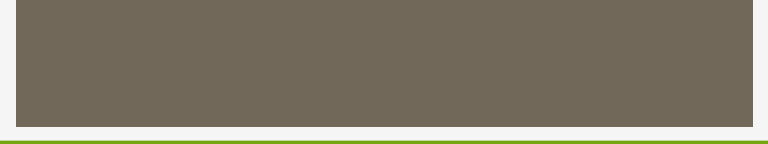




Provider Services

ISBE Nutrition & Wellness Programs
Day Care Homes



The USDA's Child and Adult Care Food Program(CACFP) plays a vital role in improving the quality of day care and making it more affordable for many low-income families.

Why Is The CACFP Important To Day Care Home Providers?

- Allows for financial assistance to providers for serving healthier meals to the children in the provider's care.
 - Higher reimbursement for the providers that have lower economic means or live in an area that is statistically lower economically.
- Through sponsoring organizations, providers are educated to follow established nutritional meal patterns.

CACFP Statistics

- Each day, 3.2 million children receive nutritious meals and snacks through CACFP nationwide.
- In Illinois for FY11, there was an average of 7,786 providers participating in the Illinois CACFP.

Topics

- Outreach
- Enrollment
- Maintaining Current Provider Activity
- Provider Transfer Between Sponsors
- Training

Outreach

- Recruitment Policies
- Expansion Plans

Sponsor's Requirement

- The sponsor's permanent file must include the Outreach and Recruitment policy of the sponsor.
 - Permanent file attachment #12

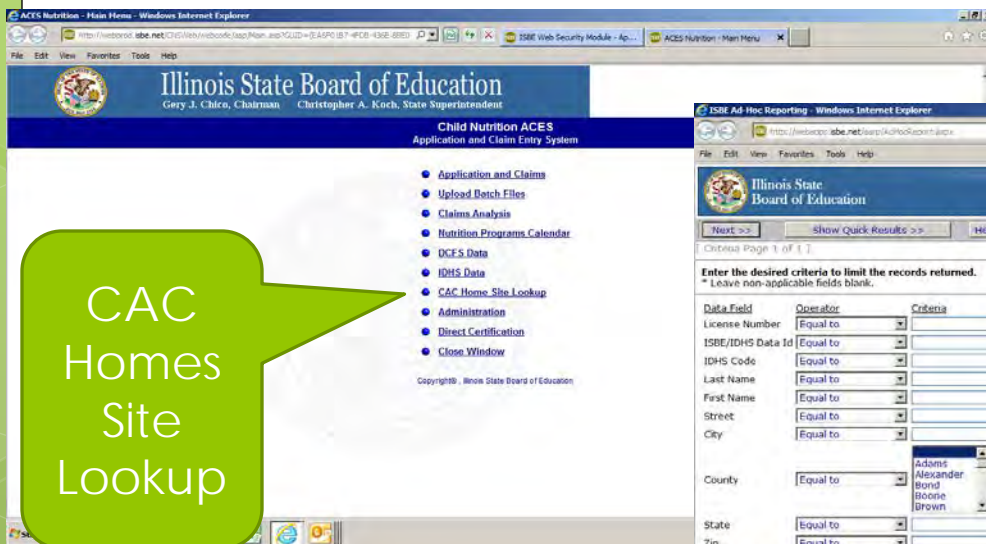
Recruitment Policies

- The purpose of the policy is to ensure the sponsor is not recruiting another sponsor's provider.
 - Using the ISBE website, sponsor must ensure that the provider is not participating with another sponsor.
 - Prior to conducting an introductory visit, the sponsor must ask, "*Has another sponsoring organization been out to see you regarding the CACFP?*"
 - Before signing the agreement the sponsor representative must ensure the new provider understands signing the agreement is a commitment to the sponsor's CACFP program.

Reference: ISBE Nutrition Programs Procedures and Guidance-510 Outreach and Recruitment

Ensure The Provider Is Not Participating With Another Sponsor

- IWAS/ACES CAC Home Site Lookup of providers already participating in the Illinois Child and Adult Care Food Program (CACFP).



This screenshot shows the 'CAC Home Site Look Up' search form. It includes a search criteria table with fields for License Number, ISBE/IDHS Data Id, IDHS Code, Last Name, First Name, Street, City, County, State, Zip, and Terminated Date. Each field has a dropdown menu for the operator (set to 'Equal to') and a text input for the criteria. A 'Field to Field Compare' dropdown is also present. The form is titled 'Enter the desired criteria to limit the records returned.' and includes a note to 'Leave non-applicable fields blank.' The bottom of the form has a footer with contact information and a copyright notice for 2012.

Data Field	Operator	Criteria	Field to Field Compare
License Number	Equal to		
ISBE/IDHS Data Id	Equal to		
IDHS Code	Equal to		
Last Name	Equal to		
First Name	Equal to		
Street	Equal to		
City	Equal to		
County	Equal to	Adams Alexander Bond Boone Brown	
State	Equal to		
Zip	Equal to		
Terminated Date	Equal to		

"Has another sponsoring organization been out to see you regarding the CACFP?"

- If yes, have you signed any documents with this organization?
 - If yes, the monitor or staff person must inform the provider they will not be out to visit because the provider has already signed with another CACFP sponsoring organization.
 - Remind Provider: Sponsor/Provider Agreement : Provider Rights and Responsibilities #1.

Sponsor/Provider Agreement

Child and Adult Care Food Program SPONSOR/PROVIDER PERMANENT AGREEMENT

RIGHTS AND RESPONSIBILITIES OF THE SPONSORING ORGANIZATION

In accordance with Child and Adult Care Food Program (CACFP) regulations, the sponsoring organization agrees to:

1. Comply with provisions of CACFP 226.15 and 226.

.
.
.

RIGHTS AND RESPONSIBILITIES OF THE PROVIDER

In accordance with Child and Adult Care Food Program regulations, the provider agrees to:

1. Enter into an agreement with only one sponsoring organization that is either a public or private nonprofit organization participating in the Child and Adult Care Food

.
.
.
.

CERTIFICATION

We certify we will comply with the rights and responsibilities outlined in this Agreement. The provider certifies he/she is not participating in the Child and Adult Care food Program under any other sponsoring organization. The provider understands this Agreement is for the receipt of federal funds and deliberate misrepresentation may subject him/her to prosecution under applicable state and federal criminal statutes.

NAME AND ADDRESS OF PROVIDER (Type or Print) Site #	NAME OF SPONSORING ORGANIZATION (Type or Print)
DATE OF BIRTH	LICENSE NUMBER
SIGNATURE AND DATE OF PROVIDER	SIGNATURE AND DATE OF SPONSORING ORGANIZATION REPRESENTATIVE

Signed Sponsor/Provider Agreement Is A CACFP Permanent Contract!

- ISBE will use the first signed sponsor agreement date to determine the new provider's sponsorship in the case of disputes.

Expansion Plans

- Regulation 226.12(b)

Start-up and expansion payments.

(1) Prospective sponsoring organizations of day care homes,which meet the criteria in paragraph (b)(2) of this section shall be entitled to receive start-up payments to develop or expand successful Program operations in day care homes.

Who Is Eligible?

- Sponsoring Organizations may be eligible to receive expansion funds to plan and expand a successful Program operation in day care homes in un-served rural and/or low income areas. Expansion funds are available to Sponsoring Organizations who have utilized Start-up Funds and/or Sponsoring Organizations who have 50 day care homes or more. Expansion funds are limited to either one or two months' administrative payments per home.

