

# mealtime MINUTES

*Your link to the Child and Adult Care Food Program*

Illinois State Board of Education

Nutrition Programs

*Happy New Year!*

**INSIDE**  
This Issue

**ADMINISTRATION**

Spanish Translations of Child Nutrition Documents Available Online .....1  
 Childhood Diabetes Increasing Yearly .....1  
 Child and Adult Care Food Program or Summer Food Service Program? .....2  
 The Question and Answer Corner.....2  
 Child and Adult Care Food Program Contact List.....2

**POLICY BULLETIN BOARD**

Procedures for Reviewing and Approving Household Income Eligibility Applications for Military Families.....3  
 Civil Rights Requirements and Training .....3

**TRAINING**

Child and Adult Care Food Program Refresher Training Available .....4  
 Wrapping Up KidsFest 2006.....5  
 Popular Child Care Materials Available From the Loan Library .....5  
 MyPyramid for Kids FREE Resources .....5  
 Subscribe to National Foodservice Management Institute's Electronic Newsletter .....5

**FOOD SERVICE AND NUTRITION**

USDA Child Care Recipes Updated.....5  
 Make and Keep These New Year's Resolutions.....6  
 National Nutrition Month®, March 2007 .....6

**CALENDAR OF EVENTS**

2006 Mealtime Minutes Index Posted

**ADMINISTRATION**

## Spanish Translations of Child Nutrition Documents Available Online

The following resources are now posted on our website.

- *Child and Adult Care Food Program Annual Enrollment Form*
- *Child Care Centers, Head Start, and School-Sponsored Pre-K Programs Fact Sheets*
- *Infant Meal Pattern Chart, including the document for Infant Formula Waiver Notification*
- *Meal Chart for Children Ages 1 to 12 Years*

For our website, go to <http://www.isbe.net/nutrition>. Click on the blue box titled *Child and Adult Care Food Program*, then choose *Forms, Documents, and Resources* and scroll down the page. The documents are very easy to identify in the list—look for the word *Spanish!*

## Childhood Diabetes Increasing Yearly

About 177,000 young people under 20 years of age have diabetes. As obesity rates in children continue to soar, type 2 diabetes, a disease that used to be seen primarily in adults over age 45, is becoming more common in young people. With type 2 diabetes, the pancreas still makes some insulin but the cells cannot use it well. Children with diabetes, their families, and you, as their child care provider, face many challenges.

Diabetes is a chronic disease that occurs when the blood sugar or glucose is too high. Glucose comes from the food we eat and is also made in the liver and muscles. The blood carries the glucose to all parts of the body and the cells use it for energy. The pancreas makes insulin, which controls the amount of glucose in the blood. The insulin helps glucose get from the food you eat into your cells so your muscles can work.

Why do you get type 2 diabetes? Being overweight increases the risk of getting type 2 diabetes. Children who are not active or who have a family member with diabetes are more likely to get it themselves. Some racial and ethnic groups have a greater risk of getting diabetes such as American Indians, African Americans, Hispanics/Latinos, Asian Americans, and Pacific Islanders. You do not get diabetes from eating too much sugar. However, when a person has diabetes, foods with sugar can create serious problems.

After several years of having diabetes, it can lead to increased risk of long term health problems. The good news is that when a person takes care of their diabetes, they can avoid these problems by eating small servings of healthy foods, being active every day, staying at a healthy weight, taking their medication, and keeping blood glucose levels within a healthy range.

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

Which Child Nutrition Program can you offer to 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 2007.

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 the SFSP. You also cannot take the children from the child care center to eat at a 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 this agency that different children are participating in the programs. Please contact Amy Bianco at 800/545-7892 if you have questions regarding the SFSP.

