

mealtime MINUTES

Your link to the Child and Adult Care Food Program

Illinois State Board of Education

Nutrition Programs

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Happy New Year!

Welcome New Staff

We are pleased to announce Kris Shelton as the newest hire with the Nutrition Programs Division effective October 17. She comes to us from the Illinois Department of Public Health. She works with the Child and Adult Care Food Program (CACFP) regarding day care homes and centers.



Kris Shelton

**Illinois Early Learning Council Collaborating
 With Interagency Nutrition Council**

The Illinois Early Learning Council is committed to ensuring all Illinois children are safe, healthy, eager to learn, and ready to succeed by the time they enter school. Its goal is to meet the early learning needs of all children from birth to age five and their families by establishing a high-quality, accessible, and comprehensive statewide early learning system.

Effective January 2006, Public Act 094-0124 expands the Illinois Early Learning Council's role to guide collaborative efforts to improve and expand upon existing early childhood programs and services, *including those related to nutrition, nutrition education, and physical activity, in coordination with the Illinois Interagency Nutrition Council*

If you would like further information on this collaboration and the Early Learning Council activities, please visit the following websites:

- Illinois Early Learning Council at <http://www.illinois.gov/gov/ellc/>
- Illinois Early Learning Standards and Benchmarks at <http://www.illinoisearlylearning.org>
- Illinois Interagency Nutrition Council at <http://www.aces.uiuc.edu/~INC/>
- Illinois State Board of Education, Early Childhood Education Division at http://www.isbe.net/earlychi/html/collaborative_team.htm

The Question & Answer Corner

- 1) **Q—Can centers in the Child and Adult Care Food Program require parents to bring milk and/or juice to help offset the cost of food?**

A—Absolutely not—parents cannot be required to bring in gallons of milk, juice, or any food they receive through a federal program, such as Women, Infants, and Children (WIC) when the center is receiving money from CACFP.

- 2) **Q—Can a child care center claim a child's meal for reimbursement when the parent insists on providing a special type of milk for the child, yet the child care center provides all the other required meal components? The milk substitution is **NOT** for medical reasons.**

A—In this example, the parent's request is simply a preference and is not for medical reasons, therefore, when the parent provides the milk the meals cannot be claimed for reimbursement.

- 3) **Q—A child has a medical condition that requires him to avoid a lot of different food items, including wheat and milk. The parent has offered to bring in food and the center would offer the fruit and/or vegetables according to the meal pattern for each meal service every day. Can a child care center claim a child's meal for reimbursement when the parent provides many of the food items?**

A—Yes, if it is necessary for a parent to supply specific food items for medical reasons, then the meal can be claimed for reimbursement, when the child care center supplies at least one required meal component.

Claim Common Cent\$ Funding & Disbursement Services Division

Phone: 217/782-5256

Fax: 217/782-3910



Starting with your fiscal year (FY) 2006 (October 2005–September 2006)

claims you will be required to separate your snack/supplement meal counts on your site claims. For example, if you serve both an A.M. snack and a P.M. snack you will have to report each meal count separately. (In the past you combined the two meal counts together and reported one snack/supplement total.)

For sponsors who submit site claims using a batch file, please note the batch file format has been updated to include new fields for the snack breakouts. The batch file format also now includes fields for the claim contact information (name, phone number, etc.). Please review the instructions/layout for the batch files on our website and update your formats as necessary.

Some other things to remember:

- The federal fiscal year runs October through September, so be sure you are on the correct fiscal year when submitting claims. For example, August 2005 claims are FY**2005** and October 2005 claims are FY**2006**.

It is recommended claims be submitted by the 10th of each month. We process claims for payment each week, so the sooner you submit your claim, the sooner you will receive reimbursement. Do NOT wait until the last day to submit claims; if you have problems with the claim or your computer you may not be able to make corrections before the due date. Claims must be submitted no later than 60 calendar days after the end of the claiming month in order to be paid. Below is a chart detailing when claims are due for each month.

Fiscal Year 2006 Claim Cutoff Dates

Claim Month	Due Date
October 2005	December 30, 2005
November 2005	January 29, 2006
December 2005	March 1, 2006
January 2006	April 1, 2006
February 2006	April 29, 2006
March 2006	May 30, 2006
April 2006	June 29, 2006
May 2006	July 30, 2006
June 2006	August 29, 2006
July 2006	September 29, 2006
August 2006	October 30, 2006
September 2006	November 29, 2006

New Monthly Profit (and Loss) Summary

A new Monthly Profit and Loss Summary is available on our website at www.isbe.net/nutrition. We made a minor update, for centers that purchase both food and vended meals. Hopefully this update will be appreciated by centers impacted. The total expenses for food purchases and vended meals were separated to two different line items. The line items now match up exactly to the Annual Budget and Annual Financial Report.