How Frequently Can The Expansion Plan Funds Be Requested?

Regulation 226.12 (b) Start-up and expansion payments.

....the request must be for expansion into an area(s) other than that specified in their initial or prior request; and 12 months has elapsed since the sponsoring organization has satisfied all obligations under its initial or prior expansion agreement.

ISBE 68-23A, Application Agreement for Expansion Funds

68-23A 8-14-2012.pdf - Adobe Reader

File Edit View Window Help

1 / 2 138%

Tools Sign Comment

ISBE USE ONLY
AGREEMENT NUMBER

ILLINOIS STATE BOARD OF EDUCATION
Nutrition and Wellness Programs Division
100 North First Street, W-270
Springfield, Illinois 62777-0001
800-545-7892
Fax 217-524-6124 TTY 217-782-1900

APPLICATION
Page 1 of 2

**CHILD AND ADULT CARE FOOD PROGRAM
APPLICATION-AGREEMENT FOR EXPANSION FUNDS
FOR DAY CARE HOME SPONSORING ORGANIZATIONS**

INSTRUCTIONS: Complete and submit two copies to the Illinois State Board of Education. Type or print clearly all information. One signed copy will be returned to you.

NOTE: Sponsoring Organizations may be eligible to receive expansion funds to plan and expand a successful Program operation in day care homes in rural and/or low income areas. Expansion funds are available to Sponsoring Organizations who have utilized start-up funds and/or Sponsoring Organizations who have 50 day care homes or more. Expansion funds are limited to either one or two months' administrative payments per home.

NAME OF SPONORING ORGANIZATION	TELEPHONE (Include Area Code)
ADDRESS (Street, City, State, Zip Code)	COUNTY
NAME OF AUTHORIZED REPRESENTATIVE	TITLE
INDICATE TIME PERIOD YOU WILL BE USING EXPANSION FUNDS From: _____ To: _____	INDICATE THE NUMBER OF DAY CARE HOMES OPERATING UNDER THE SPONSORING ORGANIZATION _____

Start

2:26 PM
8/15/2012

What Qualifies As An Un-Served Area?

- Zip codes are no longer used as an un-served area in Illinois.
- ISBE accepts submission of un-served census block groups.

How Much Expansion Funding Is Available?

- The maximum funding available is limited to 50 homes times the initial current administrative payment rate for 2 months.
- FY 2013 $50 * \$107 = \$5,350 * 2 = \$10,700$

Expansion Plan Expenditure Requirements

- Expenses cannot be included in the Day Care Homes budget or expenditure reporting.
- May require allocation of time and resources to the expansion for a period of time.
 - Duties allocated for the expansion require explanation for the DCH coverage if the position was previously allocated to the DCH program for the expansion duties and period.

Expansion Plan Example

- John will work 20% for the 2 months of the expansion plan period.
 - John salary 100%
 - Expansion Plan 20% 2 months
 - Day Care Homes 80% 2 months
 - John's Benefits 100%
 - Expansion Plan 20%
 - Day Care Homes 80%

Requirements To Fulfill The Expansion Plan Grant?

- At completion, the Sponsor must be able to confirm the success of the expansion.
- Any budgeted funds unspent after the expansion period must be returned.

Program Enrollment

- Forms
- Qualifying Criteria
- Tiering
- Submitting providers to ISBE for approval
- Approval by ISBE

Forms

- Site Application
- Enrollment forms (for children under 13 attending the provider's daycare)

Site Application: ISBE Form 68-49

68-49 8-14-2012.pdf - Adobe Reader

File Edit View Window Help

1 / 1 138%

Tools Sign Comment

FISCAL YEAR		AGREEMENT NUMBER		ILLINOIS STATE BOARD OF EDUCATION Nutrition and Wellness Programs Division 100 North First Street, W-270 Springfield, Illinois 62777-0001 Child and Adult Care Food Program SITE INFORMATION - DAY CARE HOME	
ISBE USE ONLY	SITE NUMBER				
NAME OF SPONSORING ORGANIZATION					
<input type="checkbox"/> DAY CARE HOME PROVIDER TRANSFER AT END OF FISCAL YEAR ONLY				NAME OF SPONSOR PROVIDER HAS TRANSFERRED FROM	
I. SITE INFORMATION	1. NAME (First, Middle, Last) AND ADDRESS (Street, City, State, Zip Code)			2. MAILING ADDRESS (Street, City, State, Zip Code) (If mailing address is the same as in 1., leave blank)	
	3. COUNTY		4. TELEPHONE NUMBER (Include Area Code)		5. FAX NUMBER
	6. E-MAIL ADDRESS				
II. APPLICATION	7. PERIOD OF OPERATION BEGINNING DATE ____/____/____ CLOSING DATE		8. DCFS/MILITARY INFORMATION LICENSE EXPIRATION DATE ____/____/____ LICENSE NUMBER		9. TYPE OF HOME <input type="checkbox"/> DAY CARE HOME <input type="checkbox"/> EXTENDED DAY CARE HOME <input type="checkbox"/> GROUP DAY CARE
					10. LICENSE CAPACITY DAY _____ EXTENDED _____
11. ISBE/IDHS DATA ID. _____ IDHS CHILD CARE SUBSIDY NUMBER					

Start

11:06 AM 8/16/2012

Site Application Components

- Fiscal year
- Agreement number of sponsor
- ISBE site number (provided by ISBE-IWAS)
- Name of sponsoring organization
- Name and actual address of provider
 - Must agree with the data from the agency qualifying participation
- Pertinent information for day care:
 - Mailing address of provider
 - County of residence of provider
 - Telephone number and fax number of provider
 - Email address

Site Application Components-Continued

- Operation beginning and ending dates
- Qualifying criteria
 - DCFS-license information
 - Expiration date
 - License number
 - Type of day care (day care, extended care, group day care)
 - License capacity(day, extended, night)
 - IDHS –(ISBE/IDHS data ID, IDHS child care subsidy number)

Site Application Components-Continued

- Operation days of the week (Sun thru Sat)
- Days of service per month (exact number)
- Current enrollment (own, foster, outside)
- Serving times
 - Beginning and ending times for each meal service served by provider
 - ISBE recommends two hours between beginning time of each meal service

Site Application Components-Continued

- Tiering information (determined and completed by sponsor)
 - Schools assigned to provider's address (to be confirmed by sponsor)
 - Verification of school area by sponsor
 - Approved (Yes or No)
 - Date of contact
 - Contact person
 - Census block and printout of determination
 - Completed and verified Household Income Eligibility Application(HEA)

Site Application Components-Continued

- Certification by provider
 - Date and signature of the provider
 - Date and signature of sponsor representative

Child's Enrollment Form

- Example (Minute Menu Form)

ENROLLMENT FORM

USE #2 PENCIL ONLY
DO NOT FOLD OR STAPLE

PROVIDER'S NAME (PRINT)

1. PROVIDER

2. CHILD'S BIRTHDATE

3. ENROLLMENT DATE

4. CHILD'S NUMBER

5. CHILD'S NAME

6. CHILD'S SCHEDULE

7. INFANTS

IS THIS CHILD UNDER 1 YR OLD? ☐

Required Components Of Child(ren) Enrollment Form

- Organization's name, address and agreement number
- Provider's name and address
- Fiscal year—effective dates of the enrollment form
- Full names of enrolled child(ren) (Multiple children from one family listed on one enrollment form.)
- Indication if provider's own child
- Indication of foster child residing in provider's home
- Birth date and age of each child
- Days of week each child is in care

Required Components Of Child(ren) Enrollment Form- Continued

- Time each child arrives and each child leaves (including when they leave for school and come back from school)
- Meal types each child will be served
- Statement explaining CACFP
- Signature, date, and telephone number of parent or guardian
- Racial ethnic categories
- Civil rights clause and complaint procedure

Example Of Statement Explaining The CACFP

- eg, As a day care home provider, it is required that all children entering the provider's home for care must have a completed enrollment form from the parent or guardian. Your provider receives reimbursement for serving nutritious meals to children in his/her care. As a parent/guardian, you are required to complete the information about your child(ren). This will assist the agency who provides reimbursement to your provider that all children in his/her care receive the appropriate meals at no separate charge to you.

