrition Newsletter.

- Mealtime Minutes Inspiring Success 

2024

- January/February
- March/April
- May/June
- July/August
- September/October

2023







- January/February
- March/April
- May/June
- July/August
- September/October
- November/December

2022

- January/February
- March/April
- May/June
- July/August
- September/October
- November/December

FY25 Renewal Application for CACFP

Click on the red link that says “**Renew Application**” in the “Sponsor Tasks” section of the Program Year 2024 Application.

Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info
Administrative Tasks				
Sponsor Tasks			Site Application Tasks	
	Batch Daily Meal Counts			Enroll Site In New Program
	Batch Participation Detail			Edit Site Questionnaire
	Add New Site			Edit Program Participation
	Deactivate/Re-activate Site(s)			Edit Participation Detail
	Track SD Process			
	Renew Application			

[CACFP Renewal Instructions](#)

FY25 Approval letter

WINS
Web-based Illinois Nutrition System

🧠 ⚙️ 🏠 🕒 🧑 📎 📄 🔒 ➕ ?

Sponsor Lookup

Name / RCDT / City / Address / Zip

Program

Child and Adult Care Center Food Program ▼

Attachments

2025 ▼ Search

✓ Your application is complete.

[CACFP Renewal Instructions](#)

Submit Your Annual Financial Report (AFR) for FY24

The deadline to submit the CACFP AFR for fiscal year 2024 (Oct. 1, 2023 – Sept. 30, 2024) is **Dec. 15**.

- Public school districts do not have to submit AFR.
- Emergency shelters with only one shelter do not have to submit an AFR.

AFR Deadline Dec 15, 2024

Program

Child and Adult Care Center Food Program ▼

Program Year

2024 ▼

Search

Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info
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Administrative Tasks

Sponsor Tasks	Site Application Tasks
<div>2015</div> <div>2015</div> <div>2015</div> <div>Batch Daily Meal Counts</div> <div>Batch Participation Detail</div> <div>+ Add New Site</div> <div>× Close Inactive Site(s)</div> <div>× Terminate Site(s)</div> <div>⚠ Deactivate Sponsor</div>	<div>Enroll Site In New Program</div> <div>Edit Site Questionnaire</div> <div>Edit Program Participation</div> <div>Edit Participation Detail</div>
Reports	Budget
<div>Waiver Submissions</div> <div>Participation / Claiming Summary By Site</div> <div>Applications Not Received</div> <div>Dcfs Sponsor Reports</div> <div>Direct Certification</div> <div>Annual Financial Report</div> <div>Claim Data Report</div>	<div>Child and Adult Care Center Budget</div>

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 5:00pm CST, Monday - Friday or [Click here to Contact Us](#)

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[AFR Instructions](#)

AFR Deadline Dec 15, 2024

- AFR Instructions

Child and Adult Care Food Program - Annual Financial Report (October 1, 2023 - September 30 2024)

Revenue Sources

CACFP Meal Reimbursement

CACFP Cash in Lieu of Commodities

Other Food Service Revenue Received (food prepared but sold to other centers or sold as adult meals)

Total Revenue

Expenditures

Administrative Costs

a. Administrative Labor

b. Monitoring/Training

c. Administrative Supplies

d. Administrative Other (provide explanation)

e. Total Administrative Costs

Food Service Labor

Purchased Vended Meals

Food Costs

Allowable Nonfood Costs

Overhead Costs

Other Costs (Specify)

Total Expenditures

Revenue Over/Under Expenditures

Current Year Profit/(Loss)

15% Administrative Cap

Your organization's 15% Cap

Your organization has met the requirement to spend less than 15% of your CACFP reimbursement towards administrative costs. ☐ No ☒ Yes

a. Your organization's Total Administrative Costs exceed the 15% Administrative Cap by

b. Your organization could not use CACFP funds to pay for the excess amount.

c. Can you ensure this agency that CACFP funds were not used to pay for the excess amount. ☐ No ☐ Yes

Online Training

- Annual Training Requirement
- Brighton Courses
 - CACFP Annual Sponsor Training (ISBE-110)
 - CACFP New Sponsor Training (ISBE-120)
 - Civil Rights Training (ISBE-150)
 - [Brighton Training Instructions](#) & Additional Courses

