

## CHILD AND ADULT CARE FOOD PROGRAM

# Mealtime Minutes e-Newsletter

June / July 2015

### New Household Eligibility Applications for FY16

Annual CACFP Enrollment and Household Eligibility information for FY16 is now available on the website at [http://www.isbe.net/nutrition/htmls/forms\\_cacfp.htm](http://www.isbe.net/nutrition/htmls/forms_cacfp.htm). Due to [CACFP Memo 07-2014](#), Guidance on Income Eligibility Determinations and Duration – Reissued, updates on the effective date determinations on Household Eligibility Applications (HEA) must be implemented for fiscal year 2016.

All CACFP institutions must select ONE method to determine and make effective all household eligibility applications:

◆ **All CACFP participants may select:** The date the sponsor or independent center signs the application as the effective 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.

◆ **Only non-school facilities may select:** The date the parent or guardian signs the application as the effective date certifying the child's (children's) eligibility. However, if the date of parent signature is not within the month of certification or the immediately preceding month, the effective date must be the date of certification by the sponsor or independent center.

This option is only allowed for institutions not participating in National School Lunch Program (NSLP).

...FY16 HEAs continued on page 2

### CACFP Healthier Meals Cooking Class



Debra Bynum attended a Healthier Meals Cooking Class at Kendall College in Chicago. Thank you to Debra for providing these wonderful pictures to share with our readers!

Due to the success of these fun and informative classes, **we have scheduled even more free classes in June!** Prepare and taste-test nutritious snacks and menu items that appeal to children while using more whole grains, fresh fruits and vegetables.

Responses about what attendees like most about the class include:

- ◆ The hands-on experience
- ◆ The instructor's simple directions and passion to make the next generation healthy
- ◆ Tasting the food we prepared
- ◆ The small class size
- ◆ Learning correct knife skills



To join us, follow the link at <http://www.isbe.net/nutrition/default.htm>. Review the agenda and then register for the CACFP Healthier Meals Cooking Class that fits your schedule. Space is *limited* so sign up now!

#### Reminders / Due Dates

- ISBE offices closed in honor of Independence Day on Friday, July 3, 2015.

#### Training Opportunities

Register online for the following in-person trainings at [www.isbe.net/nutrition](http://www.isbe.net/nutrition), under Workshops:

- **NEW DATES!** Don't miss out on the CACFP Healthier Meals Cooking Class.
- CACFP Center Administrative Overview workshops will be held:
  - \* June 16 – Marion
  - \* June 30 – Alsip
  - \* July 9 – Rockford
  - \* July 21 – Fairview Heights
  - \* August 18 – Champaign
  - \* August 19 – Lisle



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## New USDA Memos:

Unless otherwise noted, the following USDA Memos can be found online at <http://www.fns.usda.gov/cacfp/policy>:

### Smoothies Offered in Child Nutrition Programs — Memo CACFP 05-2014 (v.2)



As fruit, vegetable, milk, and yogurt, smoothies are an increasingly common food item in the Child Nutrition Programs (CNP), the guidance on smoothies has been modified. This memo replaces previous guidance on smoothies.

Milk may be credited toward the fluid milk requirement in smoothies prepared by program operators to meet meal pattern requirements for lunch and breakfast. Fruits and vegetables may be credited as juice\*

in smoothies prepared by program operators to meet meal pattern requirements for lunch and breakfast. Yogurt may be credited as a meat alternate in smoothie's prepared by program operators. Grains cannot be credited when served in a smoothie.

\*100% fruit or vegetable juice, and 100% fruit and vegetable juice blends and fresh, frozen, or canned vegetables. Pureed vegetables and fruits, when served in a smoothie, credit as juice, (i.e. not more than 50 percent of the daily offerings in the CACFP).

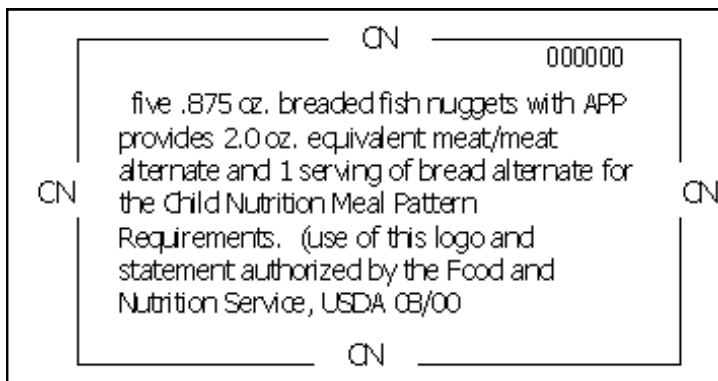
Refer to the [CACFP Memo 05-2014](#) (v.2) which includes additional Q and A's for guidance and clarification.

