

## CHILD AND ADULT CARE FOOD PROGRAM

# Mealtime Minutes e-Newsletter

October/November 2014

### New School Year - Old Fiscal Year

As you start submitting claims for the 2014-15 school year, remember that the programs and claims run on a Federal Fiscal Year of October through September. This means that September and prior claims are part of FY 2014, and October and after claims are part of FY 2015. Be sure you select the correct Program Year when filing your claims online.

If you have changed which programs your sites are participating in for this year, you need to update your 2014 site information in WINS. Please be sure to check your 2014 site applications to make sure the correct serving days are approved for August so that your claim can be filed correctly.

For any claim questions, please contact Funding & Disbursements at 217-782-5256.

### Renew CACFP Application in WINS for FY 2015

It's time to renew your CACFP application for fiscal year 2015 in the Web-based Illinois Nutrition System (WINS). Please complete application renewals by Oct. 31, 2014.

Detailed written instructions are available [online](#), and within WINS by clicking on the Help icon (the blue circle with yellow question mark).

If your organization will be going through a change in administrators, please compose and fax a letter on organization letterhead to the attention of Ann Plogger, ISBE Computer Operations, at 217-782-1976. Include the following information:

- ◆ Specify the organization's Region-County-District-Type (RCDT) Code (also called Agreement #)
- ◆ Specify the organization's fax number
- ◆ Specify the organization's phone number
- ◆ Specify the organization's email address
- ◆ Specify the organization's prior administrator's name
- ◆ Specify the organization's new/interim/acting administrator's name
- ◆ Have the letter signed by the new/interim/acting administrator

If your organization requires other information changes, such as a new contact person or updated e-mail addresses, please complete and submit the CACFP Change Request form, which is available in WINS by clicking on the Help icon.

Additionally, the FY14 Annual Financial Report (AFR) will be completed in WINS this year, and is due by December 15. The AFR will be accessed on the WINS Dashboard in Program Year 2014, listed under Sponsor Tasks. Instructions can be found [online](#).

Additional details about the FY15 Application Renewal and FY14 AFR will be sent via CNP e-mail soon.

#### Reminders / Due Dates

- FY15 Application Renewal due **Friday, October 31, 2014**.
- ISBE will be closed **Monday, Oct. 13**, for Columbus Day.
- ISBE will be closed **Tuesday, Nov. 4**, for Election Day; **Tuesday, Nov. 11**, in observance of Veterans Day; and **Thursday and Friday, Nov. 27 and 28**, to celebrate Thanksgiving.

#### Training Opportunities

**NEW** Webinar trainings and online module trainings are available at <http://www.isbe.net/nutrition/htmls/workshops.htm>. A **new training** on Meal Participation Records recently was added.

**View them any time and as often as needed!**

#### Inside This Issue

	Page
<a href="#">Allowable Costs in the CACFP</a>	2
<a href="#">FNS Instructions 796-2 Updated</a>	2
<a href="#">Profit (or Loss) Form Updated</a>	3
<a href="#">Questions and Answers</a>	3
<a href="#">Resources &amp; Publications</a>	4



## Allowable Costs in the CACFP

Have you ever asked yourself, I wonder if this is an allowable CACFP expense? Usually when you have to ask, the answer is not cut and dried. Let's start with the basics of CACFP funding:

### **Meals x Rates = Reimbursement**

CACFP institutions receive funding in the form of meal reimbursement. The reimbursement rates are established by the Federal government each year. To earn meal reimbursement:

- ◆ CACFP institutions must plan, prepare, serve, count and claim nutritious meals.
- ◆ The work required of the institution must be completed prior to receiving any reimbursement, which means that institutions incur the costs up front.

**Meal reimbursement** is payment for eligible meals served that are based on:

- ◆ The number of meals served by meal type (breakfast, lunch, supper, snack),
- ◆ Current Federal meal reimbursement rates, and
- ◆ The eligibility categories (free, reduced price, paid) of eligible children.

### **Operation of a Non-profit Foodservice Program**



Once the reimbursement is received, institutions must ensure that the reimbursement received does not exceed expenses by more than the allowed amount, because institutions are required to maintain a non-profit food service program.

It is important to establish processes and procedures that will ensure that you maintain a nonprofit food program. Maintenance of a nonprofit food program means that the amount of meal reimbursement received must be compared to the expenses for providing food service. If reimbursement exceeds CACFP expenses, the excess funds must be retained in the nonprofit food service account and be used only for the operation or improvement of CACFP.