Civil Rights Clause And Complaint Procedure

"In accordance with Federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

February 2011

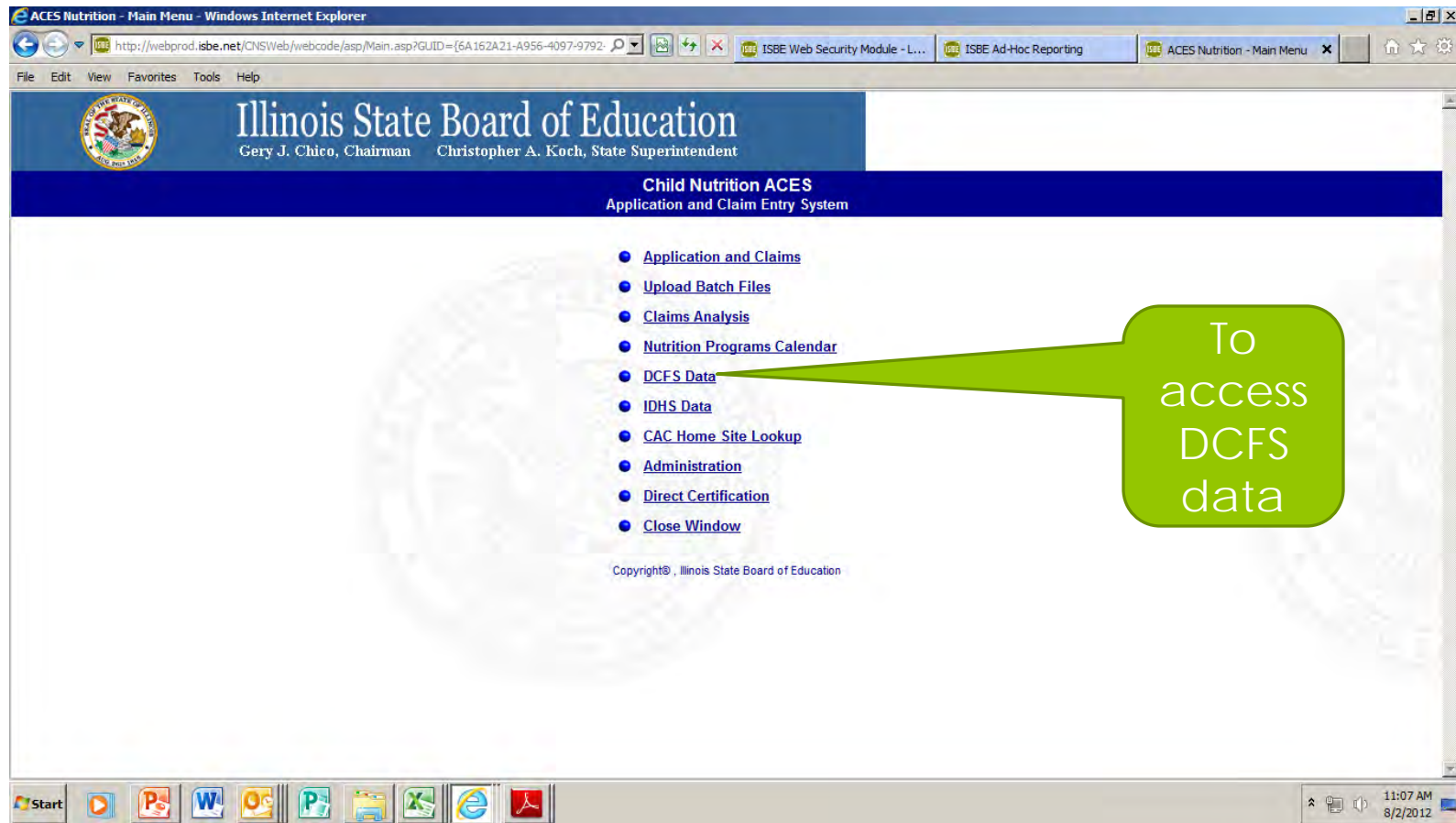
Qualifying Criteria

- ◉ DCFS
 - ◉ License Status Codes
 - ◉ Two name licenses
- ◉ IDHS
 - ◉ Type of Care Codes

DCFS License Status Codes

- Every Friday, DCFS sends updated database to ISBE
- Sponsors can find updated information in IWAS

DCFS Data In IWAS




ACES Nutrition - Main Menu - Windows Internet Explorer

http://webprod.isbe.net/CNSWeb/webcode/asp/Main.asp?GUID={6A162A21-A956-4097-9792-...}

ISBE Web Security Module - L... ISBE Ad-Hoc Reporting ACES Nutrition - Main Menu

File Edit View Favorites Tools Help

 **Illinois State Board of Education**
Gery J. Chico, Chairman Christopher A. Koch, State Superintendent

Child Nutrition ACES
Application and Claim Entry System

- [Application and Claims](#)
- [Upload Batch Files](#)
- [Claims Analysis](#)
- [Nutrition Programs Calendar](#)
- [DCFS Data](#)
- [IDHS Data](#)
- [CAC Home Site Lookup](#)
- [Administration](#)
- [Direct Certification](#)
- [Close Window](#)

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To access DCFS data

Start | 11:07 AM 8/2/2012

Select A DCFS Batch

The screenshot shows a web browser window titled "ISBE Ad-Hoc Reporting - Windows Internet Explorer". The address bar shows the URL "http://webapps.isbe.net/aarp/AdHocReport.aspx". The page header includes the Illinois State Board of Education logo and the title "DCFS Daycare Home Data". A session timeout of 19:55 is displayed. Below the header, there are navigation buttons: "Next >>", "Finished >>", "Show Quick Results >>", "Help", and "Show Criteria". A message indicates "Criteria Page 1 of 2".

Enter the desired criteria to limit the records returned.
* Leave non-applicable fields blank.

Data Field **Operator** **Criteria** **Field to Field Compare**

please select a DCFS file date from the drop down box below.

DCFS File Date Equal to

A dropdown menu is open, showing a list of dates and times from 1/27/2012 12:00:00 AM to 8/3/2012 12:00:00 AM. The list includes dates such as 1/27/2012 12:00:00 AM, 2/3/2012 12:00:00 AM, 2/10/2012 12:00:00 AM, 2/17/2012 12:00:00 AM, 2/24/2012 12:00:00 AM, 3/2/2012 12:00:00 AM, 3/9/2012 12:00:00 AM, 3/16/2012 12:00:00 AM, 3/23/2012 12:00:00 AM, 3/30/2012 12:00:00 AM, 4/6/2012 12:00:00 AM, 4/13/2012 12:00:00 AM, 4/20/2012 12:00:00 AM, 4/27/2012 12:00:00 AM, 5/4/2012 12:00:00 AM, 5/11/2012 12:00:00 AM, 5/18/2012 12:00:00 AM, 5/25/2012 12:00:00 AM, 6/1/2012 12:00:00 AM, 6/8/2012 12:00:00 AM, 6/15/2012 12:00:00 AM, 6/22/2012 12:00:00 AM, 6/29/2012 12:00:00 AM, 7/6/2012 12:00:00 AM, 7/13/2012 12:00:00 AM, 7/20/2012 12:00:00 AM, 7/27/2012 12:00:00 AM, and 8/3/2012 12:00:00 AM.

