

## CHILD AND ADULT CARE FOOD PROGRAM

# Mealtime Minutes e-Newsletter

## Public Health Inspections for Non-licensed Sites

Good News! The Illinois State Board of Education in collaboration with the Illinois Department of Public Health (IDPH) has entered into an intergovernmental agreement to have on-site public health inspections for sites not required to be licensed by DCFS and participating in CACFP.

If you are DCFS non-licensed and participate in the At-risk Afterschool Snack/Meal Program or Outside School Hours Program, or are an emergency shelter, you are eligible to receive an inspection.

The annual inspections will be conducted free of charge for all sponsors with non-licensed sites participating, as well as new sites wanting to participate.

Sites that conduct self-inspections will also receive on-site health inspections from a public health representative. All inspections will be scheduled by ISBE throughout the fiscal year from October 1 through September 30.

The additional license exempt requirement of a current fire inspection is still required and is not included in this new IDPH/ISBE agreement.

## FY14 Annual Financial Report Due

All institutions participating in CACFP are required to submit an Annual Financial Report (AFR) by December 15 each year.

The AFR is a summary of actual costs for your food program for the fiscal year (October 1 through September 30), and is used to show whether you meet the Program requirement to operate as a non-profit food program. It can also be used as a tool to review your Program costs.

The simplest way to gather the required information for the AFR is to add together all actual expense information that you recorded monthly on the Monthly Profit (or Loss) Summary forms for Oct. 1, 2013, - Sept. 30, 2014.

You must submit the AFR online, via IWAS, in the Web-based Illinois Nutrition System (WINS). For detailed instructions on how to access and complete the AFR, visit our website at [http://www.isbe.net/nutrition/htmls/daycare\\_centers.htm](http://www.isbe.net/nutrition/htmls/daycare_centers.htm).

## Let's Move! Child Care: Call for Child Nutrition Nominees

Let's Move! Child Care (LMCC) is calling for nominations of child care and early education centers and homes who are participating in the CACFP and primarily serve children 0-5 years of age; CACFP sponsoring agencies; and State CACFP agencies who are making outstanding efforts to improve child nutrition programs that promote young children's health and prevent childhood obesity.

The top nominees and their efforts will be recognized and showcased at an LMCC Recognition Event at the 2015 National CACFP Sponsors Association Conference in Las Vegas.

To make a nomination for this special recognition and see the selection criteria, [click here](#). The nomination deadline is Jan. 23rd, 2015.

December 2014 / January 2015

### Reminders / Due Dates

- The FY14 Annual Financial Report (AFR) is due Dec. 15, 2014.
- ISBE will be closed **Thursday, Dec. 25**, for Christmas Day.
- ISBE will be closed **Thursday, Jan. 1, 2015**, for New Year's Day; and **Monday, Jan. 19**, in honor of Martin Luther King, Jr. Day.

### Training Opportunities

Webinar trainings and online module trainings are available at <http://www.isbe.net/nutrition/htmls/workshops.htm>.

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*"This is a passion. This is my mission. I am determined to work with folks across this country to change the way a generation of kids thinks about food and nutrition." — First Lady Michelle Obama*

## Questions & Answers

**Q:** Where can I find my approval letter now that I have completed all of my FY15 application documents?

**A:** Sponsors with an approved Sponsor Questionnaire and at least one approved Site Questionnaire will receive an approval letter via email to the authorized representative's email address.

Sponsors may receive multiple approval letters via email if there is a change in the number of approved sites or due to changes to program participation during the fiscal year.

You may view and print an approval letter at any time by selecting the "paperclip" icon from the upper right corner of the WINS screen.



Choose the most recent date for the current list of approval letters.

**Q:** What if one of my sites closes or my center closes permanently? How do I let you know?

**A:** If meals or snacks are no longer served during FY15, it is important that you send an email or fax to this effect, indicating the last day of participation for the program(s) in which you have been participating.

Send this email notification to [cnp@isbe.net](mailto:cnp@isbe.net) or by fax to (217) 524-6124, and include you:

- ◆ Agreement number
- ◆ Organization name
- ◆ Contact information
- ◆ Site Name and Site Number
- ◆ Effective date of closure



Do you have questions related to the CACFP, or suggestions for future Mealtimes Minutes articles?