## The Question and Answer Corner

- Q.** Can we serve popcorn for a snack?
- A.** *Popcorn is not a creditable food item for CACFP, so no, you cannot serve popcorn and apple juice; that is not a reimbursable snack. However, if you are serving older students in an after-school program, you may offer a snack with popcorn, peanuts, and apple juice. The popcorn would be served as an extra item and the peanuts and apple juice, when served in appropriate portion sizes, would meet the meal pattern for a reimbursable snack.*
- Q.** We purchase our meals from a vendor and are concerned some of the menu items do not meet CACFP meal pattern requirements. Is the vendor required to provide us with product information so we can ensure these food items meet requirements?
- A.** *Your food vendor agreed to prepare meals that meet CACFP meal pattern requirements. Therefore if you do*

*not think an item meets the requirements, ask for information on the product such as a copy of the product label. The vendor must provide you with this information.*

- Q.** Exactly what must occur in order to document that a child ate a meal?
- A.** *Technically we want you to mark that a child RECEIVED a reimbursable meal. We have no control over whether a child will EAT or how much they eat. To answer your question, as long as a child is SITTING at the table with their COMPLETE meal in front of them, you may claim that child's meal for reimbursement. The child does not have to eat one bite; however, they should be encouraged throughout the meal service to eat the food.*
- Q.** Can meal attendance be taken once the children are sitting at the table, before they start eating?
- A.** *Your teachers MUST complete the Meal Participation Record after the children have sat down at the table AND have received a reimbursable meal. The meal count should be done when a teacher can see the child has a reimbursable meal in front of them. Meal counts should NOT be recorded before the meal is served and NOT after the children have left the table.*

## Child and Adult Care Food Program Contact List—Where to Go for Answers

### Nutrition Programs—Illinois State Board of Education

(For answers regarding the Child and Adult Care Food Program)

Telephone 800/545-7892 (Illinois only)  
or 217/782-2491

Fax 217/524-6124

Email address [cnp@isbe.net](mailto:cnp@isbe.net)

Internet address <http://www.isbe.net/nutrition>

### Funding and Disbursement Services—Illinois State Board of Education

(For answers regarding claims for reimbursement, payments, and banking information)

Telephone 217/782-5256

Fax 217/782-3910

Internet address <http://www.isbe.net/funding>

### Illinois Nutrition Education and Training

(For answers regarding nutrition services offered)

Telephone 800/466-7998 or 815/895-9227

Fax 815/895-2971

Internet address <http://www.kidseatwell.org>

### Nutrition Education Loan Library

(To order materials from the loan library)

Telephone 800/545-7892 (Illinois only) or  
217/782-2491

Contact person Lindsay Blough

Email address [lblough@isbe.net](mailto:lblough@isbe.net)

## Procedures for Reviewing and Approving Household Income Eligibility Applications for Military Families

The following three policies have an impact on the way an HIE Application is reviewed and approved. Please implement these policies for military families.

### 1. Policy for Family Members Deployed for Military Service During Time of War

Prompted by the deployment of US military forces in support of Operation Iraqi Freedom, this policy applies to this and future military deployments because military deployments are initiated with little or no advance warning, and each deployment receives a unique designation to distinguish it from any other deployment or campaign.

This policy will remain in effect until rescinded. This policy makes special accommodations for free and reduced-price meal eligibility determinations. To determine household size, deployed service members should be considered family members living apart on a temporary basis and be counted as a household member. If only a portion of the deployed service member's income is made available to the household, only that portion will be counted as income to the household.

Child and Adult Care Food Program institutions should instruct families to include the names of service members and income made available to the household of deployed service members on the Household Income Eligibility (HIE) Application. The determining official or staff person that reviews and approves the HIE Application should count the service member as part of the household in establishing eligibility for free and reduced-price meals.

### 2. Treatment of Military Housing Allowance for Families in Privatized Housing

Public Law 108-265 has permanently excluded certain privatized housing allowances from consideration as income when military families complete an HIE Application for the CACFP. Privatized housing refers to the Military Housing Privatization Initiative happening on many military bases. This initiative puts the operation of military owned housing under private contractors. In making this change, a housing allowance appears on the leave and earnings check statement of service members living in privatized housing. When the check shows the housing allowance included as income, you will need to make sure it is not included as part of the gross income used on the HIE Application. The housing allowance provided under this Initiative is **excluded** from consideration as income for military families applying for free and reduced price meals. Remember, it is important to note that this income exclusion is only for service members living in housing covered under the Military Housing Privatization Initiative. This is not an allowable exclusion for households living off base in the general commercial real estate market.

### 3. U. S. Armed Forces Family Supplemental Subsistence Allowance

Public Law 109-163 made the Department of Defense's Armed Forces Family Subsistence Supplemental Allowance (AFSSA) permanently available. Therefore, the exclusion of the AFSSA as income for the Child and Adult Care Food Program is also permanent.