For help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us
Copyright © 2012, Illinois State Board of Education

DCFS Data

License Status code

License with Joint Providers Name and Name B

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Name	Name-B	Address	City	State	Zip	Zip4	County	Phone	License N	License Ty	License	License Eff	License Exp			
1	AARLI	TONYA	1224 WARR ROCKFOR	IL		61107	4744	WINNEBA	815-398-21483488	DCH	01		2/5/2012	2/5/2012			
2	AARLI	AARLI	224 WARR ROCKFOR	IL		61107	4744	WINNEBA	815-398-21427696	DCH	11		00/00/0000	5/24/2007	7	4	
3	AARLI	AARLI	224 WARR ROCKFOR	IL		61107	4744	WINNEBA	815-398-21449110	GDC	03		10/23/2007	2/5/2009	9	9	
4	AARON	AARON	224 WARR ROCKFOR	IL		62915	0062	WILLIAMS	618-985-21229336	DCH	01		3/31/2012	3/31/2015	7	0	4
5	AARONS	LINDA	224 WARR ROCKFOR	IL		61821	4667	CHAMPAI	217-355-41400958	DCH	08		00/00/0000	00/00/0000	10	0	0
6	AASE	ALICIA	224 WARR ROCKFOR	IL		61115	2404	WINNEBA	815-608-11475161	DCH	03		4/22/2008	5/15/2009	6	4	0
7	AAVANG	PHYLLIS	1501 W WOODSTOCK	IL		60088	0056	MCHEMERY	815-337-01473516	GDC	03		3/13/2011	12/6/2011	11	4	0
8	AAVANG	PHYLLIS	1501 W WOODSTOCK	IL		60088	0056	MCHEMERY	815-337-01473516	GDC	03		3/13/2011	12/6/2011	11	4	0
9	ABADIA	JESSICA	1739 N WARR ROCKFOR	IL		61107	4744	WINNEBA	815-398-21483488	DCH	01		1/9/2012	1/9/2015	6	0	3
10	ABARCA	SILVIA	833 S VICTORY	IL		61107	4744	WINNEBA	815-398-21483488	DCH	12		11/25/2008	11/25/2011	8	8	0
11	ABBADUSKY	JUSTI	209 FRANKLIN	IL		61107	4744	WINNEBA	815-398-21483488	DCH	03		5/15/2007	5/16/2008	5	0	4
12	ABBADUSKY	MAGGIE	700 E 10TH	IL		61107	4744	WINNEBA	815-398-21483488	DCH	03		2/1/2003	1/9/2004	7	2	0
13	ABBEY	BELINDA	834 SPRUCE	IL		61107	4744	WINNEBA	815-398-21483488	DCH	07		6/24/2010	00/00/0000	0	0	0
14	ABBEY	NATASHA	8415 S WA CHICAGO	IL		61107	4744	WINNEBA	815-398-21483488	DCH	03		10/13/2008	7/25/2011	8	8	4
15	ABBEY	NATASHA	8415 S WA CHICAGO	IL		61107	4744	WINNEBA	815-398-21483488	GDC	01		7/25/2011	7/25/2014	12	12	4
16	ABBOTT	SHERRIE	1037 21ST EAST	IL		61107	4744	WINNEBA	815-398-21483488	DCH	01		1/15/2011	1/15/2014	6	0	0
17	ABBOTT	ABBOTT	710 E 16TH STERLING	IL		61107	4744	WINNEBA	815-398-21483488	DCH	03		12/7/2007	9/16/2009	8	3	0
18	ABBOTT	HESTER	2901 BETH ZION	IL		61107	4744	WINNEBA	815-398-21483488	DCH	33		8/12/2002	6/12/2003	6	4	0
19	ABBOTT-WALK	CARF	529 S 7TH DEKALB	IL		61107	4744	WINNEBA	815-398-21483488	DCH	03		11/30/2003	10/11/2005	6	0	0
20	ABDUL	ANEESA	9409 S SAI CHICAGO	IL		61107	4744	WINNEBA	815-398-21483488	DCH	03		5/14/2004	8/18/2006	8	4	4
21	ABDUL JAI	ABDUL JAI	127 S COM BOLING	IL		61107	4744	WINNEBA	815-398-21483488	DCH	01		6/7/2010	6/7/2013	6	0	0
22	ABDUL-WAARITH	AARON	9409 S SAI CHICAGO	IL		61107	4744	WINNEBA	815-398-21483488	GDC	12		8/18/2009	8/18/2012	12	12	4
23	ABDULLAH	FAREE	9005 S YAT CHICAGO	IL		61107	4744	WINNEBA	815-398-21483488	DCH	01		9/28/2010	9/28/2013	6	6	4

DCFS Active License Status Codes

- 01 Issue License, Amend License, Transfer License
- 12 Pending Renewal Application
- 13 Pending New Entity
- 14 Pending Address Change Application
- 37 Permit

DCFS Active License Status Codes(Less Common)

- 09 Pending Revocation
- 16 Successor Application
- 18 Provisional to Full
- 19 Amend Permit
- 35 Conditional License
- 38 Provisional License

New DCFS License Status Codes

- As new active license status codes are added by DCFS, ISBE adds the code to the payable status for ISBE/IWAS database.

DCFS Pending Codes

- A pending code indicates that a provider is “pending” a change and DCFS is aware but has not finalized the approval of the change. The code indicates the provider is still qualified to participate. The previous license continues to be valid during the pending period.
- Exception: Pending code 13.

DCFS Licenses For Joint Providers

- A DCFS license issued with two names means that both individuals are jointly responsible for the day care and therefore must be jointly responsible for the CACFP.
- **Pending Code 13 (Entity change)** can indicate a new name is being added to the license or one of the existing licensees is being removed.
 - Only the original license and original license period qualify the provider until the new entity license becomes active.

Joint Names On License

- Both names must be listed on the ISBE site file when submitted to ISBE for approval.
- Both are responsible for the license and therefore the day care.
- CACFP reimbursement checks must be made to both individuals, jointly.

New Procedure

- ISBE has issued the *Adding licenses with Joint Names instructions* to facilitate these dual names in our existing system.

Adding Joint Names To IWAS: **Same Last Name**

John Doe (Name) and Jane Doe (Name-B)

- Enter into IWAS

- First Name field

John and Jane

- Last Name field

Doe

Reference: Adding Sites with Joint Provider DCFS Licenses

Adding Joint Names

To IWAS: **Different Last Names**

John Doe (Name) and ***Jane Alexander*** (Name-B)

- Enter into IWAS

- First Name field
- Last Name field

John

Doe and Jane Alexander

Reference: *Adding Sites with Joint Provider DCFS Licenses*

Changing IWAS For Existing Providers With DCFS Licenses With Two Names

- **Effective 11/1**, all sponsors were required to add the additional name to the IWAS file.
- ISBE reviewed and approved the existing added name for all existing DCFS licensed providers.