Feel free to send them to [cnp@isbe.net](mailto:cnp@isbe.net).

## Accommodating Children with Special Dietary Needs

Many CACFP sponsors have questions concerning food and milk accommodations for the children in their care. It can be a complex task for Program participants to make sure food and milk substitutions are handled and documented correctly according to CACFP requirements. Because of this, the next few Mealtimes Minutes newsletters will feature information about accommodating children with special dietary needs. We strongly encourage CACFP institutions to work closely with parents and guardians, and to have a procedure in place for handling these types of requests.

### What Documentation is Required?

- ◆ For substitution requests due to a disability (i.e. a life-threatening reaction when exposed to the food and/or beverage) or other medical reason, such as a food intolerance or allergies, the [Physician's Statement for Food Substitutions \(ISBE form 67-48\)](#) is required and should be kept on file. The *Physician's Statement* must include:



- ✓ The child's disability, explanation as to how the disability restricts the child's diet, and the major life activity affected by a disability (or, in cases of non-disability, the medical problem that restricts the child's diet);
  - ✓ Foods/beverages to be omitted;
  - ✓ Foods/beverages to be substituted;
  - ✓ The signature and date of the medical authority completing the form. Medical authorities include licensed physicians, chiropractic physicians, physician assistants, and nurse practitioners.
- ◆ If the request is just for a fluid milk substitution (such as soy milk or almond milk), a signed statement from a medical authority, parent or guardian which includes the medical or other special dietary reason for the need for substitution may be accepted and kept on file. Any reasonable request could be accepted (e.g. milk allergy, vegan diet, and religious, cultural or ethical reasons).
  - ◆ In cases where a parent or guardian requests a food substitution for non-medical reasons (including diets that are vegetarian, vegan, etc.; religious reasons; and personal preference), institutions should keep the parent/guardian request on file.

All substitutions should be noted on CACFP menus.

Continued on next page...

## Accommodating Children with Special Dietary Needs (Cont.)

### What Substitutions are Reimbursable?

The *Food Substitution Chart – What is Reimbursable* and *Milk and Non-Dairy Milk Substitute – What is Reimbursable* charts are available online at [http://isbe.net/nutrition/htmls/forms\\_cacfp.htm](http://isbe.net/nutrition/htmls/forms_cacfp.htm). These handy charts answer what is creditable vs. not creditable based on common scenarios for CACFP Meal Pattern accommodations. In general, though:

- ◆ **For a child with a disability:** The center must provide the substitutions to the regular meal and/or snack, including milk, for any child with disabilities, according to the specifications listed on the *Physician's Statement*. In all cases, meals may be claimed, even when the CACFP Meal Pattern cannot be met based on the food or beverage to be omitted or substituted.
- ◆ **For a child without a disability:** The center should follow the instructions on a *Physician's Statement* for requests due to medical reasons, but is not required to provide the substituted components. If the parent/guardian provides the component(s), the center would still need to provide at least one component to claim the meal.

### Questions & Answers



**Q:** What is Lactaid®?

**A:** Lactaid® is a brand name lactose-free cow's milk product that has an added digestive enzyme called lactase. The addition of lactase enables people who have lactose intolerance to digest milk.

Lactose is a sugar commonly found in dairy products. In order to digest lactose, the body needs the lactase enzyme.

**Q:** Does Lactaid® come in fat-free skim and 1% varieties?

**A:** Yes, Lactaid® is available in fat-free skim, 1%, 2% and whole varieties. In order to meet the requirements of CACFP for children age two and older, you must serve the fat-free skim or 1% varieties, unless 2% or whole is specifically indicated, by the doctor, on the *Physician's Statement for Food Substitution* (ISBE 67-48). For children age one, we recommend serving the whole variety.

**Q:** Are there other lactose-free milks?

**A:** Yes, there are many brand name lactose-free milk products available. An important distinction to make is that some lactose-free products are made from cow's milk and some are made from soy, almonds, rice, etc.

Lactaid® is cow's milk. When applying this information to the milk requirement for CACFP, CACFP requires the nutrients and nutrient quantities equal to those found in cow's milk. Soy, almond and rice milks may or may not be nutritionally equivalent to cow's milk.