The AFSSA is designed to bring a household's income up to 130 percent of the Federal poverty standard, and thus to decrease the reliance on food stamps for affected members and their families. The amount of the AFSSA based on household size and income may not exceed \$500 dollars per month. Qualifying members that receive AFSSA may reside State-side or overseas. The statute governing the AFSSA program does not prohibit members from receiving benefits under AFSSA and the Food Stamp Program at the same times. State agency staff and Child and Adult Care Food Program staff responsible for reviewing and approving HIE Applications must not include the AFSSA payment in determining a household's income.

## Civil Rights Requirements and Training

Civil rights compliance and enforcement is an administrative responsibility in the Child Nutrition Programs. The USDA has based its civil rights regulations on several civil rights laws including, Title IX of the Education Amendments which prohibits discrimination on the basis of sex; the Americans with Disabilities Act of 1990; Age Discrimination Act of 1975; and the Civil Rights Restoration Act of 1987 which prohibits discrimination based on *race, color, and national origin*. Therefore, these statutes and regulations prohibit discrimination in all USDA programs and activities on the basis of *race, color, national origin, sex, age, and disability*. As an institution participating in the USDA-funded Child and Adult Care Food Program, you must NOT discriminate in the operation of your program and activities on the basis of *race, color, national origin, sex, age, and disability*.

Besides the nondiscrimination policy, your institution is also required to follow other civil rights requirements explained below.

*Data Collection*—Data collection is an important part of compliance with USDA's civil rights requirements. The first data collection requirement is to collect ethnic and racial data. For those of you that are required to have a CACFP Annual Enrollment Form on file for all children, Section 5 on that form specifically collects this information. Ideally, this data is completed by the parent (*self-identification*); however, if the parent does not complete that section, your staff needs to complete by *observation*. Staff observation would be the method used for At-Risk After-School Snack and Supper Programs, unlicensed Outside School Hours Programs, and emergency/homeless shelters since these types of programs are exempt from using the CACFP Annual Enrollment Form.

Ethnicity and race are two different designations and have to be collected separately. Ethnic data is collected first; are the children *Hispanic or Latino or Not Hispanic or Latino*; only one is marked. Racial data is separated



into five categories, (1) *American Indian or Alaska Native*, (2) *Asian*, (3) *Black or African American*, (4) *Native Hawaiian or Other Pacific Islander*, and (5) *White*; the parent can select one or more racial categories that apply for their children listed on the form. Remember, if the ethnic and/or racial categories are left blank on the CACFP Annual Enrollment Form, your staff should complete the information and initial the form. Again, staff observation would be the method used for At-Risk After-School Snack and Supper Programs, unlicensed Outside School Hours Programs, and emergency/homeless shelters.

The second data collection requirement has you gather the estimated number of potential eligible beneficiaries by ethnic/racial categories for the area served by the institution. To help you meet this requirement we provide this information every year with CACFP approval letter. The ethnic/racial categories are provided for the county or counties where you provide services. Your approval letter is available in *Child Nutrition ACES*, click on *Document Archive* within the *Select a Link* option, this will bring up your 2007 approval letter with the ethnic/racial county data on the last page. Print a copy for your records.

The ethnic/racial data collected will be used to determine how effectively your program is reaching potential eligible persons, identify areas where additional outreach may be needed, and to complete reports as required.

The third data collection requirement is that ALL records used to operate CACFP must be maintained for three years plus the current year and safeguards should be made to ensure the data is kept confidential.

**Public Notification**—The public notification system must include three elements:

- Inform applicants, participants, potentially eligible persons, and grassroots organizations on how they can participate in CACFP.
- Include the nondiscrimination statement, *In accordance with Federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.*
- Include procedures for filing a complaint. *To file a complaint of discrimination, you must write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call 800/795-3272 (voice) or 202/720-6382 (TTY). USDA is an equal opportunity provider and employer.*

Methods to inform applicants, participants, potentially eligible persons, and grassroots organizations about CACFP and civil rights requirements include:

- Prominently display the *USDA And Justice for All* poster, such as on a bulletin board.
- Provide parents with or display the *Building for the Future* brochure.
- Provide Program Announcement annually to local newspaper. To assist you, beginning in fiscal year 2007 this state agency released a state-wide Program Announcement to fulfill this requirement. The state plans to continue this process each year for institutions that participated in CACFP the previous year. All new institutions will be required to do the Program Announcement themselves prior to being

approved in CACFP.

