

Mealtime Minutes e-Newsletter

Administrative Handbook and Household Eligibility Applications: Requirement Updates for FY15

June/July 2014

Reminders / Due Dates

- ISBE will be closed **Friday, July 4**, in honor of Independence Day.
- Keep **e-mail addresses** current for the authorized representative and the contact person on the sponsor application.

Training Opportunities

- Refresher Trainings for CACFP will be held June 18 in Marion, June 25 in Northbrook, July 15 in Springfield, and July 17 in Alsip. Register online at www.isbe.net/nutrition.
- Webinar trainings and online module trainings are available at <http://www.isbe.net/nutrition/htmls/workshops.htm>.

View them any time and as often as needed!



Annually, all Child Care Centers and Head Start, Outside School Hours and Pre-K programs must use the most recent Household Eligibility information, updated per USDA requirements.

The [Administrative Handbook for CACFP](#), Chapter 5: Enrollment and Eligibility, has been updated, effective July 1, 2014. The revised ISBE Household Eligibility Application (HEA), Enrollment Form, and Parent Letter including instructions are available on the website at http://www.isbe.net/nutrition/htmls/forms_cacfp.htm. A checklist has

been included this year to help each institution ensure all FY15 eligibility information is completed.

Each Sponsoring Organization now has a choice regarding the effective date of HEAs. **One** of the following methods must be selected for all HEAs:

1. The determining official for the sponsor or independent center signs and dates the HEA form. The date the determining official signs the application is the date certifying the child's (children's) eligibility. For claiming purposes, the effective date may be made retroactive back to the first day the child participates in the CACFP as long as it occurs in the same month in which the child's eligibility is certified.
2. The date the parent or guardian signed the HEA is the date certifying the child's (children's) eligibility. For claiming purposes, the effective date may be made retroactive back to the first day the child participates in the CACFP as long as it occurs in the same month in which the child's eligibility is certified.
3. The date the household submitted the application is the date certifying the child's (children's) eligibility. The institution must have a method to document the date the application was submitted such as a date stamp. For claiming purposes, the effective date may be made retroactive back to the first day the child participates in the CACFP as long as it occurs in the same month in which the child's eligibility is certified.

Q & A

Q: Our organization selected the date the parent or guardian signed the household eligibility application as our method determining the effective date certifying the child's eligibility, but one of our HEA's didn't have a parent signature and date. What do we do?

A: This HEA is incomplete. You may give this HEA back to the parent to complete and then certify the child's eligibility according to the date the parent signed the application, or mark as denied and claim in the paid category.

Income Eligibility Guidelines

New Income Eligibility Guidelines will be effective July 1, 2014 through June 30, 2015, and are posted on the ISBE website to assist with determining eligibility for household income applications.

They can be found online at http://www.isbe.net/nutrition/PDF/EG_15.pdf.



Annual Requirements Checklist — Be sure to maintain the correct records and training for your staff:

- ✓ Ensure an Annual CACFP Enrollment Form is up to date and on file for each child in care (Exempt At-Risk After-School Snack/M meal programs or emergency shelters)
- ✓ Access the Electronic Direct Certification System to identify children receiving SNAP and TANF benefits (These children's meals and snacks are then eligible in the free category)
- ✓ Distribute Parent Letter with instructions, along with the HEA to all children not identified through Direct Certification. (Exclusions: Head Start/Even Start, At-Risk After-School Snack/Supper program, or Emergency Shelters)
- ✓ Train staff on CACFP requirements
- ✓ Train staff on Civil Rights requirements

How are you using the *Recipes for Healthy Kids* cookbooks?



Did your sponsoring organization receive a copy of the *Recipes for Healthy Kids* cookbook yet? If so, we'd love to know which recipe(s) you have tried. Which ones were your favorites? Which recipes did the children like the best? Which may not have been your favorites? Which will you include in your menus? Did you include the children in any of the preparation?

Please share your results from trying these recipes by sending your comments. If you have any pictures, we'd like to see them as well. Please email your comments to cnp@isbe.net and include that you used the child care "center" recipes in your email.