For more information, please refer to our website and check-out future issues of the Mealtime Minutes newsletter!

In cases of non-medical substitution requests made by a parent/guardian, CACFP facilities are encouraged to work with parent/guardian and children to provide foods that can be eaten. When there is no medical reason, the center cannot claim the meal for reimbursement if it has not provided all of the CACFP Meal Pattern components.

Other than milk substitutions, most substitution requests for a child without a disability can be accommodated and still meet CACFP Meal Pattern requirements. If the CACFP Meal Pattern requirements cannot be met due to a food substitution request for a child without a disability, please contact ISBE CACFP staff for guidance. For milk substitution requests for a child without a disability, refer to the item below.

- ◆ **Milk Substitutions for a child without a disability:** A milk substitute (i.e., soy milk, almond milk, rice milk) must meet Nutrient Requirements set by the USDA (shown below) to claim meals served that require the milk component.

If a milk substitute meets these requirements, keep a copy of the nutrition information on file. If the Nutrition Facts Label on the products does not list all the required nutrients listed below, the center must request documentation from the product manufacturer to confirm the presence of all required nutrients at the proper level. (If the milk substitute does not meet these Nutrient Requirements, or it cannot be verified that the product contains the required nutrients, meals requiring a milk component cannot be claimed.)

Nutrient	Per Cup
Calcium	276 mg
Protein	8 g
Vitamin A	500 IU
Vitamin D	100 IU
Magnesium	24 mg
Phosphorus	222 mg
Potassium	349 mg
Riboflavin	0.44 mg
Vitamin B-12	1.1 mcg

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

### Go Smart Web App - A “Coach in your Pocket”



The National Head Start Association (NHSA) recently launched the Go Smart web app, developed in partnership with Nike. The Go Smart web app is a “coach in your pocket” that gives teachers, caregivers, and parents of children ages 0-5 easy access to fun physical activities anytime, anywhere.

Using the free web app, providers and parents can find developmentally appropriate physical activities and can also watch video tips, share activities, get updates, track favorites, and build “activity boards” to curate their favorite games for future play.

As part of Head Start’s 50th year, NHSA has engaged organizations and corporations in the broader early childhood community to help create positive early experiences by integrating physical activity into everyday life. [Check out the web app here.](#)

### Discover MyPlate: Now in Print

Schools and child care providers participating in the USDA Child Nutrition programs may request free copies at: <http://tn.ntis.gov/>.

Discover MyPlate: Nutrition Education for Kindergarten includes:

- ◆ Teacher’s Guide (with six kindergarten lessons)
- ◆ Emergent Readers (mini books for students and a teacher’s big book)
- ◆ Reach for the Sky Original Song
- ◆ 40 Food Cards
- ◆ Look and Cook Recipes\*
- ◆ Student Workbook with 19 Activity Sheets\*
- ◆ The Five Food Groups Poster
- ◆ Parent Handouts\*

\*25 copies of all student and parent materials are included in the kit. Contact [teamnutrition@fns.usda.gov](mailto:teamnutrition@fns.usda.gov) if you have questions about ordering.

Also available is the Discover MyPlate: Curriculum Training for Teachers.

### Food Safety from Farm and Garden to Preschool



The Food Safety from Farm and Garden to Preschool Training Program is available online at [www.umass.edu/safefoodfarm2kid](http://www.umass.edu/safefoodfarm2kid). This free, self-paced program was created to help early childcare educators, foodservice staff, volunteers and parents understand the importance of reducing the risk of food safety related to fresh fruits and vegetables for young children.

The program includes five units:

1. Farm to Preschool Benefits
2. Fresh Produce and Foodborne Illness Risks
3. Food Safety Basics for the Classroom and the Kitchen
4. Food Safety and Gardening Activities
5. Food Safety on Field Trips to Farms and Farmers’ Market.

Printable resources such as Best Practices Planning Tools, resources, and Certificates of Completion are available and may be able to be used towards Professional Development requirements.

This project was developed by the University of Massachusetts Amherst Department of Nutrition, UMass Extension Nutrition Education Program, and University of New Hampshire Cooperative Extension, with support from the National Integrated Food Safety Initiative (NIFSI) Competitive Grant Program from the USDA National Institute of Food and Agriculture.

### 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

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