- Post the nondiscrimination statement and complaint procedure on all materials produced for public information, public education, or public distribution and web based information

**Civil Rights Compliance Reviews**—Institutions participating in CACFP are reviewed every three years, part of the review is a civil rights compliance review. Following the information above will help ensure a successful civil rights review or audit.

**Training**—Annual training is required so people involved in all levels of CACFP understand the above mentioned civil rights requirements. Persons who must receive civil rights training are *frontline staff* who interact with program participants, including monitors, and those who supervise *frontline staff*.

A copy of the Summary of Civil Rights Requirements is available on our website at <http://www.isbe.net/nutrition>, click on *Child and Adult Care Food Program* in the blue box, on the next screen select *Documents, Forms, and Resources*.

## TRAINING

# Child and Adult Care Food Program Refresher Training Available

Training is available each month to refresh your knowledge of CACFP procedures. The session covers the basics of Household Income Eligibility Application approval, menu planning and required record keeping. These work sessions are offered free of charge and are four hours in length.

You must pre-register 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* in the blue box. The next screen provides you with much CACFP information, so scroll through to check it out. Click on *Workshop/Training Schedule* in the yellow box. 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 not be late. 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](mailto: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.

## Wrapping Up KidsFest 2006

The Illinois Nutrition Education and Training staff report that over 4,700 people attended this year's KidsFest Chicago at the DuPage Expo in St. Charles, Illinois on October 12–14! School field trip and group attendees topped 3,400 people alone! Thanks to major sponsors like the Illinois Soybean Association, Radio Disney, and Children's Memorial at Central DuPage Hospital, KidsFest was able to directly impact 34 percent more children, families, and school staff than last year. Media coverage of the event reached thousands more with the important message that healthy food choices and active lifestyle are important for every child.

Children, families, and school staff challenged themselves by trying fun, new physical activities like rock climbing, kickboxing, Irish dancing, the Game On! obstacle course, and even yoga. After the activities, they were able to refresh themselves with tasty, yet healthy snacks and beverages like soy nuts, fresh fruit, chocolate soymilk, and fruit smoothies. Attendees learned how to make quick and nutritious snacks as well at the Meijer's Healthy Living Culinary Stage. The competition heated up between the four selected teams in the Sodexo's Junior Chef Challenge on Saturday. Each recipe was judged on appearance, taste, nutrition, and showmanship. Congratulations to Thompson Middle School from St. Charles who had the winning recipe of Individual Chicken Pesto Pizzas!

We hope to see you at next year's KidsFest Chicago, where staying healthy can be fun and tasty!!!

## Popular Child Care Materials Available From the Loan Library

Here are a few commonly requested items from the loan library.

- 1) *A, B, Cs of Nutrition for the Young Child*—This video examines the relationship of diet and a child's behavior, and the development of physically fit kids. It includes a teacher's guide with questions for discussion, background information including topics such as from play to exercise, children and weight control, and obesity.
- 2) *Wash Those Hands*—This upbeat, live-action video explains how hand washing can help prevent the spread of bacterial and viral illnesses.
- 3) *Being Active at Child Care*—This video explores ways to keep children active in a safe, "active friendly" child care environment as well as the importance of good nutrition and how to implement a creative healthy eating environment.

Visit <http://www.kidseatwell.org> to check out the online catalog for more resources available through the Nutrition Education Loan Library!

## MyPyramid for Kids FREE Resources

Have you taken the opportunity to order FREE MyPyramid

[www.isbe.net/nutrition](http://www.isbe.net/nutrition)

for Kids posters (within limits) for the classroom and cafeteria yet? For classroom and cafeteria use, you may order worksheets, coloring pages, and use the MyPyramid Blast Off (interactive computer game) online.

The MyPyramid graphic stresses the following key messages.

- Make Half Your Grains Whole
- Vary Your Veggies
- Focus on Fruits
- Get Your Calcium-Rich Foods
- Go Lean With Protein

Visit USDA's Team Nutrition website at <http://www.teamnutrition.usda.gov> to view the interactive website. Visit <http://www.ntis.gov/USDA/MyPyramid.aspx> to order the free items online. March, National Nutrition Month® is right around the corner, so make the time to order these free materials now!