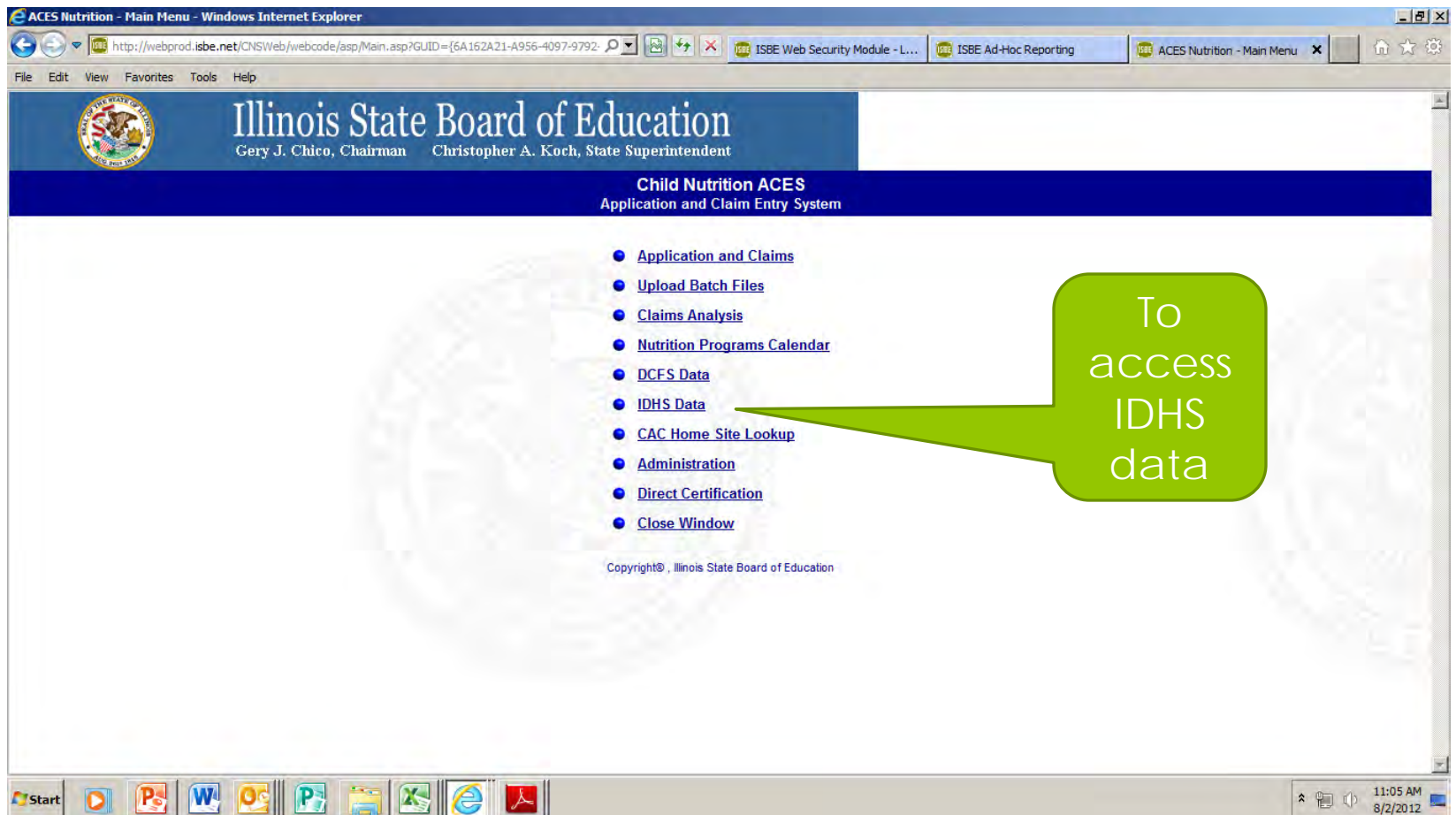
For All New Site Files Effective 11/1/12

- When the license in the DCFS data has two names (Name and Name B) the provider site files must be submitted with both the Name and Name-B or ISBE will not approve the file for participation.

IDHS Qualifying Criteria

- A provider qualifying by IDHS must show as true in the IWAS – IDHS data.
 - 764- Day Care Home Exempt from Licensing
 - 765- Relative(Exempt from Licensing). Care provided in the home of a relative. (Not the home of the child.)
- Updates of IDHS data are received monthly for the end of the previous month.
- Providers with expiring IDHS accounts are automatically updated to IWAS as inactive effective the end of the prior month.

IWAS IDHS Data



The screenshot shows a web browser window titled "ACES Nutrition - Main Menu - Windows Internet Explorer". The address bar displays the URL: <http://webprod.isbe.net/CNSWeb/webcode/asp/Main.asp?GUID={6A162A21-A956-4097-9792-}>. The browser tabs include "ISBE Web Security Module - L...", "ISBE Ad-Hoc Reporting", and "ACES Nutrition - Main Menu".

The website header features the Illinois State Board of Education logo and the text "Illinois State Board of Education" with "Gery J. Chico, Chairman" and "Christopher A. Koch, State Superintendent" listed below. A blue banner reads "Child Nutrition ACES Application and Claim Entry System".

A list of links is displayed in the center:

- [Application and Claims](#)
- [Upload Batch Files](#)
- [Claims Analysis](#)
- [Nutrition Programs Calendar](#)
- [DCFS Data](#)
- [IDHS Data](#)
- [CAC Home Site Lookup](#)
- [Administration](#)
- [Direct Certification](#)
- [Close Window](#)

A green callout bubble points to the "IDHS Data" link, containing the text: "To access IDHS data".

At the bottom of the page, it says "Copyright© , Illinois State Board of Education". The Windows taskbar at the bottom shows the Start button and various application icons, with the system clock indicating 11:05 AM on 8/2/2012.

IWAS- IDHS

ISBE Ad-Hoc Reporting - Windows Internet Explorer

http://webapps.isbe.net/Reporting/Ad-HocReport.aspx

File Edit View Favorites Tools Help

Illinois State Board of Education

IDHS Data

RETURN TO START ISBE HOME LOGOFF

Next >> Help Show Criteria

Criteria Page 1 of 1

Enter the desired criteria to limit the records returned.
* Leave non-applicable fields blank.

Data Field	Operator	Criteria
ISBE IDHS Data ID	Equal to	
IDHS Code	Equal to	
Provider Code	Equal to	
Sponsor Name	Equal to	
ISBE Site Number	Equal to	
Provider Name	Equal to	
Street	Equal to	
City	Equal to	
State	Equal to	
Zip	Equal to	
Cnty	Equal to	
Phone Number	Equal to	
Fax Number	Equal to	
Email	Equal to	
Active	Equal to	
Date of Active Status	Equal to	
Date Added to Cms	Equal to	
User Last Updated	Equal to	
Date Last Updated	Equal to	

Field to Field Compare

Screens 1 and 2
Enter parameters
then Next...

ISBE Ad-Hoc Reporting - Windows Internet Explorer

http://webapps.isbe.net/sarp/Ad-HocReport.aspx

File Edit View Favorites Tools Help

Illinois State Board of Education

IDHS Data

RETURN TO START ISBE HOME LOGOFF

SESSION TIMEOUT 19:50

<< Back Process Request >> Help Show Criteria

Select the format to use when returning the records.