Archived Trainings & Ad'tl Resources

NUTRITION

RESOURCES, WEBINARS AND WORKSHOPS

Child and Adult Care Food Program

ADMINISTRATIVE WEBINARS

- **Determining Eligibility** 📄
This webinar is specifically for sponsors operating the following programs: Child Care Centers, Pre-K Programs, Licensed Outside School Hours Programs. The purpose of this training is sponsors must have practices in place to ensure eligible children are approved and claimed correctly. The foundation to claiming children correctly for meal reimbursement is tied directly to how children are eligible in the Child and Adult Care Food Program.
 - Determining Eligibility Presentation 📄
 - Eligibility Chapter from the CACFP Administrative Handbook 📄
- **Enrollment Form Requirements** 📄
This webinar is specifically for sponsors operating the following programs: Child Care Centers, Head Start and Even Start Programs, Pre-K Programs, and Licensed Outside School Hours Programs. This training is designed to help you learn the requirements for the Annual Enrollment Form. In addition, step-by-step instructions are provided on how this form must be completed by the parents or guardians and you as the sponsor.
 - Enrollment Forms Presentation 📄
 - Enrollment Chapter from the CACFP Administrative Handbook 📄
 - Enrollment Forms
- **How to Do Electronic Direct Certification in WINS** 📄
This webinar is specifically for sponsors operating the following programs: Child Care Centers, Pre-K Programs, Licensed Outside School Hours Programs. The purpose of this training is to explain how look up children in WINS who are receiving SNAP, TANF, income eligible Medicaid or a Foster child in order to certify free meal benefits. Any child able to be directly certified is claimed at the free reimbursement rate, without a Household Eligibility Application on file.
 - Electronic Direct Certification Presentation 📄
 - Electronic Direct Certification Instructions in WINS 📄
- **Master List** 📄
This webinar is specifically for sponsors operating the following programs: Child Care Centers, Pre-K Programs, Licensed Outside School Hours Programs, Head Start and Even Start Programs, and Emergency Shelters. A master list should be kept by a manual or electronic format for each facility to help organize all children enrolled in your program. We have various types of master list templates you can use that are found on our website and we discuss each of these.
 - Master List Presentation 📄
 - Master List 📄
 - Master List for Emergency Shelter 📄
 - Master List for Head Start or Even Start 📄

- [Archived Trainings](#)
- [CACFP Documentation of Training Form](#)

Procurement – Vended Meals

**Self Prep – NO
contract
required**

**Small Purchase
Agreement -
Annual Value <
\$250,000**

**Invitation for Bid
(IFB) – Annual
Value > \$250,000**

Vended Meals Webpage



RESOURCES

- List of Potential Contractors (SFSP/CACFP) 📄

NUTRITION

SFSP/CACFP VENDED MEALS CONTRACTS

This webpage is a resource for Summer Food Service Program and Child and Adult Care Food Program sponsors on the requirements of Vended Meals Contracts. In a vended meals contract, the contractor provides the meals only (prepackaged, pre-plated) and does not manage any aspect of the food service. (If you a School Food Authority, please go to Financial Management webpage for guidance.)

Currently, all vended meals contracts involving expenditures in excess of \$250,000 must be competitively bid via Invitation for Bid (IFB). Sponsoring Organizations receiving federal reimbursement must follow the required federal and state procurement procedures. To ensure regulatory compliance, all Sponsoring Organizations conducting a new procurement or considering contracting for vended meals are highly encouraged to please contact our office for further information and clarification.

Provided below are links to the forms and documents to assist you in completing a successful procurement or contract renewal.

If you have questions regarding the bid solicitation and contract procedures or contract renewal process, please contact our office at (217) 782-2491 or (800) 545-7892 (in Illinois), or via email at cacfp_sfspcontracts@isbe-net.

Rules and Regulations	▼
Code of Conduct	▼
Contracting Diversification	▼
Emergency Procurement Guidance	▼
Equipment	▼
Geographic Preferences	▼
Group Purchasing Organization	▼
Material Change(s) to a Contract	▼
Procurement Methods	▼
Three Step Solicitation Submission Process	▼
Informal Bidding Procedures & Documents	▼
School Agreements	▼
Formal Invitation for Bid (IFB) Contract Procedure & Documents	▼
Contract Renewal	▼
Contract Rebidding	▼

















[Vended Meals Webpage](#)

Procurement – Informal Small Purchase Agreement

Informal Bidding Procedures & Documents

If your contract for vended meal services will NOT be in excess of \$250,000 annually, you may use informal bidding procedures to procure the meal services contract.

