

## CHILD AND ADULT CARE FOOD PROGRAM

# Mealtime Minutes e-Newsletter

### How to Claim Head Start Meals in WINS



The Head Start Performance Standards at 45 CFR 1304.23(b)(1)(i) require Head Start grantee agencies to use funds from the US Department of Agriculture (USDA), Food and Nutrition Service, Child Nutrition Programs as the primary source of payment for meal services. Head Start and Early Head Start funds may be used for allowable costs not covered by the USDA.

Any Head Start program that participates in the USDA's Child and Adult Care Food Program (CACFP) must include Head Start in their Site Participation Program Selection in WINS, and any meals and snacks claimed for any child enrolled in Head Start must be reported under this category.

For any day care center that enrolls both Head Start and non-Head Start children, the Head Start children are claimed in WINS under the Head Start category, and the non-Head Start children are claimed under Child Care Center.

If you are a Head Start program, and are not set up to claim children under Head Start, please contact ISBE CACFP staff at 217-782-2491 for assistance.

### Annual Financial Report—Due December 15

CACFP Sponsors are required to submit the Annual Financial Report (AFR) by December 15 each year. The AFR is a summary of **actual costs** for your Child and Adult Care Food Program (CACFP) for the program year (October 1 through September 30).

The AFR is submitted under Program Year 2015 in WINS. For instructions to complete the AFR, go to [http://isbe.net/nutrition/htmls/daycare\\_centers.htm](http://isbe.net/nutrition/htmls/daycare_centers.htm), and follow the Annual Financial Report Instructions.

### Nutrition and Wellness Videos Available Online



A series of short videos highlight best practices from several child care facilities that received Illinois Child Care Wellness – Team Nutrition Training (TNT) Sub-grants. The videos are posted on ISBE's website at [www.isbe.net/nutrition/htmls/daycare\\_centers.htm](http://www.isbe.net/nutrition/htmls/daycare_centers.htm). They are:

- ◆ Encourage Healthy Foods: Taste Tests and Family Style Meals
- ◆ Family Involvement: Heroes of Good Health
- ◆ Gardening in the City: Growing Together

Thank you to the three sponsors that participated in producing the videos: The Children's Center of Cicero-Berwyn, Tazewell Woodford Head Start, and Smart Learning Center.

These nutrition and wellness videos and the bonus *Mealtime Minutes Inspiring Success* newsletter, available on the ISBE Nutrition and Wellness Programs website under What's New? at [www.isbe.net/nutrition](http://www.isbe.net/nutrition), were funded in part through use of TNT grant funds. The newsletter and videos are meant to share exciting, low-cost ways to enhance health and wellness efforts in child care facilities.

December 2015 / January 2016

#### Reminders / Due Dates

- ◆ ISBE offices will be closed: Christmas Day, [Friday, December 25, 2015](#); New Year's Day, [Friday, January 1, 2016](#); and Martin Luther King, Jr. Day, [Monday, January 18, 2016](#)
- ◆ 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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## Number of Allowable Meals/Snacks per Child

A maximum of two meals and one snack or one meal and two snacks per child per day may be claimed for reimbursement. Exceptions include the At-Risk Afterschool Meals Program, which may be reimbursed for one snack and one meal per child per day; and Emergency Shelters, which may be reimbursed for up to three meals per child per day.

Limit of Reimbursable Meals and Snacks Sponsors Can Claim	
Sponsoring institutions of:	May be reimbursed for:
♦ Day Care Centers ♦ Head Start and Even Start Programs ♦ Outside School Hours Programs	♦ A maximum of two meals and one snack per child per day OR ♦ Two snacks and one meal per child per day
♦ At-Risk Afterschool Meals Programs	♦ A maximum of one snack and one supper per child per day
♦ Emergency Shelter programs	♦ A maximum of three meals per child per day

If during an ISBE monitoring review, we determine that a child has been claimed for more than the allowable number of meals/snacks per day, we will adjust the claimed meals down to the allowable amount. Depending on the number of meals claimed in error, this adjustment may result in fiscal action.