Institutions may retain up to three months average reimbursement in the nonprofit food service account.

### **Allowable vs. Unallowable CACFP Expenses**

Now that we have gone over the basics of CACFP funding, let's get more specific. Remember the opening question: I wonder if this is an allowable CACFP expense? That is a complex question sometimes. Allowable CACFP costs include the actual costs necessary to plan, prepare, serve, count, and claim nutritious meals. A detailed listing of allowable costs is available [online](#). A listing of unallowable costs is also available [online](#). To make it even more interesting, certain costs require greater disclosure than others.

### **Related Party Transactions and Less-than-Arms-Length Transactions**



Please know that it is the institution's responsibility to disclose related party transactions, less-than-arms-length transactions, ownership interests in equipment, supplies, vehicles, facilities or any other information that ISBE might need to determine if a budgeted or claimed cost is allowable. Failure of the institution to disclose this information could result in the disallowance of the cost or other remedies available to ISBE.

An example of a less-than-arms-length transaction is when an institution leases a building owned by the mother of the institution's owner. The institution must disclose this fact to ISBE and obtain ISBE specific prior written approval. If approved, the written approval must be maintained by the institution in order to substantiate the allowability of the cost during an audit or monitoring review.

If your institution has any transactions similar to those previously described, be sure that you request approval from ISBE before you include them as a CACFP cost. You can contact the Nutrition and Wellness Programs Division of ISBE at 800/545-7892 or [cnp@isbe.net](mailto:cnp@isbe.net).

---

### **FNS Instructions 796-2 Updated**

The USDA Food & Nutrition Service Instruction for Financial Management of the CACFP recently was updated. FNS Instructions 796-2, Rev. 4 can be found online at: [http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/Financial%20Management\\_FNS%20Instruction%20796-2%20Rev%204.pdf](http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/Financial%20Management_FNS%20Instruction%20796-2%20Rev%204.pdf).

## Q & A

**Q.** Are products like Veggie Straws creditable in the CACFP?

**A.** No. According to the [Crediting Handbook for the CACFP](#), snack chips such as banana, fruit, vegetable, and potato chips may not be credited as a fruit or vegetable component.

To determine if a product is creditable as a grain/bread component, check the ingredient label. The product label must indicate that the product is enriched or whole-grain; made from enriched or whole-grain meal, flour, bran, and/or germ; or is fortified. If a grains/breads product is enriched, it must meet the U.S. Food and Drug Administration's (FDA) Standards of Identity for enriched bread, macaroni and noodle products, rice, or enriched cornmeal. The example of Veggie Straws would not be creditable, because the first ingredient listed is potato flour.

## QUICK TIP

Invite kids (and families) to visit the [FDA's Read the Label Youth Outreach Campaign](#) for a wealth of activities and printables.

In addition, invite them to watch "[Your Food Is Trying To Tell You Something](#)" — a new video short designed especially for kids!

## Monthly Profit (Or Loss) Summary Form Updated

A new "Allocating Overhead Costs" section has been added to the Monthly Profit (Or Loss) Summary form to assist sponsors that attribute a portion of their Overhead Costs to the CACFP. The new section is intended to be used as an easy reference spot to record the allowable percentage rate for Overhead Costs.

Overhead costs refer to building expenses such as rent, utilities and trash. These expenses can be charged to the food program at a specific rate only.

To determine the amount of Overhead Costs you are allowed to attribute to CACFP, you need three pieces of information:

- 1) Square feet of CACFP utilized space (generally only the kitchen and food storage areas);
- 2) Total square feet of your facility; and
- 3) Your total amount of Overhead Costs for the month

Square footage can be calculated by first measuring the length and width of a room with a tape measure. Then, multiply the length by the width to get the square feet. To calculate total building square footage, add together the square footage of each room.

The allowable rate for Overhead Costs is calculated by dividing the total CACFP square feet by the facility's total square feet. Because this allowable rate is determined by square feet, it generally will not change from month to month.

Multiplying your total Overhead Costs for the month by the allowable percentage rate results in the amount you are allowed to report on your Monthly Profit (Or Loss) Summary.

As an example, let's say:

- ◆ Your facility's kitchen and food storage area is 10 feet long by 15 feet wide, or 10 x 15. This equals 150 square feet of CACFP-utilized space.
- ◆ Your facility's total space is 2,000 square feet.
- ◆ Your Cash Disbursements for the month includes \$1800 in total Overhead Costs.