USDA Memo: Sharing Aggregate Data to Expand Program Access

USDA Memo [CACFP 11-2014](#), Sharing Aggregate Data to Expand Program Access and Services in Child Nutrition Programs, reminds sponsoring organizations about data sharing requirement and opportunities.

Generally, aggregate data on the percentage of children eligible for free and reduced-price meals is considered public information.

This data includes average daily participation, number of meals served, site and sponsor information, aggregate free and reduced-price eligibility percentages and aggregate enrollment data.

Sharing of aggregate data is at the discretion of the Child Nutrition operator, but sharing of the data to assist underserved areas and expand participation may be helpful.

Always remember data relating to individual children is strictly regulated.

See the Frequently Asked Questions section of the memo for more details.



New! Nutrition Notes for Parents Newsletter

The Nutrition and Wellness Programs Division of the Illinois State Board of Education recently published the first issue, Spring 2014, of the *Nutrition Notes for Parents* e-newsletter.

Articles included Parenting Tips from the Illinois Early Learning Project and an At Home Parent Booklet called Dig In!. We hope you had a chance to read it, enjoy, and share with others.

If you have any questions, or would like more information, please email cnp@isbe.net or call 800/545-7892 or 217/782-2491.

If you or a parent would like to be added to the Listserv, sent a request e-mail to: nutripar-join@list.isbe.net, and type only the email address to be added in the message section. Leave the subject line blank. A confirmation will be sent to the email address provided.

For questions regarding Listserv, please email cnp@isbe.net.

Quick Link:

The Governor's Office of Early Childhood Development (OECDD) leads the state's initiatives to create an integrated system of quality, early learning and development programs to help give all Illinois children a strong educational foundation before they begin kindergarten.

More information and useful resources can be found online at <https://www2.illinois.gov/gov/OECD/Pages/default.aspx>.

Best Practices Spotlight: Audit, Ughh!!! Five Simple Steps to a Stress-Free CACFP Audit

One of our ISBE auditors selected Tess McKenzie, who owns two day care centers, to highlight her Best Practices this month. She operates a successful, organized CACFP program. Tess received notice that it was time for her first annual CACFP audit, and asked herself, "How was I to present so much important information in a friendly organized manner?" Let's take a look at her tips for a successful audit:



Step 1/Binder 1 — Monthly Documents (1 binder each month): Print 12 copies (October-September) of the [CACFP Monthly Document Checklist](#). Each item is placed in a protective sleeve, inserted in a one-inch binder.

Step 2/Binder 2 — Monthly Attendance (1 binder each month): Attendance sign-in sheets for each month, by class, are placed in protective sleeves.

Step 3/Binder 3 — HEA's, Enrollment forms, and Infant Waivers: The third binder includes the current Master List by class, completed and approved HEAs, Annual Enrollment Forms, and Infant Waivers — ordered by child, by class.

Step 4/Binder 4 — Annual Civil Rights Training: The front section of this binder has Civil Rights Compliance and Enforcement Training for Administrators. The back section of the binder has Civil Rights Compliance and En-

forcement Training for Frontline Staff.

Step 5/Binder 5 — Sponsor Document Binder: Binder 5 includes the Annual Approval Letter, Site Information, Site Application, Sponsor Budget, Annual Parent Letter, Annual Financial Report, DCFS License, Organizational Chart, Corporate By-Laws, Ethnic & Racial Data Collection Document, Monitor Review Form for Sponsors, Mealtime Minutes, CACFP Monitor/Audit Reports, and all CACFP correspondence.

Storage: Three wing-lid file boxes are used to store the binders: one for the monthly document checklist; one for the monthly attendance; and one for the HEAs/Infant Waivers/Annual Enrollment Forms, Civil Rights Training, and CACFP Sponsor Documents.