### Processed Product Documentation – Child Nutrition (CN) Labels, Product Formulation Statements – Memos CACFP 09-2015 and CACFP 10-2015

USDA recently released two [policy memos](#) related to the documentation requirements for processed products.

A *processed product* is a food item that combines two or more food components, such as a breaded chicken patty, which combines a grain/bread component with a meat/meat alternate component.

Valid and acceptable processed product documentation includes:



◆ The original Child Nutrition (CN) Label from the product carton; or

◆ A photocopy of the CN Label shown attached to the original product carton; or

◆ A photograph of the CN Label shown attached to the original product carton.

When none of the above is available, the sponsor may provide:

◆ A hard copy of the CN Label copied with a watermark displaying the product name and CN number provided by the vendor, along with the Bill of Lading (invoice) containing the product name; or

◆ An electronic copy of the CN Label with a watermark displaying the product name and CN number provided by the vendor, along with the Bill of Lading (invoice) containing the product name.

When none of the above is available, the sponsor may provide:

◆ The Manufacturer's Product Formulation Statement (PFS) on signed letterhead.

Check out the one page [Tip Sheet](#) with this information, for quick reference.

## HEA Applications for FY16 (Cont.)

◆ **Only schools participating in the NSLP may select:**

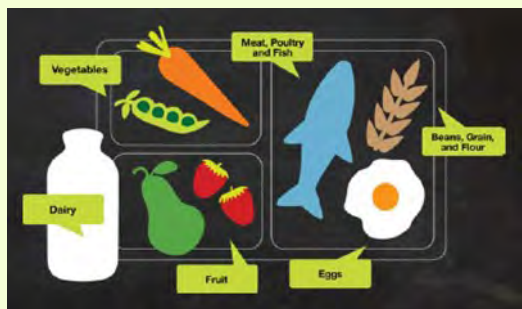
The date the household submitted the application as the effective date certifying the child's (children's) eligibility. The institution must have a method to document the date the application was submitted, such as a date stamp.

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.

For all programs, refer to the Administrative Handbook-Chapter 5 Enrollment and Eligibility Instructions for additional information on Enrollment and Eligibility.

During a monitoring review, your monitor will review your selected method to determine and make effective all household eligibility applications.

## New USDA Memos (cont.):



### Local Foods in the CACFP — Memo CACFP 11-2015

CACFP sponsors are encouraged to use local foods as a means to enhance CACFP operations. This [memo](#) provides guidance, as well as detailed questions and answers related to purchasing local foods, receiving donations from local gardens or farms and growing your own garden.

Expenses such as seeds, fertilizer, watering cans, rakes, etc., to grow food that will be used in your food program, are allowable costs! Also, try shopping at your local farmer's market.

Be sure to get a receipt that includes the date of purchase, name of the vendor/farmer, item cost, quantity of item and total cost. Get more great ideas from the memo!

### Guidance on Prohibition of Separation by Gender during Child Nutrition Program Meal Service — Memo CACFP 12-2015

Organizations participating in the Child Nutrition Programs are not permitted to separate children during the service of Program meals or snacks due to Federal non-discriminations laws and policies.

However, there are specific circumstances when exceptions may be made for religious institutions, separated juvenile correctional facilities, and gender-separated summer camps may be eligible for these exemptions.

For more details and other situations refer directly to [CACFP memo 12-2015](#).

### Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs — Memo CACFP 13-2015

The USDA recently released CACFP Memo 13-2015 with the purpose to expand the list of acceptable medical professionals that may sign a medical statement for meal accommodations in the Child Nutrition Programs and recommend alternate foods for children whose disability restricts their diets.

Many states have laws which permit specific state-recognized medical professionals to treat patients and write medical prescriptions. For Child Nutrition Programs in Illinois, a medical authority would include licensed physicians, chiropractic physicians, physician assistants, and nurse practitioners.

While this policy has not changed in Illinois, we recently updated Chapter Four of the CACFP Administrative Manual to directly state this for Meal Requirements. The update was made in Section 4.7 Food Substitutions and Modifications, for the Physicians Statement for Food Substitutions, where an incorrect list of recognized medical authorities previously was listed. Please make a note of this change to any hard copies of the Administrative Handbook you use.

For more information, refer directly to the memo online at [http://www.fns.usda.gov/sites/default/files/cn/SP32\\_CACFP13\\_SFSP15-2015os.pdf](http://www.fns.usda.gov/sites/default/files/cn/SP32_CACFP13_SFSP15-2015os.pdf).