## Subscribe to National Foodservice Management Institute's Electronic Newsletter

The National Food Service Management Institute (NFSMI) offers electronic newsletter subscriptions free. Visit [http://app.bronto.com/public/?q=landingpage&fn=Mail\\_LandingPage\\_Link&id=afujnitdabdantilcxhkhzxsxnvpbbb&page=subadd&type=page](http://app.bronto.com/public/?q=landingpage&fn=Mail_LandingPage_Link&id=afujnitdabdantilcxhkhzxsxnvpbbb&page=subadd&type=page) to choose which electronic newsletters you are interested in receiving. The choices are indicated below.

- Mealttime Memo (This newsletter is different from ISBE's *Mealttime Minutes* that you are reading right now. The Mealttime Memo is also available in Spanish on their website at <http://olemiss.edu/depts/nfsmi/Information/Newsletters/index.html>.)
- NFSMI Update
- NFSMI E-Newsletter

### FOOD SERVICE AND NUTRITION

## USDA Child Care Recipes Updated

If your institution operated in 1999, you would have received a collection of recipes, Child Care Recipes: Food for Health and Fun from USDA's Child and Adult Care Food Program.

These recipes have now been updated to reflect the changes made in the 2001 Food Buying Guide for Child Nutrition Programs. The revised recipes have been standardized, edited for consistency, and analyzed for nutrient content. The updated recipes are available only on the Internet from NFSMI, Team Nutrition, and Healthy School Meals Resource System at [http://www.nfsmi.org/Information/cc\\_recipe\\_index\\_alpha.htm](http://www.nfsmi.org/Information/cc_recipe_index_alpha.htm).

You will notice that some of the Child Care Recipes were used to develop our sample snack menus and the 21 day sample cycle menu available on our website at [www.isbe.net/nutrition/pdf/sampl\\_CACFP\\_snack\\_menus%20.pdf](http://www.isbe.net/nutrition/pdf/sampl_CACFP_snack_menus%20.pdf) and at [http://www.isbe.net/nutrition/pdf/21-day\\_cycle\\_sample.pdf](http://www.isbe.net/nutrition/pdf/21-day_cycle_sample.pdf).

# Make and Keep These New Year's Resolutions

- Celebrate National Nutrition Month® in March 2007
- Enroll in Team Nutrition at <http://teamnutrition.usda.gov/team.html>
- Exercise your brain and increase your brainpower by registering for a course, conference, or workshop
- Apply for a grant, scholarship, and/or award
- Subscribe to a National Food Service Management Institute's electronic newsletter
- Honor your child nutrition staff during National Child Nutrition Employee Recognition Week, May 7–11, 2007

## National Nutrition Month®, March 2007

This year 2007 marks the 34th year to celebrate National Nutrition Month in March. This year's theme is *100% FAD FREE*. Visit

<http://www.JimColemanLtd.com/nnm>

to order National Nutrition Month products online, download the catalog, or to request a catalog. Visit

<http://www.eatright.org> for further information on National Nutrition Month.)



## Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001  
[www.isbe.net](http://www.isbe.net)

**Rod R. Blagojevich**  
 Governor

**Jesse H. Ruiz**  
 Chairman

**Christopher A. Koch, Ed.D.**  
 State Superintendent of Education (Interim)

An Equal Opportunity/Affirmative Action Employer and Provider  
 Printed by the Authority of the State of Illinois • January 2007 150 PRT3402720 No. 761



# CALENDAR OF EVENTS

**JANUARY 2007**

*Happy New Year!*

Quarterly Issue of Mealtime Minutes posted online at <http://www.isbe.net/nutrition>, under *Newsletters*

1 New Year's Day—ISBE Office Holiday

18 Refresher Training for Institutions Participating inCACFP—Oak Lawn

**FEBRUARY 2007**

18 CACFP Orientation for New Institutions Springfield

12 Lincoln's Birthday—ISBE Office Closed

21 Refresher Training for Institutions Participating in CACFP—Collinsville

19 Washington's Birthday—ISBE Office Closed

**MARCH 2007**

National Nutrition Month®

21 Refresher Training for Institutions Participating in CACFP—Oak Lawn



RETURN SERVICE REQUESTED