The following steps must be part of the informal bidding procedures:

- Develop a written purchase description of the services/items being solicited using the Informal Contract Template;
 1. CACFP Informal Small Purchase Agreement 
 - OR
 2. SFSP Informal Food Service Agreement 
- Solicit quotes/bids from all the vendors recorded on the List of Known Vendors in CACFP/SFSP 
- Complete the solicitation tracking log 
- Record all quotes/bids received and any notification received from vendors declining to bid/quote on the Statement of No Bid/Proposal 
- Evaluate the quotes for conformance to the Request for Quote and Contract;
- Award the purchase/contract (record the justification for the award).
- Submit copies of the following signed documents. Retain originals in SO file.
 1. Informal Post-Contract Award Summary Sheet 
 2. Signed Contract
 3. Exhibit A - Site Data Form 
 4. Applicable Schedule B's
 - Schedule B - Breakfast 
 - Schedule B - Lunch/Supper 
 - Schedule B - Snack 
 5. All applicable contract certification forms
 - If the estimated contract cost is \$25,000 or more, include this form. This form must be signed by the contractor and submitted with all bids: Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions 
 - If the estimated contract cost is over \$100,000, include these forms as well as the Certification Regarding Debarment form above. These forms must be signed by the contractor and submitted with all bids: Certificate Regarding Lobbying - Contracts, Grants, Loans and Cooperative Agreement  & Disclosure of Lobbying Activities  (if applicable)
 6. Solicitation Tracking Log 
 7. Statement of No Bid/Proposal 
 8. Completed Bidder Responsibility and Responsiveness Criteria 

These documents will be kept on file for potential audit purposes. In addition, submission of these documents to our office will be required as part of the approval process for your application for participation.

Annual Value < \$250,000

- Procured Annually
- NOT renewable
- At least 3 quotes

Procurement – Invitation for Bid (IFB)

Formal Invitation for Bid (IFB) Contract Procedure & Documents

The prototype Invitation for Bid and Contract is for use by a Sponsoring Organization (SO) initiating a new contract with a meal vendor to provide meal services for the Child Nutrition Programs. The document, provided by the Illinois State Board of Education Nutrition Department, will assist the SO in obtaining competitive bids and awarding the contract to the responsible bidder whose bid is responsive and lowest in price.

The prototype provided below should be used for formal vended meal contracts only. In a vended meals contract, the contractor provides the meals only, which are generally pre-packaged/pre-plated meals, and does not manage any aspect of the school food service or employ any of the food service personnel. However, if the contractor's employees are responsible for the management of the program and/or the final preparation and/or serving of the pre-packaged/pre-plated school meals, the contract becomes a food service management company contract and is no longer considered a vended meals contract. If that is the case, you need to use the Invitation for Bid and Contract Prototype for FSMC Contracts – Vended Meals (Pre-packaged/Pre-plated).

If you are not sure which type of contract you have or you are considering contracting for the first time, please contact the Nutrition Department's procurement team for further information and clarification at (800) 545-7892.

To ensure continued funding and compliance with federal and state regulations and statutes regarding procurement, it is extremely important for you to **download and read the instructions thoroughly** prior to downloading the contract prototype.

- Step 1 Submission Form 📄
- IFB Prototype for Vended Meals Contract - *Update Coming Soon!*
 - 1. CACFP Formal Invitation for Bid (IFB) Template (includes instructions) 📄
 - 2. SFSP Formal Invitation for Bid (IFB) Template 📄
 - SFSP IFB Instructions 📄
- Additional forms and resources.
 - 1. Exhibit A - Site Data Form 📄
 - 2. Schedule B - Menus
 - Schedule B - Breakfast 📄
 - Schedule B - Lunch/Supper 📄
 - Schedule B - Snack 📄
 - 3. Certification Forms
 - Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions 📄
 - Certificate Regarding Lobbying - Contracts, Grants, Loans and Cooperative Agreement 📄
 - Disclosure of Lobbying Activities 📄 (if applicable)
 - 4. Public Notice of Solicitation- Newspaper Sample 📄
 - 5. Addenda/Addendum/Amendment/Q&A Template 📄
 - 6. Sign in Sheets Template 📄
 - 7. Solicitation Tracking Log 📄
 - 8. Statement of No Bid/No Proposal 📄

Annual Value > \$250,000

- At LEAST 5 vendors solicited – awarded to lowest responsive & responsible bidder
- Initial contract period up to 1 year
- Renewals: up to 4 one-year terms
- [CPI Index](#)

Monitoring Requirements for multi-site CACFP Institutions

- 3 onsite reviews
 - 2 unannounced
 - 1 unannounced must be at mealtime
 - No more than 6 months between reviews
 - 4th week visit at new sites must be conducted onsite

Additional Monitoring Reminders



Do not fall into a scheduling pattern.