- ☐ Output to Screen
- ☐ Output as Delimited to Screen
- ☒ Output to Excel CSV File
- ☐ Output to Delimited Downloadable File
- ☐ Output to Downloadable XML File

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am and 5:00pm, Monday through Friday.
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Enter
output
method
then
Process

Result

Microsoft Excel - IDHSDData.csv

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11

General

AutoSum Fill Clear Sort & Find & Select

ISBE IDHS Data ID

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
	ISBE IDHS	IDHS Code	Provider C	Sponsor N	ISBE Site	Provider	Street	City	State	Zip	Cnty	Phone Nu	Fax Numb	Email	Active	Date of Ac	Date Adde	User Last	Date Last Updated		
1	8296	400276041	765'			DOZIER TA	786 GABRI	SPRINGFIE	IL	62712'	SANGAMC	2174988206'			FALSE	#####					
2	55027	548551277	764'			WILLIAMS 8685	OAKI	SPRINGFIE	IL	62712'	SANGAMC	2175534825'			FALSE	#####					
3	55257	680432502	765'			OSBORNE 1101	MILD	SPRINGFIE	IL	62712'	SANGAMC	2175534685'			FALSE	#####					
4	58562	221176497	764'			ONEAL AL	7720 HUN'	SPRINGFIE	IL	62712'	SANGAMC	2175294948'			FALSE	#####					
5	59462	745143627	764'			MAY HEID 1124	OLD I	SPRINGFIE	IL	62712'	SANGAMC	2175296106'			FALSE	#####					
6	65365	181479365	765'			CONOVER 3304	LAUX	SPRINGFIE	IL	62712'	SANGAMC	2175850691'		SANDICOI	TRUE	#####					
7	68268	78822538C	764'			SANDERS 3613	SATII	SPRINGFIE	IL	62712'	SANGAMC	2176528265'			TRUE	#####					
8	80390	834092003	764'			LOHMAN , 33	LONGV	SPRINGFIE	IL	62712'	SANGAMC	2174988106'			FALSE	#####					
9	87591	413944742	762'			HAMMON 1034	MAR	SPRINGFIE	IL	62712'	SANGAMC	2174164197'			FALSE	#####					
10	115769	307610787	764'			MILLER CH	1644 TORB	SPRINGFIE	IL	62712'	SANGAMC	2172414199'			FALSE	#####					
11	117853	186451991	764'							62712'	SANGAMC	217			FALSE	#####					
12	140946	87617799C	764'							62712'	SANGAMC	217			TRUE	#####					
13	144647	19296192C	765'							62712'	SANGAMC	2176917789'			FALSE	#####					
14	147776	57152178E	764'							62712'	SANGAMC	2173612287'			FALSE	#####					
15	155826	376828751	765'							62712'	SANGAMC	2174987139'			TRUE	#####	#####	family5	#####		

Ready

11:17 AM 8/2/2012

"True" indicates the provider is qualified to participate.

Tiering

- Sponsoring organizations are responsible for determining funding eligibility of family day care homes.
- Refer to Webinar: *Tiering* on the ISBE Family Day Care Homes Website

http://www.isbe.net/nutrition/htmls/daycare_home.html

When Is A New Provider's Application File Ready To Be Submitted To ISBE For Approval?

- Introductory Visit has been conducted
- Sponsor/Provider Agreement has been signed
- Completed and signed site information
- Confirmed qualifying criteria
- Completed Tiering determination

Approval By ISBE

- Verification that provider is not currently participating with another sponsor in the current fiscal year.
- Verification of qualifying criteria: DCFS or IDHS.
- Verification that provider is not Seriously Deficient(SD) or on the National Disqualified List(NDL).
 - Joint names on DCFS license- both individuals must be submitted and checked.

Maintaining Provider Activity

- Changes To Provider's Site Application
- Inactivating Providers
- Reactivating Providers

When Should The Site Application Be Updated?

- Name changes.
- Address changes.
- Phone number changes.
- Changes in days or hours of operation.
- Change in meal services to be claimed.
- Changes in the program qualifying criteria.
- Changes in the activity of the provider.

What Is The Sponsor's Responsibility To ISBE

- Provider site information must be current and accurate.
- Sponsor providers files must be updated to IWAS at a **minimum**, twice a month.
- Sponsor must be sure all **active** providers roll into the sponsor's IWAS record each fiscal year.
 - Sponsor's **must not rollover inactive** providers to the new fiscal year.
- Sponsor's must **promptly inactivate** providers after 3 months of inactivity.

Sponsor's Responsibility For Inactivation Of Providers

- If a provider is inactive for three months or more,
 - And in good standing, the Sponsor's responsibility is to make the provider inactive in the ISBE-IWAS system.
 - If in corrective action, or owes funds to the CACFP,
 - Upon discovery of inactivity of the provider, the serious deficiency process must be completed.
 - Provider in the serious deficiency process (to include corrective action) must satisfy the deficiency through the sponsor discovering the deficit PRIOR to transfer to another sponsor.

How Does A Sponsor Make A Provider Inactive?

- Change the operation period.
- Changes the number of days of participation by month.

Example In IWAS

Child Nutrition System Site Application - Windows Internet Explorer

http://webprod.isbe.net/CNSWeb/webcode/asp/CACHSiteApplication.asp?Num=574238&Agreh

File Edit View Favorites Tools Help

/. SERIOUSLY DEFICIENT (ISBE use only)

APPLICATION DETAILS

Beginning Date:	10/01/2011
Closing Date:	06/11/2012
CHANGE SITE LICENSE TYPE TO	DCFS Licensed
License Effective Date:	09/27/2009
License Expiration Date:	09/27/2012
License Number:	458471
License status code:	01
License status description:	Issue License (IL), Amend License(AL), Transfe
License data last changed:	09/29/2011
ISBE/IDHS Data ID:	
IDHS Code:	
Day: 4 Extended: 4 Night: 0	Last changed: 09/29/2011
Day Care Home	

10. DCFS/MILITARY INFORMATION (Complete if Applicable)

ISBE/IDHS Data ID:

IDHS Code:

Day: Extended: Night: Last changed: 09/29/2011

Day Care Home

Provide the exact number of days food service is offered each month.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oct 21	Nov 22	Dec 22	Jan 22	Feb 21	Mar 22	Apr 21
May 23	Jun 7	Jul 0	Aug 0	Sep 0		

Own Children (residing in home under the age of 13)

Foster Children

Start

11:52 AM 8/2/2012

Provider Non- Compliance Avoidance

- Providers may attempt to avoid further serious deficiencies by becoming inactive.
- The Provider In the Serious Deficient process cannot be made inactive.

If SD process is followed,

- When becoming re-active in a subsequent fiscal year. the ISBE IWAS file indicates the status.
 - The SD or terminated record (NDL) remains in the IWAS system regardless of the year of re-entry.
- Prevents a serious deficient provider from re-entry without correction of the deficiencies through the initial sponsoring organization.

Re-Activating During The Same Fiscal Year.

- *If a provider leaves or becomes inactive with their sponsoring organization during the fiscal year, then at a later date wishes to participate again, the **provider must return to their original sponsor** or wait until the beginning of the next fiscal year.*
- Exception only-Termination for Convenience
 - Must be approved by ISBE

Reference: ISBE Nutrition Programs Procedures and Guidance-510 Outreach and Recruitment

Re-Activating Providers

- If provider re-activates:
 - Within the fiscal year, sponsor changes dates in IWAS.
 - In subsequent years, sponsor submits provider as a new providers using the prior ISBE site number.
- ISBE must approve the provider to re-enter.

