

CHILD AND ADULT CARE FOOD PROGRAM

Mealtime Minutes e-Newsletter

Available in WINS Now: Application for FY16!

Look in WINS for your 2016 renewal application now. Details have been e-mailed to all CACFP organizations. The due date for completion is October 31, 2015.

Every year your organization must renew its CACFP application in order to continue to receive reimbursement. Check your WINS Alerts to find a listing of all documents to be completed. You cannot claim CACFP meals without an approved application.

If your organization has changes in administrators or other information changes, such as a new contact person or updated email addresses, please complete and submit the *67-28 CACFP Change Request* form. It is available in the WINS Help Documents by clicking on the Help icon (the yellow question mark circled in blue).

The *FY16 WINS instructional PowerPoint* was developed to assist with the rollover process, and is available online at www.isbe.net/nutrition, under What's New? The instructions are also attached in your WINS Help Documents. Check it out!

Multi-site Sponsor Required Attachments in WINS

If you participate in CACFP with two or more sites, you must attach the following documentation in WINS when you rollover your application for fiscal year 2016:



- ◆ By-laws
- ◆ Organizational Chart
- ◆ Mission Statement
- ◆ Conflict of Interest Policy Statement
- ◆ Monitoring Review Schedule

To attach documentation in WINS, click on the paperclip icon from your WINS homepage. You will get a pop-up window, from which you can browse saved documents and attach them, one by one. You can also select an Attachment Type, to help you find documents in the future more easily.

New! Level 2 – Healthier Meals Cooking Class

If you missed out the first time, join us for the Level 1 - Healthier Meal Class this fall at Kaskaskia College of Culinary Arts in Centralia and Lincoln Land Community College in Springfield.

Look for more classes next spring at all three locations, including Kendall College in Chicago which is adding two Spanish language classes.

Advance your skills in the Level 2 — Healthier Meals Class: Farm to Fork, that begins with advanced knife skills to teach efficiency in preparation and cooking

time, allowing for more scratch cooking.

Recipes will utilize local and fresh ingredients, which can accommodate substitutions easily.

In Level 2, you will prepare and taste test delicious recipes including Chicken Tikka Masala and Vermont Maple Apple Bake along with other snack recipes. There will be a discussion at the end of the class on local food procurement.

Space is *limited* so sign up now! To join us, follow the link, www.isbe.net/nutrition.

October / November 2015

Reminders / Due Dates

- ◆ ISBE offices will be closed: Columbus Day, **Monday, October 12, 2015**; Veterans' Day, **Wednesday, November 11, 2015**; and Thanksgiving, **Thursday - Friday, November 26 - 27, 2015**
- ◆ Submit FY16 Applications in WINS by **October 31, 2015**.
- ◆ Submit the Annual Financial Report in WINS by **December 15, 2015**.

Training Opportunities

Training resources are available online at <http://isbe.net/nutrition/htmls/workshops.htm>.



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It's Time to Complete the Annual Financial Report!



It's time to get out your CACFP [Monthly Profit \(or Loss\) Summaries or AFR Data Collection Spreadsheet](#), and refer to them to complete the Annual Financial Report in WINS.

The CACFP Annual Financial Report (AFR) is completed online in WINS, under Program Year 2015, and will be available for completion after the institution submits their September 2015 Sponsor Claim in WINS.

All CACFP institutions must complete an AFR every year by December 15, 2015.

Step-by-step instruction on how to complete the AFR is available on the ISBE [website](#). The information used to

complete the AFR should come directly from the Monthly Profit or Loss Summary forms. In addition, the AFR Data Collection Spreadsheet can be used to compile your Monthly Profit (or Loss) Summaries from each month.

The AFR documents your nonprofit food service program, as required by Federal regulations. All institutions are required to operate a nonprofit food service program, which means CACFP reimbursement is used only for the food service operation.