### Infant Feeding in the CACFP — Memo CACFP 14-2015

The USDA recently issued this memo with the purpose to consolidate, clarify, and provide additional guidance on infant formula and meal requirements in the CACFP.

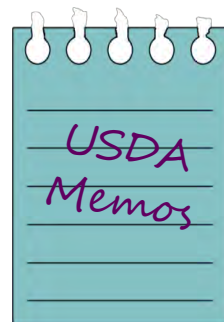
The memorandum extends the length of time refrigerated breastmilk may be stored at a center or day care home, updates guidance on creditable infant formulas, allows centers and day care homes to serve infant foods containing DHA, and addresses frequently asked questions.

For more information, refer directly to the memo, [CACFP 14-2015](#).

### Allowable Costs Related to Physical Activity and Limiting the Use of Electronic Media in CACFP — Memo CACFP 15-2015

Although promotion of physical activity and limiting use of electronic media is not required under CACFP regulations, we encourage you to adopt best practices to promote the health and wellness of CACFP participants.

This [memo](#) establishes that development of training and materials related to promoting physical activity and limiting the use of electronic media may be an allowable use of CACFP funds.



## Q & A

**Q.** What resources are available for training new center staff, or those with new duties in the CACFP?

**A.** A new link for Annual & New Staff Training Resources is available on the ISBE website at [http://isbe.net/nutrition/htmls/daycare\\_centers.htm](http://isbe.net/nutrition/htmls/daycare_centers.htm). Check it out!

This webpage is a great place to begin when training new staff or for those staff members who have new duties in the CACFP. The training resources include webinars and other CACFP workshop presentations, PowerPoint slides, form tutorials, Program Fact Sheets and Checklists, and the CACFP Administrative Handbook.

## Train Staff for Continuation of Proper CACFP Procedures



Summer time means vacation time for a lot of folks. Do you have sufficient staff trained to maintain proper Program recordkeeping and submit the monthly reimbursement claim? All organizations should have more than one person who knows how to submit CACFP claims through the online web system. If one person is on vacation, becomes ill, or is otherwise unable to complete the claim, the back-up can submit the claim for your organization.

Instructions for the claim submission process can be found on the claim screens themselves by clicking on the Help icon (the blue circle with a question mark) in the upper right hand corner of the WINS screen. They are also available online at: [http://isbe.net/funding/html/child\\_nutrition.htm](http://isbe.net/funding/html/child_nutrition.htm).

Claims should be submitted by the 10th of the month following the claim month (i.e. June claims should be submitted by July 10). Claims submitted more than 60 calendar days after the end of the claiming month cannot be paid. Not having a back-up person trained or encountering computer problems because you waited until the last day to submit your claim are not valid reasons for late claims.

Don't forget to remind your back-up person that the claim submission process has two parts; first you submit your site claim(s) and then you must submit a sponsor claim that consolidates all the site information. Payments will not be processed until the sponsor claim has been submitted.

If you have any questions on the claim submission process please contact staff in the Funding and Disbursements Division at 217-782-5256.

## Check it Out! Resources, Publications, Media Clips

### CDC Tool Kit for Managing Food Allergies

Child care providers can help keep students with food allergies safe with a new Tool Kit from the Center for Disease Control and Prevention (CDC) for Managing Food Allergies in Schools.

Food allergies affect approximately 4% - 6% of children in the United States. Helping school staff to be prepared to prevent and manage a child's severe allergic reaction can create a healthy environment where all school children can reach their full potential.

The [Tool Kit for Managing Food Allergies in Schools](#) was developed by CDC to help schools implement the *Voluntary Guidelines for Managing Food Allergies in School and Early Care and Education Programs*.

The tool kit includes tip sheets, training presentations, and podcasts highlighting resources and action steps specific for a diverse audience of school staff.

### New Resources:

- ◆ [Farm to Child Care Year-Round](#), a tip sheet developed by the Public Health Law Center at William Mitchell College of Law in Minnesota, gives ideas (and links to activities) for incorporating Farm to Preschool during each season. Check it out and see how to make gardening a part of your routine, no matter what season it is!
- ◆ Team Nutrition is proud to announce that the Nutrition and Wellness Tips for Young Children: Provider Handbook for CACFP is now available online in Spanish! Download it today at: <http://www.fns.usda.gov/tn/team-nutrition!>
- ◆ Nutrition, Physical Activity, and Electronic Media Use in the Child and Adult Care Food Program: Research Report on Practices, Challenges, and Technical Assistance Needs is now available on the Team Nutrition Web site. Find it online at [teamnutrition.usda.gov](http://teamnutrition.usda.gov) or <http://www.fns.usda.gov/nutrition-physical-activity-and-electronic-media-use-cacfp>.

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