Organization Tips:

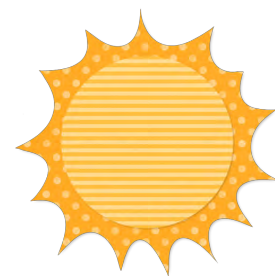
- ◆ As children enroll, they have an HEA/Enrollment/Infant Waiver in the school enrollment file. Staff sits down with each parent to assist with this process.
- ◆ On the last day of each month, a list is generated of students who will be enrolled in each classroom. That list is used to create Meal Participation Records and the Master List. Behind each master list, we place each child's HEA/Enrollment/ Infant Waiver and place in a sleeve.
- ◆ For each dropped student, a note is placed in the sleeve with the month/year. This way if the auditor wants to look at the previous month, we can easily locate the former children's HEA/ Annual Enrollment.
- ◆ Every Friday, our monitor goes to each site to reconcile mathematical errors and complete the meal recap for the week.
- ◆ On the last day of the month, I review all MPRs and recap to ensure there are no errors.
- ◆ When inputting the claim, three people are checking and rechecking to ensure accurate counts are recorded.



At-Risk Afterschool Meals and SFSP Comparison Chart Posted

A new At-Risk After-School Meals and SFSP Comparison Chart has been posted under **Program Fact Sheets** on the CACFP Forms, Documents, and Resources webpage at http://www.isbe.net/nutrition/htmls/forms_cacfp.htm.

The chart highlights the differences between the CACFP's At-Risk Afterschool Meals and the Summer Food Service Program to help sponsoring organizations transition into either program.



Sharing CACFP Best Practices: Offer Foods Low in Solid Fats



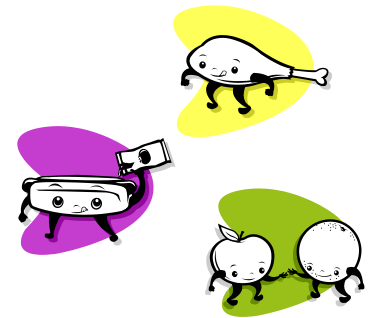
Fats and oils can be part of a healthful diet for young children because they provide a source of energy for children to grow and play. It's important to remember, though, that children can fill up on extra calories from solid fats and not get the nutrients they need to grow and be healthy. The type and amount of fat consumed makes a difference — meals can be made more nutritious by offering children fewer foods high in solid fats, and replacing solid fats with healthy oils.

A solid fat, such as butter, holds its shape at room temperature. Healthy oils are liquid at room temperature, and come from many different plants and fish. Compared to solid fats, oils are a good source of healthy unsaturated fats and are generally cholesterol-free.

The *2010 Dietary Guidelines for Americans* [notes](#) that for most people, no more than about 5 to 15 percent of calories from solid fats and added sugars can be reasonably accommodated in the USDA Food Patterns. The Center for Disease Control and Prevention [reports](#) that empty calories from added sugars and solid fats contribute to 40 percent of daily calories for children and adolescents aged 2–18 years, affecting the overall quality of their diets. Approximately half of these empty calories come from six sources: soda, fruit drinks, dairy desserts, grain desserts, pizza, and whole milk.

Extra calories from solid fats make it harder for children to grow at a healthy weight. To help reduce the amount of solid fats consumed by the children in your care, try these tips from the [Provider Handbook for CACFP's](#) tip sheet, "Build a Healthy Plate with Options Low in Solid Fats":

- ✓ Choose the leanest ground meats possible (including beef, pork, chicken, and turkey), preferably meats labeled "90 percent lean" or higher. The higher the percent number, the lower the amount of solid fats in the meat.
- ✓ Offer processed foods like fried fish sticks, chicken nuggets, hotdogs, and fried white potatoes as occasional choices (once weekly), not everyday choices.
- ✓ Make fruit the choice for dessert. Cakes, cookies, and pies are often made with solid fats. When making baked desserts, replace some of the butter with applesauce or yogurt.



Annual School Wellness Recognition Conference a Success!



Thank you to all attendees and presenters of the 7th Annual School Wellness Recognition Conference for making it a huge success.