Vary the meal services observed.



Meals claimed on weekends or holidays or in the evening must also be reviewed.

Recommend Quality Check



- Double check your reviewer.
 - All boxes marked
 - All questions answered
 - Problems noted
 - Corrective action provided

Final Rule Updates

Meal Modifications: Both State licensed healthcare professionals and Registered Dietitians may write medical statements to request meal modifications on behalf of participants with disabilities.

Changing limits for breakfast cereals and yogurt from total sugars to added sugars.

Allowing nuts and seeds to credit for the full meats/meat alternates component.

Technical update in milk substitute unit of measurement

Change From Total Sugars to Added Sugars

- Breakfast Cereals: Must contain no more than **6 grams of added sugars** per dry ounce.
- Yogurt: Must contain no more than **12 grams of added sugars** per 6 ounce.
- Implementation Date: October 1, 2025



Nutrition Facts	
7 servings per container	
Serving size 6 oz (170g)	
Amount per serving	
Calories	130
% Daily Value*	
Total Fat 0g	0%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 10mg	3%
Sodium 65mg	5%
Total Carbohydrate 17g	6%
Dietary Fiber 0g	0%
Total Sugars 14g	
Includes 10g Added Sugars	20%
Protein 14g	28%
Vitamin D 0mcg	0%
Calcium 170mg	15%
Iron 0mg	0%
Potassium 220mg	4%



Nuts and Seeds

- Allows nuts and seeds to credit for the full meats/meat alternates component, **removing the 50 percent crediting limit** for nuts and seeds at breakfast, lunch, and supper.
 - Implementation date: July 1, 2024

Technical Update in Fluid Milk Substitutes

Current Requirements (per 8 fl oz)	Updated Requirements (per 8 fl oz)
Vitamin A- 500 IUs	Vitamin A- 150 mcg retinal activity equivalents (RAE)
Vitamin D- 100 IUs	Vitamin D- 2.5 mcg

Nutrition Facts

About 8 servings per container

Serving size 1 cup (240mL)

Amount per serving

Calories 110

% Daily Value*

Total Fat 4.5g **6%**

Saturated Fat 0.5g **3%**

Trans Fat 0g

Polyunsaturated Fat 2.5g

Monounsaturated Fat 1g

Cholesterol 0mg **0%**

Sodium 90mg **4%**

Total Carbohydrate 9g **3%**

Dietary Fiber 2g **7%**

Total Sugars 6g

Includes 5g Added Sugars **10%**

Protein 8g **16%**

Vitamin D 3mcg 15% • Calcium 470mg 35%

Iron 1.1mg 6% • Potassium 370mg 8%

Vitamin A 150mcg 15% • Riboflavin 0.44mg 35%

Folate 50 mcg DFE 10% • Vitamin B12 2.5mcg 100%

Phosphorus 230mg 20% • Magnesium 40mg 10%

* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

For More Information:



Webinar hosted by the
National CACFP
Association:

<https://www.cacfp.org/2024/04/24/final-rule-updates-to-nutrition-requirements/>



USDA Implementation
Timeline:

<https://www.fns.usda.gov/cn/school-nutrition-standards-updates/implementation-timeline-cacfp-sfsp>

Nutrition Resources

- ISBE
 - Brighton Trainings
 - Nutrition Basics for Better CACFP Menu Planning (ISBE-502)
 - Menu Building Basics: Utilizing CN Labels and USDA Recipes to Build a Cycle Menu (ISBE-522)
 - Navigating Special Dietary Needs (ISBE-512)
 - Recorded and Archived Webinars
 - Non-Dairy Milk Substitutes in the CACFP
 - Find it under the “Nutrition Information” tab here:
» <https://www.isbe.net/Pages/Child-Adult-Care-Food-Program.aspx>
- Institute of Child Nutrition
 - <https://theicn.org/>
- National CACFP Association
 - <https://www.cacfp.org/>
- USDA Team Nutrition
 - <https://www.fns.usda.gov/tn/team-nutrition>

Team Nutrition

- <https://www.fns.usda.gov/tn/team-nutrition>

I'm looking for

Team Nutrition...

I am a...



School



Child Care Organization



State Agency



Partner

Contact Information

Nutrition Division
Illinois State Board of Education
100 North First Street, W-270
Springfield, IL 62777-0001

Telephone: 800/545-7892 in Illinois only
217/782-2491

Fax: 217/524-6124

Email: cnp@isbe.net

Website: www.isbe.net/nutrition

Contact Us