ALLOCATING OVERHEAD COSTS			
Overhead Costs may be allocated to the food program at a rate determined by the amount of CACFP-utilized space compared to the total square feet of your facility/facilities. To determine the amount you may allocate for Overhead Costs in Section III, complete the following calculation and then multiply the resulting percentage rate times your organization's total Overhead Costs for the month:			
Length x Width of Room = Square Feet			
CACFP Square Feet	÷	Total Center Square Feet	= Allowable rate for overhead costs

CACFP Square Feet	÷	Total Center Square Feet	=	Allowable rate for overhead costs
150		2000		.075

Dividing 150 by 2000, the resulting allowable rate for overhead costs is .075 (or 7.5 percent). The next step is to multiply your Overhead Costs monthly total of \$1800 by .075, and you get \$135 (1,800 X .075 = \$135). You would record \$135 on the line for Overhead Costs in Section III of the Monthly Profit (Or Loss) Summary.

If you have questions about allowable Overhead Costs, refer to the article on page 2, "[Allowable Costs in the CACFP](#)," or contact the Nutrition and Wellness Programs Division of ISBE at 800/545-7892 or [cnp@isbe.net](mailto:cnp@isbe.net).

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



### Grow It, Try It, Like It! Kit Available to Order

The *Grow It, Try It, Like It!* Nutrition Education Kit Featuring MyPlate is a garden-themed nutrition education kit for child care center staff that introduces children to fruits and vegetables. The kit includes:

- ◆ Seven booklets featuring fun activities through the imaginary garden at Tasty Acres Farm!,
- ◆ A CD-ROM with Supplemental Information, and
- ◆ A DVD with Cool Puppy Pup's Picnic and Lunch Parties.



Each set of lessons contains: hands-on activities, planting activities, recipes, and nutrition education activities that introduce MyPlate.

**Ordering Information:** Participants in the USDA Child Nutrition Programs may request free copies of this kit online at <http://tn.ntis.gov/>.

## Reports on Child Nutrition from the Centers for Disease Control and Prevention

### Children Eating More Fruit, but not Vegetables

The amount of whole fruit (fresh, frozen, canned, and dried) children ages 2-18 years old ate increased by 67 percent from 2003 to 2010, and replaced fruit juice as the main contributor of fruit to children's diets. Experts recommend that most fruit come from whole fruit, rather than juice.

The amount of vegetables children ate did not change from 2003 to 2010. Moreover, in 2007- 2010, children did not meet recommendations for the amount of fruit and vegetables they should eat.

Child care, schools, and school districts can help by:

- ◆ Meeting or exceeding current federal nutrition standards for meals and snacks.
- ◆ Serving fruit and vegetables whenever food is offered.
- ◆ Training staff to make fruit and vegetables more appealing and accessible.
- ◆ Offering nutrition education and hands-on learning opportunities, such as growing, tasting, and preparing fruit and vegetables.

### Reducing Sodium in Children's Diets

About 9 in 10 US children eat more sodium than recommended. Most sodium is in the form of salt, as a part of processed foods. A high sodium diet can lead to high blood pressure. About 1 in 6 children ages 8-17 years has raised blood pressure. High blood pressure is a major risk factor for heart disease and stroke.

Lowering sodium in children's diets today can help prevent heart disease tomorrow, especially for those who are overweight. The taste for salt is established through diet at a young age. As a caregiver, you can:

- ◆ Model healthy eating for children by having a diet rich in fruits and vegetables without added sodium.
- ◆ Compare Nutrition Facts labels to choose the lowest sodium option before you buy.
- ◆ Ask your grocery manager to provide more low sodium options of favorite foods.

**Source:** *CDC Vital Signs*, <http://www.cdc.gov/vitalsigns/children-sodium/index.html>, and <http://www.cdc.gov/vitalsigns/fruit-vegetables/index.html>.

### Join Mealtime Minutes e-Newsletter Listserv

To receive notices of the Mealtime Minutes e-newsletter, join the Mealtime Minutes e-newsletter listserv. Email: [mtm-join@list.isbe.net](mailto:mtm-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. Staff already receiving the Mealtime Minutes includes the authorized representative and contact person. For questions regarding Listserv, please email [cnp@isbe.net](mailto:cnp@isbe.net).

Questions or comments? Email us at [cnp@isbe.net](mailto:cnp@isbe.net) or call 800/545-7892 or 217/782-2491

This institution is an equal opportunity provider.