The conference, sponsored by the Illinois State Board of Education and Illinois Action for Healthy Kids, was held in Champaign on Wednesday, April 30, 2014, and consisted of 15 presentations that broadly covered topics specific to nutrition and wellness.

New to the conference this year was a track for Early Childhood programs, which included two sessions:

- *Opportunities for Wellness in the Early Childhood Setting*, by Samia Hamdan, MPH, RDN, Senior Nutritionist, USDA Food and Nutrition Service; Deloris Walker, MPH, CHES, Extension Educator – Illinois Nutrition Education Program, University of Illinois Extension; and Valissa Sutton, RN LDN, Consultant Dietitian. This session provided best practices and resources for providers to implement nutrition education and physical activity in the early childcare environment.
- *We Choose Health – Assessing Nutrition and Physical Activity In Child Care Settings*, by Tiffany Kerr, Illinois Network of Child Care Resources and Referral Agencies (INCCRRA). This session focused on the We Choose Health Training Series, created from the Nutrition and Physical Activity Self-Assessment for Child Care (NAP SACC) to improve the health and well-being of children in rural communities throughout the state of Illinois.

The presentations from each session will be posted online soon, and a CNP e-mail notification will be sent with details.



Q & A

Q: What are a sponsoring organization's responsibilities for training on Civil Rights?

A: Institutions participating in the USDA-funded CACFP must not discriminate in the operation of the Program and activities on the basis of race, color, national origin, sex, age, or disability. CACFP Sponsoring Organizations are responsible for annual Civil Rights training of frontline staff and volunteers, including anyone who interacts with program applicants or participants, and those persons who supervise frontline staff. We strongly recommend using the trainings available on our website at http://www.isbe.net/nutrition/htmls/civil_rights.htm. The Documentation of Training form (found online at http://www.isbe.net/nutrition/pdf/67-25_training_form.pdf) should be completed and kept on file for any Civil Rights or CACFP training that is conducted. More information about Civil Rights responsibilities, including specific training topics, is provided in Chapter 8 of the [CACFP Administrative Handbook for Child Care Centers](#).

Q: My WINS Dashboard looks different. What changed?

A: Data for the Sponsor's homepage in WINS has been moved into tabs to speed up loading the webpage. All of the same data is there; it's just in a different spot. Instead of scrolling down the page for each component, the information is available by clicking on the appropriate tab. ISBE programmers hope to make further enhancements in the future to increase ease of use on this page.

Check it Out! Resources, Publications, Media Clips

Free Food Safety Training Resources Available



Child care providers protect the health of children by serving wholesome foods in clean and safe ways. NFSMI has online lessons that address safety and sanitation in preparing and serving meals to the children in your care. The "Grab and Go Lessons" are available online at <http://www.nfsmi.org/ResourceOverview.aspx?ID=205>.

The lessons have been developed specifically for the child care center and family day care home. Other helpful resources include the [Serving Safe Food in Child Care](#) resources, [webinar series](#), and an [online course](#).

Your Let's Move! Gardening Guide

Growing your own fruits and vegetables is a great way to teach kids about where food comes from and incorporate fresh, healthy foods into your favorite family meals.

Check out the Gardening Guide online at <http://www.letsmove.gov/gardening-guide> for checklists with everything needed to get planting.



U.S. Report Card on Physical Activity for Children and Youth Released

The first [U.S. Report Card on Physical Activity for Children and Youth](#) was released Tuesday, April 29, 2014, by the National Physical Activity Plan Alliance (NPAPA) in collaboration with its organizational partner, the American College of Sport Medicine (ACSM), during a briefing held in collaboration with the Congressional Fitness Caucus in Washington, D.C.

The primary goal of the 2014 U.S. Report Card on Physical Activity for Children and Youth (the Report Card) is to assess levels of physical activity and sedentary behaviors in American children and youth, facilitators and barriers for physical activity, and related health outcomes. The Report Card is an authoritative, evidence-based document providing a comprehensive evaluation of the physical activity levels and the indicators influencing physical activity among children and youth in the United States (U.S).

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