For day care centers, Head Start programs, Even Start programs or Outside School Hours programs that serve multiple shifts of children throughout a given day, contact our office for guidance on approval of multiple meal services and proper procedures to ensure that no child is claimed for more than two meals and one snack or one meal and two snacks per day.

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## Claim Common Cent\$ - Claim Reminder Notices

Starting with Fiscal Year 2016/October 2015 claims, Funding & Disbursements will no longer be mailing claim reminder letters in the US Mail. We have started emailing the claim reminder notices to the email addresses that we have on file for the Authorized Sponsor Representative, the Sponsor Contact, and the Sponsor Claim Contact. Please check the email addresses that are showing in WINS as that is the email address that the notice will be sent to. If that email is not correct please contact our office to update it.

Two reminders will be sent for each month to Sponsors who are approved to participate and have not submitted their sponsor claim for the month. Reminder notices will be emailed on the 25<sup>th</sup> of the month for the previous month and on the 15<sup>th</sup> of the month for the second previous month. For example: on January 25 the first reminder notices for December will be sent and on February 15 the second reminder notices for December will be sent.

Claims are due no later than 60 calendar days after the end of the claiming month. We recommend submitting claims 10 days after the claiming month to ensure prompt payment of the claim. Claim due dates are as follows:

Claim Month	Due Date	Claim Month	Due Date
October	December 30	April	June 29
November	January 29	May	July 30
December	March 1 (Feb 29 if leap year)	June	August 29
January	April 1 (March 31 if leap year)	July	September 29
February	April 29	August	October 30
March	May 30	September	November 29

If you have any questions regarding claims please contact Funding & Disbursement Services at 217-782-5256.

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## Tracking Your Organization's CACFP Cash Disbursements

**P**ayments made for expenses related to the CACFP must be recorded each month. The Cash Disbursements form is the tool to record these transactions.

If you are using an accounting software program, the program should allow you to set up accounts to track CACFP-related transactions.

If no accounting software is used, then a manual Cash Disbursements (ISBE Form 67-24) should be used to track your expenses that are specifically related to your food program.

ISBE's Cash Disbursements form captures:

- ◆ The date of each receipt or invoice,
- ◆ The check number used to pay (you can also use this like a check register – so if you paid cash or with the company debit/credit card, you could note that here, too),
- ◆ The amount paid,
- ◆ The name of the vendor,
- ◆ The number of gallons of milk (use this for statistical purposes and to ensure you are buying enough to meet requirements of the CACFP meal pattern), and finally,
- ◆ All of the actual food program expenses paid for.

Invoices and receipts must be itemized for the following expense categories: milk and food costs, non-food costs, overhead costs, administrative costs, and unallowable costs.

### **To summarize Cash Disbursements, remember:**

- ◆ Maintain all copies of invoice, receipts and other necessary records to document cash disbursements;
- ◆ A best practice would be to record the expenses as they occur.
- ◆ You shouldn't record estimates for the food program – the amounts you report need to come directly from receipts and invoices.
- ◆ You should not report the cost of Program administrative or operational labor on the cash disbursements form. You would use the Personnel Activity Report to track these costs.

At the month's end, a copy will be kept in your program files to support food program expenses for the month, along with all the expense receipts.

These forms are available on our Child and Adult Care Food Program website at [http://isbe.net/nutrition/htmls/daycare\\_centers.htm](http://isbe.net/nutrition/htmls/daycare_centers.htm), under Forms, Documents and Resources, Recordkeeping.

### **Cash Disbursements Expense Categories**

#### **Food costs:**

These costs include all of the beverages and food that are on the menu, and served to the children and infants that are reimbursable meals and snacks. Your receipts from the grocery store, or the invoice from a grocery delivery service, will match up to the menus you have developed.



#### **Allowable non-food costs:**

These costs can include items that are reasonable and necessary for operation of the food service program. Allowable non-food costs can include plates, cups, utensils, napkins, dishwashing detergent.

Note: When bulk items, such as paper towels, are purchased that are only partially used towards the food program, a cost-allocation plan will need to be developed to report only the portion of the expense that is used for the food program. Remember that it might be better to omit reporting the cost of the bulk-purchased items to the food program. It would only be necessary if your margin for non-profit operation is going to be so slim that it is necessary to document.