Food Allergy Program for Child Care Centers and Preschools

The Food Allergy & Anaphylaxis Network has announced the *Child Care and Preschool Guide to Managing*



Allergies is available free of charge to licensed child care centers in Illinois. The comprehensive program, endorsed by the American Academy of Allergy, Asthma & Immunology, and the American Academy of Pediatrics, is designed to educate caregivers of children under age five. The guide includes two educational videos (one for adults and one for children), a binder of information, an EpiPen® trainer, Twinject™ trainer, and much more. Visit their website at <http://www.foodallergy.org/school.html> to nominate your center to receive this program.

POLICY BULLETIN BOARD

Five-Day Reconciliation

We have received further clarification from USDA on how the five-day reconciliation should be conducted. Please read the information below and go to our website at www.isbe.net/nutrition, click on *Child and Adult Care Food Program*, then on *Forms and Documents* to get the new *Monitor Review Form for Sponsors*, which incorporates the information below.

In accordance with §226.16(d)(4)(i) and (ii), a reconciliation of meal counts for five consecutive days must be included as a part of every monitoring review sponsoring organizations are required to conduct on each of their facilities. The meal counts for these five consecutive days must be reconciled with daily attendance records and enrollment forms by child. To make the workload more manageable, sponsoring organizations may base their reconciliation on a random sample of the children for the five-day period. The random sample must equal at least 10 percent of the number of children enrolled, with a minimum of five children's records being reconciled in sponsored centers with 50 or fewer enrolled children. The five-day reconciliation could involve records from the current month or previous month (or, for reviews conducted early in a month, perhaps some combination of days from the current and previous month).

For the At-Risk After-School Snack/Supper Program, some shelters, and unlicensed Outside School Hours Programs, the sponsoring organization's monitor would reconcile meal counts to only daily attendance records when there are no enrollment forms. For some emergency shelters where no enrollment or daily attendance records are available, the monitor would conduct a more general review of the facility's meal counting procedure and compare to the in-take records for the children to ensure they were residents at the shelter during the five days that are being reconciled.

Any discrepancies in the five-day reconciliation must be looked into further to determine and document a logical reason for the difference. If discrepancies cannot be justified, the sponsoring organization would facilitate parent contacts. The parent contact procedure is also available on our website.

U.S. Armed Forces Family Supplemental Subsistence Allowance

The Department of Defense has paid certain members of the armed forces and their families a Family Subsistence Supplemental Allowance (FSSA). In accordance with Public Law 108-375, any FSSA a household receives must **not** be treated as income in determining eligibility for free and reduced-price meals on the Household Income Eligibility Applications. This is effective through September 30, 2006.

Budget—Prior Approval and Specific Prior Written Approval

At the beginning of each fiscal year, a budget needs to be prepared to project what expenses are expected for the food program for the next fiscal year. The budget form on ACES, as part of the application, contains basic items available for input. What about other types of expenses? Some types of expenses do require either prior approval or specific prior written approval before you can incur that expense. How do you know what types of items might require prior approval? The worksheet titled *Items Requiring Prior Approval, Specific Prior Written Approval, and Food Nutrition Service Regional Office Approval* details various items requiring prior approval and the level of approval required. This worksheet can be found on our website at <http://www.isbe.net/nutrition> under Child and Adult Care Food Program.

Civil Rights Requirements

Civil rights requirements are part of your agreement to participate in CACFP. A copy of the *Civil Rights Requirements* is available on our website at www.isbe.net/nutrition. Click on *Child and Adult Care Food Program* at the bottom of the screen, then on *Forms and Documents*. The purpose of the document is to let you know CACFP policies regarding civil rights and to provide guidance on nondiscrimination in the administration of this program. Your responsibilities related to civil rights are specifically detailed and must be completed every year.

TRAINING

Watch Our Website for Training Announcements

In the past, training has been offered each month to prospective new sponsors and existing sponsors needing a refresher course. We are currently reviewing and updating the training to be offered and securing new locations. Training opportunities will be posted as they become available. Please watch our website at www.isbe.net/nutrition for more information in 2006.

You must still preregister for training online. Check out the training locations on our website at <http://www.isbe.net/nutrition>. Click on *Child and Adult Care Food Program* at the bottom of the screen. The next screen provides you with a lot of information about CACFP, so check it out as you scroll down and click on *Workshop/Training Schedule*. You will be able to view all CACFP training opportunities planned to date. Select the date and location you would like to attend. The *Event Details* screen provides all information about the upcoming training, including access to a map. Print the map so you can find your way to the location and be on time. At the bottom of the screen click *Register for This Event*. Complete the registration form. Make sure the information is accurate, double check your email address and phone number. A message will immediately appear on the screen thanking you for registering. You will also receive an email from webmaster@isbe.net at the email address you provided, confirming your registration and providing details about the training.