The AFR is not a part of your annual application renewal process. If you fail to submit the AFR by December 15th each year, your institution could be declared seriously deficient in the operation of the program, which could lead to termination from the program.

Child Nutrition Program Food Handler Training

ISBE is beginning to schedule Food Handler Trainings for this Fall, through the Summer of 2016. If your school, district, institution, or child care center would like to host a training, please contact Chad Martel by email at cmartel@isbe.net.

In the email please include:

- ◆ A contact person name and phone number,
- ◆ Location where training will be held, and
- ◆ A preferred date or dates.

Any location that is willing to host a site must have a meeting room that can hold up to 50 people.

As locations are approved, they will be posted to the ISBE website for open registration.

Additional information regarding the Illinois Department of Public Health's Food Handler Training Enforcement Act is available at <http://www.isbe.net/nutrition/htmls/safety.htm>.

Questions & Answers

Q: What is the status of the Proposed Meal Pattern Changes to CACFP? Has the final rule been released?

A: USDA has not released the final rule to update the meal patterns for CACFP. The comment period ended May 26, 2015. Since then, USDA has been reviewing the comments and drafting the final rule. As soon as USDA releases the final rule, we will notify all CACFP sponsors.



Q: Is quinoa creditable in the CACFP?

A: Yes, according to the Crediting Handbook for the CACFP, available online at http://www.fns.usda.gov/sites/default/files/CACFP_creditinghandbook.pdf.

Per the handbook, quinoa is a cereal-like plant product derived from an herb, creditable as a whole grain. It is typically served like rice, but crediting is based on the finished food item being served.

Refer to Group H of the Grain/Bread Chart of the CACFP Meal Pattern for cereals, cooked.

CACFP Mealtime Minutes: Inspiring Success

A bonus newsletter, *CACFP Mealtime Minutes Inspiring Success*, is now available on the ISBE Nutrition and Wellness Programs website under What's New? at www.isbe.net/nutrition. It will also be listed on the CACFP Mealtime Minutes [webpage](#).

The booklet highlights the activities of child care facilities that received an Illinois Child Care Wellness—Team Nutrition Training Sub-grant, and provides a variety of nutrition education resources, websites, and tips.

Recipients of Illinois Child Care Wellness Kits, made available to qualifying independent child care centers, also share the successes they experienced using items from the kits.

We encourage you to use the *Inspiring Success* newsletter as a resource (and be inspired by it) to enhance health and wellness efforts at your own child care facilities.



Check it Out! Resources, Publications, Media Clips

New Supplement for CACFP Nutrition and Wellness Provider Handbook



Available now on the Team Nutrition Web site – a new tip sheet has been added to *Nutrition and Wellness Tips for Young Children: Provider Handbook for the Child and Adult Care Food Program*.

“Supplement C: Encourage Healthful Foods” shows how child care centers and homes can encourage children to eat healthful foods by using easy, low-cost techniques similar to those that schools use from the Smarter Lunchrooms Movement.

The Handbook and new supplement are available to download from teamn nutrition.usda.gov.

Children’s attitudes and preferences toward food and eating habits develop at a young age, and this tip sheet provides answers to questions, such as:

- ◆ How can I spark children’s’ interest in food?
- ◆ How can I get children to try new foods?
- ◆ What are phrases that help make trying new foods a positive experience?

New CDC Healthy Youth Website



The CDC’s Division of Adolescent and School Health (DASH) focuses on ways to create safe and supportive environments so that all young people have the opportunity to learn and be healthy.

DASH recently announced that their Healthy Youth website has a new look! The new Healthy Youth website content can be easily accessed via multiple devices, including smart phones, tablets, laptops, and desktop computers. The website address is www.cdc.gov/healthyyouth/index.htm.

In addition, the website has been reorganized to make it easier to find information. Make sure to check out the site for the unveiling!

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 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.

Questions or comments? Email us at cnp@isbe.net or call 800/545-7892 or 217/782-2491

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