#### **Overhead Costs:**

Building expenses, such as rent, utilities and trash can be charged at a specific rate to the food program each month. Mortgages may not be charged to the food program.

The specific rate is determined by the ratio of your CACFP square footage (generally the kitchen and food storage areas) to the total square footage of the center. Dividing the CACFP Square Footage by the Total Center Square footage will give you this percentage.

For example, if your CACFP square footage is 160 and the total center square footage is 2000, you will divide 160 by 2000, and you get .08 or 8 percent. That means you may only charge 8 percent of your Overhead costs for the month toward the food program.

#### **Administrative Supplies:**

Administrative supplies and services, such as paper used to print menus, forms, applications, and the printer ink to print all of these documents, may be charged to the food program.

#### **Unallowable Costs:**

Whenever an unallowable expense for the food program is included on an invoice or receipt, this amount must also be reported. Unallowable items include diapers, toilet paper, laundry detergent, snack foods that would not be a part of a reimbursable meal, or foods for personal consumption.

Ideally, these types of purchases will be paid for separately from CACFP costs.

**Q**

**Q.** What is the difference when crediting beans as a vegetable or a meat/meat alternate component?

**&**

**A.** Cooked, dry beans or peas may be counted either as a vegetable or as a meat alternate, but not as both in the same meal. Creditable portion sizes for beans used as meat alternate differ from when being credited as a vegetable. Refer to the [CACFP Meal Pattern](#) for Children Ages 1 - 12 for required minimum portion sizes.

**A**

The USDA's Crediting Handbook for CACFP says that roasted soy nuts may be credited as a meat alternate only. Fresh soy beans, (edamame) may credit as a vegetable only. This Handbook can be found online at [http://www.fns.usda.gov/sites/default/files/CACFP\\_creditinghandbook.pdf](http://www.fns.usda.gov/sites/default/files/CACFP_creditinghandbook.pdf).

## Scholarships Available for National CACFP Sponsors Association Conference

The National CACFP Sponsors Association (NCA) awards five scholarships for sponsor members of the association to attend the National CACFP Conference each year. Conference Scholarship applications will be accepted through Thursday, January 14, 2016, for the 2016 National Conference, to be held April 21-23, 2016, in Orlando, FL.

The NCA Conference will be full of opportunities to learn, discover, and network. Apply today, online at <http://www.cacfp.org/members2/scholarship-application/>.

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

### USDA and Alvin and the Chipmunks Team Up to Reduce Foodborne Illness

In an effort to educate children and their families about the importance of food safety, USDA and the Ad Council are joining 20th Century FOX to launch a series of public service advertisements (PSAs) featuring Alvin and the Chipmunks. The PSAs use footage from the upcoming film *Alvin & the Chipmunks: The Road Chip* to introduce viewers to four steps to food safety: clean, separate, cook and chill.

The new PSAs and other kid-friendly activities that further reinforce the food safety steps can be found online at [FoodSafety.gov](http://FoodSafety.gov).



### PBS Documentary: "In Defense of Food" to Premiere December 30, 2015

The Public Broadcasting Service (PBS) will premiere *In Defense of Food* on December 30, 2015, 8 pm CST, a program based on the best-selling book by Michael Pollan and supported by the National Science Foundation. *In Defense of Food* tackles a question people ask every day: What should I eat to be healthy?

The initiative is comprised of a two-hour documentary, produced in English and Spanish for broadcast on Vme, the "Spanish-language PBS", as well a series of materials that can be used for community awareness and education efforts.

Resources include a community outreach strategy guide, particularly for use in underserved communities; 10 educational modules for middle school students; bilingual activity guides for schools, afterschool programs, and youth programs; and a website with social media tools.

The program explores the modern diet, theories about nutrition science, and food marketing practices. Find additional information online at [www.kikim.com/xml/projects.php?projectId=88](http://www.kikim.com/xml/projects.php?projectId=88).

## Join Mealtimes Minutes e-Newsletter Listserv

To receive notices of the Mealtimes Minutes e-newsletter, join the Mealtimes 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 Mealtimes 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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