Registration is mandatory so we can plan for the appropriate number of participants. Space is available on a first come, first serve basis. If the training has to be cancelled, we will contact you at the email address or phone number provided on the registration form. Again, make sure this information is correct. Please contact us at 800/545-7892 with questions.

Public Service Website Stresses Hand Washing

In this season of colds and flu, it is especially important to be vigilant about hand washing. Help educate your childcare community, and children with this new public website www.scrubclub.org which is designed to focus on hand washing as a simple, yet highly effective way of fighting infectious and foodborne illnesses.

Nutrition Education and Training Library Link

Illinois Nutrition Education and Training (NET) publishes a resource entitled, *NET Library Link* August through May, annually for users to review nutrition related health observances for the following month. A listing of related loan library resources is included for readers to borrow as well. Make a New Year's resolution to view the NET Library Link at www.kidseatwell.org monthly.

FOOD SERVICE AND NUTRITION EDUCATION

Mealtime Memos for Child Care

Are you looking for resources to use in training your staff? Stop looking and visit the National Food Service Management Institutes website at <http://www.nfsmi.org> for the *Mealtime Memos* for child care. These memos cover a variety of useful, training subjects including time planning guidelines, adequate nutrients with calorie needs, physical activity, food safety, and much more! The *Mealtime Memo* is also available in Spanish. The *Mealtime Memos* is a different publication than this newsletter, the *Mealtime Minutes*.

Newly Refreshed National Agriculture Library Website Launched

USDA's Agriculture Research Service's National Agriculture Library (NAL) invites users to visit their refreshed and newly designed website at <http://www.nal.usda.gov>. The site offers several web pages with information focused on the needs of specific audiences, including kids and teens, librarians, and USDA employees. New search features will also be included.

Food Purchasing for Child Care Centers Mailed in January

USDA has published a guide, *Food Purchasing for Child Care Centers*. Please watch for this to be mailed to your organization in January. The package includes both an instructor guide and a training packet. Each institution (independent centers and sponsoring organizations) will receive ONE copy. **Copies will not be mailed to each CACFP child care facility. Additional copies are not available.**

National Nutrition Month®, March 2006

The year 2006 marks the 33rd year to celebrate National Nutrition Month in March. This year's theme is *Step Up to Nutrition and Health*. The following key messages for 2006 are based on the Dietary Guidelines for Americans' 2005 recommendations.

1. The food and physical activity choices made today—and everyday—affect your health and how you feel today and in the future. Eating right and being physically active are keys to a healthy lifestyle.
2. Make smart choices from every food group. Give your body the balanced nutrition it needs by eating a variety of nutrient-packed foods every day. Just be sure to stay within your daily calorie needs.
3. Get the most nutrition out of your calories. Choose the most nutritionally rich foods you can from each food group each day—those packed with vitamins, minerals, fiber and other nutrients but lower in calories.
4. Find your balance between food and physical activity. Regular physical activity is important for your overall health and fitness plus it helps control body weight, promotes a feeling of well-being and reduces the risk of chronic diseases.
5. Play it safe with foods. Prepare, handle and store food properly to keep you and your family safe.

Visit www.eatright.org for further information on National Nutrition Month®.



Child and Adult Care Food Program or Summer Food Service Program?

Which Child Nutrition Program can you offer children during the summer months? There is the Summer Food Service Program (SFSP) and the Child and Adult Care Food Program (CACFP). Here are some criteria to help you decide which program is available to you.

For those of you that operate the At-Risk After-School Snack/ Supper Program, you should consider participating in SFSP during the summer months because you are not allowed to claim meals through CACFP. A separate application must be submitted for SFSP by June 1 to participate in this program along with attending a training workshop which will be held in March 2006.

If you operate a licensed child care center, you need to keep the children in CACFP throughout the year. You are not allowed to change to SFSP. **You also are not allowed to take the children from the child care center to eat at an SFSP site.**

If you expand your program in the summer months to a different group of children (for example, you offer programs to older children in another part of your building) you could operate SFSP if located in an area where at least 50 percent of the children are receiving free and reduced-price meals in the National School Lunch Program.

If your location offers both CACFP and SFSP to children, you will be required to complete a Clarification of Participation form with your SFSP application to ensure the Illinois State Board of Education that different children are participating in the programs. Please contact Amy Bianco at 800/545-7892 if you have questions regarding the Summer Food Service Program.

CALENDAR OF EVENTS

JANUARY
2006

Quarterly issue of *Mealtimes Minutes* posted online at <http://www.isbe.net/nutrition>, under *Newsletters*
2 New Year's Day—ISBE Office Holiday

FEBRUARY
2006

13 Lincoln's Birthday—ISBE Office Closed
20 Washington's Birthday—ISBE Office Closed

MARCH
2006

National Nutrition Month®

The Illinois State Board of Education will deliver to all students the opportunity for an education that is *Second to None*, provide first-class service to all stakeholders and support continuous improvement and innovation in all public schools.