IWAS Example Reactivation

Child Nutrition System Site Application - Windows Internet Explorer

http://webprod.isbe.net/CNSWeb/webcode/asp/CAHSiteApplication.asp?Num=43063&Agreh

ISBE Web Security Module - A... Child Nutrition System Site... ISBE Ad-Hoc Reporting

File Edit View Favorites Tools Help

7. SERIOUSLY DEFICIENT (ISBE use only)

ICATION DETAILS

Beginning Date: 03/27/2012

Closing Date: 09/30/2012

SITE LICENSE TYPE TO: DCFS Licensed

License Effective Date: 03/09/2012

License Expiration Date: 03/09/2015

License Number: 513515

License status code: 01

License status description: Issue License (IL), Amend License(AL), Transfe

License data last changed: 03/26/2012

11. IDHS INFORMATION (Complete If Applicable)

ISBE/IDHS Data ID:

IDHS Code:

12. LICENSE CAPACITY

Day 4 Extended 0 Night 4 Last changed 03/26/2012

TYPE OF HOME

Day Care Home

14. OPERATING DAYS PER WEEK

Mon Tue Wed Thu Fri Sat Sun

15. DAYS OF SERVICE: Provide the exact number of days food service is offered each month.

Oct 0 Nov 0 Dec 0 Jan 0 Feb 0 Mar 5 Apr 30 May 31 Jun 30 Jul 31 Aug 31 Sep 30

Own Children (residing in home under the age of 13)

3

Enter Children

Start

11:27 AM 8/3/2012

Add the Beginning and end dates of operation

Add the monthly days of service

Approval of Reactivation

- ISBE approves files that are received by 7:30AM each Tuesday.

Transfer Of Providers Between Sponsors

- Provider Responsibilities
- Sponsor Responsibilities
 - Sponsor receiving Transferring Provider
 - Original Sponsor

Sponsor's Responsibility

- Sponsoring organizations are required to have a transfer/move policy in each provider's handbook.

Reference: ISBE Nutrition Programs Procedures and Guidance-510 Outreach and Recruitment

Provider's Responsibility

Sponsor/Provider Agreement #24

Child and Adult Care Food Program SPONSORING ORGANIZATION/PROVIDER PERMANENT AGREEMENT

RIGHTS AND RESPONSIBILITIES OF THE SPONSORING ORGANIZATION

In accordance with Child and Adult Care Food Program (CACFP) regulations, the sponsoring organization agrees to:

1. Comply with provisions of CACFP 7 CFR Part 226.

RIGHTS AND RESPONSIBILITIES OF THE PROVIDER

In accordance with Child and Adult Care Food Program regulations, the provider agrees to:

1. Enter into agreement with only one sponsoring organization that is either a public or a private nonprofit organization participating in the CACFP.

24. Follow the state agency's policy that restricts the transfer of day care home providers between sponsoring organizations during a fiscal year. Day care home providers are allowed to change sponsoring organizations at the end of the fiscal year (September 30) only if there is a valid reason for the change. The provider must notify their sponsor in writing that they wish to transfer to another organization. This notification must be completed no later than September 10 each fiscal year.

The provider and the sponsor agree this is a permanent and binding agreement and can be terminated by either party with written notice for cause or convenience or subject to stipulations by the State agency. Failure to comply with any of the terms of this agreement may result in loss of reimbursement to the provider, which could include suspension and/or termination of the agreement and disqualification of future CACFP participation.

CERTIFICATION

We certify we will comply with the rights and responsibilities outlined in this Agreement. The provider certifies he/she is not participating in the CACFP under any other sponsoring organization. The provider understands this Agreement is for the receipt of federal funds and deliberate misrepresentation may subject him/her to prosecution under applicable state and federal criminal statutes. The provider also understands CACFP payments are contingent upon availability of federal funds.

NAME AND ADDRESS OF PROVIDER (Type or Print)	NAME OF SPONSORING ORGANIZATION (Type or Print)
DATE OF BIRTH	LICENSE NUMBER
SIGNATURE AND DATE OF PROVIDER	SIGNATURE AND DATE OF SPONSORING ORGANIZATION REPRESENTATIVE

SPONSOR—White
ISBE 68-49A (0908)

PROVIDER—Yellow

Provider's Requirement

- *A day care home provider must contact a sponsoring organization requesting to change sponsorship prior to September 10. This date never alters.*
- *The day care home provider must notify their current sponsor in writing telling them they will no longer participate with them as of September 30.*

Reference: ISBE Nutrition Programs Procedures and Guidance-510 Outreach and Recruitment

Sponsor Receiving The Transferring Provider

- *The new sponsoring organization must conduct a pre-approval visit (introductory visit) and submit the Site Information sheet to ISBE by the October 1 cutoff date.*
- *The new sponsoring organization should remind the provider to send a letter to their old sponsor notifying them of their end date and inform that if they do not follow this process it could affect their transfer.*

Reference: ISBE Nutrition Programs Procedures and Guidance-510 Outreach and Recruitment

Original Sponsor's Requirement

- *The original sponsor must submit a September 30 end date for the provider on their current year batch file before transferring their new fiscal year batch file in October.*
- *When submitting the new fiscal year batch file, no providers should appear on that batch file if they were inactive at the end of the previous fiscal year or transferring to another sponsor.*

Reference: ISBE Nutrition Programs Procedures and Guidance-510 Outreach and Recruitment

Training

- ◉ Required areas
 - ◉ Introductory visit requirements
 - ◉ Civil Rights
 - ◉ Ongoing training requirements
- ◉ Methods of Training
- ◉ Amount of Training
- ◉ Documentation of Trainings

Regulation 226.6 (2)B (4)

*(4) Sponsoring organization operations. A renewing sponsoring organization must document in its management plan that it will: (i) Provide adequate and regular **training of** sponsoring organization staff and **sponsored facilities** in accordance with §§ 226.15(e)(12)....*

Introductory Visit With Perspective Provider

- Provide overview of program and program requirements.
- Provider overview of sponsor.
- Provide initial training and sponsor's provider information packet for program compliance and all regulation required training areas.
- Copy of introductory visit form is a requirement of the Management Plan Permanent File.
 - Permanent File Attachment 18: Per-Approval Form

Initial Required Training Areas

Regulation 226.16 (d) 2

Training on Program duties and responsibilities to key staff from all sponsored facilities prior to the beginning of Program operations. At a minimum, such training must include instruction, appropriate to the level of staff experience and duties, on the Program's

- *meal patterns,*
- *meal counts,*
- *claims submission and review procedures,*
- *recordkeeping requirements,*
- *reimbursement system.*

Attendance by key staff, as defined by the State agency, is mandatory;

4 Week Review

- Required 4 weeks after the provider initial claim date:
 - Review the provider's records to assure program compliance.
 - Any errors and irregularities must be explained and documented.
 - Errors, such as serving meals with missing components, may not rise to the level of serious deficiencies for new day care homes (except fraudulent claiming situations).
 - Any ineligible meals discovered must be disallowed.

Civil Rights Training Requirement

Regulation FNS Instruction 113-1

The purpose of this Instruction is to establish and convey policy and provide guidance and direction to the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) and its recipients and customers, and ensure compliance with and enforcement of the prohibition against discrimination in all FNS nutrition programs and activities, whether federally funded in whole or not.

ISBE Civil Rights Requirements and Trainings

- **Mandatory Training**—Annual training is required so people involved in all levels of the CACFP understand all the civil rights requirements. Persons who must receive civil rights training are frontline employees/volunteers who interact with the children/students, including monitors and those who supervise frontline staff. We strongly recommend you use the trainings available on our website at http://www.isbe.net/nutrition/htmls/civil_rights.htm .

The presentations are saved in two different formats, PowerPoint or PDF, so there is a format that will work on all computers.

Civil Rights link on ISBE Website

The screenshot shows a Windows Internet Explorer browser window displaying the Illinois State Board of Education (ISBE) website. The address bar shows the URL http://www.isbe.net/nutrition/htmls/civil_rights.htm. The website header includes the ISBE logo, the name "Illinois State Board of Education", and the names of the Chairman and State Superintendent. A navigation menu is visible below the header. The main content area is titled "Nutrition Programs" and contains a section for "Civil Rights Compliance and Enforcement". This section has two sub-sections: "Civil Rights Requirements" and "Civil Rights Training Materials". A green callout bubble points to the "Civil Rights Compliance" link in the "Civil Rights Requirements" section. The "Resources" sidebar on the right lists various links, including "Calendar", "Child Nutrition Programs", "Civil Rights Compliance and Enforcement", "CNP Email Alerts Archive", "Contracts/Procurement for School-Based Child Nutrition Programs", "Data and Other Useful Information", "Food Recall Information", "Illinois Commodity System/USDA Food Distribution Programs", "Instructions for Online Applications and Reports", "Legislation, Regulations, and Policy", "Map—Illinois Nutrition Programs", "Monitoring and Program Requirements", "Newsletters", "Training Resources and Workshops", and "Contact Us". The bottom of the browser window shows the Windows taskbar with the Start button and several application icons.

Illinois State Board of Education
Gery J. Chico, Chairman
Dr. Christopher Koch, State Superintendent

ISBE Home Site Map Funding Opps IWAS ECS FRIS Inquiry Programs

Search ISBE:

Nutrition Programs

Civil Rights Compliance and Enforcement

- ☒ **Civil Rights Requirements**
 - ▶ CACFP Child and Adult Care Food Program
 - ▶ [Civil Rights Requirements and Training](#)
 - ▶ [Ethnic Race Data Collection Form](#)
 - ▶ [Form to Document Civil Rights Training](#)
 - ▶ [Notification Letters to Grassroots Organizations](#)
 - ▶ [Sample Complaint Form](#)
 - ▶ NSLP School-Based Child Nutrition Programs (National School Lunch Program, School Breakfast Program, Special Milk Program, and Seamless Summer Option)
 - ▶ SFSP Summer Food Service Program
- ☒ **Civil Rights Training Materials**
 - ▶ [And Justice for All Poster](#)—The civil rights poster is required to be displayed in a prominent location at each site where it is visible to all participants of Child Nutrition Programs. This is a temporary printable poster; please contact our office to receive a free poster(s). Contact us via email at cnr@isbe.net or by telephone at 800/545-7892 or 217/782-2491 to request a poster.
 - ▶ [Civil Rights Brochure](#)
 - ▶ [Civil Rights Training Documentation Form](#)—School Food Authorities (SFA) must provide civil rights training to their sub recipients, including front-line staff, on an annual basis. This sample form can be used to document your Civil Rights Training each year, must be maintained for Administrative reviews and must be kept on file for three years plus the current.
 - ▶ [Civil Rights Training PowerPoint Presentation for Program Administrators](#)

Resources

- ▶ Calendar
- ▶ Child Nutrition Programs
- ▶ Civil Rights Compliance and Enforcement
- ▶ CNP Email Alerts Archive
- ▶ Contracts/Procurement for School-Based Child Nutrition Programs
- ▶ Data and Other Useful Information
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- ▶ Training Resources and Workshops
- ▶ Contact Us

ISBE Family Day Care Homes Website

- Civil Rights teaching tools available on the Family Day Care Homes website:
http://www.isbe.net/nutrition/ppt/civil_rights_admin_trng0611.pdf

Ongoing Training Requirements

- Regulatory requirements
- Corrections of deficiencies
- Other training
 - Nutritional information
 - Other training areas

Ongoing Training Requirements

Regulation 226.16 (d) 3

Additional mandatory training sessions for key staff from all sponsored child care and adult day care facilities not less frequently than annually. At a minimum, such training must include instruction, appropriate to the level of staff experience and duties, on the Program's:

- meal patterns
- meal counts,
- claims submission and review procedures,
- recordkeeping requirements,
- and reimbursement system.

Attendance by key staff, as defined by the State agency, is mandatory.

Other Training Topics

- The sponsor may offer other training to increase the knowledge of the provider for the program:
 - Nutritional Education.
 - Any other training considered pertinent to the CACFP operation of the provider.

Acceptable Methods Of Training

- Provider meetings
- At the provider's home (monitoring reviews)
- Through newsletters
- Through webinars

Amount Of Training

- The sponsor must provide enough training to assure that the provider has sufficient knowledge to satisfactorily comply to required program compliance.
- Provider reviews by sponsor monitors, ISBE monitors and other governmental monitors provides attest to the provider's training.

Length Of Time Of Training

- ISBE recommends a **minimum** of 2 hours, annually.
- The initial visit to the provider should be a minimum of 2 hours.
- The 4 week review should be a minimum of 2 hours.
- Training may be provided at a review.
 - the **actual** time must be recorded on the review form.

Documentation of Trainings

- Provider
- Sponsor

Provider Documentation

- At a review, the provider must have documentation to support they have met the annual training requirement.
 - ISBE requires a minimum of 2 hours per year.
 - Copies of documentation to support the completed training.

Sponsor Documentation Of Training

- Sponsor must keep annual log of completed trainings and training time of the provider.
- Sponsor must keep documentation of the actual training materials offered to the providers:
 - Newsletters and answer key
 - Seminar agendas and related materials and/or PowerPoint outlines.

Training At The Review

- **Note:** Automatic assigning of training credit hours are prohibited based on the amount of time solely spent at the review. Annual training must be based on actual verifiable and documented training by sponsoring organization staff.

Annual Sponsor Requirement For Provider Training

- Provider Training Attachment 19 and 20
 - List training topics and dates that the topics were trained on
 - Topics to be covered to include:
 - Meal patterns
 - Meal counts
 - Claim submission and claim review procedures
 - Record keeping requirement
 - Program reimbursement system

Results Of Inadequate Training

- Meal deductions due to non-program compliance.
- Corrective action for provider for non-program compliance.
 - Repeat deficiency could result in serious deficiency or program termination.
- Insufficient training offered by the sponsor.
 - Repeat deficiency could result in serious deficiency or program termination for sponsorship.

Providers That Refuse Training

- USDA recommend that the sponsor not renew an agreement with a provider who does not complete mandatory training by the end of the year. The training requirement, and the consequence of not meeting it, should be clearly stated in the sponsor/provider agreement.
- ISBE Sponsor/Provider Agreement – Provider Responsibilities #3.
- The sponsor can deny and return a provider claim when the provider does not attend mandatory training.

Positive Results Of Training

- A provider that is properly trained in all areas of the CACFP should be able to comply to program regulations.
 - Less meal deducts and errors.
 - Less non program compliance at reviews.

In Summary

- As a sponsoring organization, the sponsor is responsible to the provider for all facets of the CACFP to include:
 - Entry into the program
 - Initial and ongoing training
 - Changes to the sponsor's daycare and operation

Sources

- ISBE Procedures and Guidance
 - 510 Outreach and Recruitment
 - 520 Provider Site Information
 - 530 Provider Training
- Adding Sites with Joint Provider DCFS licenses.
- Regulations 226

Questions?



Illinois State Board of Education
Nutrition & Wellness Programs
Day Care Home Program
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Springfield Illinois 62777-0001
(800)545-7892 or (217)782-2491
cnp@isbe.net