

# mealtimes MINUTES

Your link to the Child and Adult Care Food Program

Illinois State Board of Education

Nutrition Programs

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Wishing You...

A HAPPY  
NEW YEAR

## Make and Keep These New Year's Resolutions

- \* Celebrate *National Nutrition Month*® in March 2008
- \* Join the Team! FREE enrollment for Team Nutrition at <http://teamnutrition.usda.gov/team.html>
- \* Exercise your brain and increase brainpower by attending a course, conference, or workshop
- \* Apply for a grant, scholarship, and/or award
- \* Subscribe to the National Food Service Management Institute's electronic newsletter, *Mealtime Memo* at <http://olemiss.edu/depts/nfsmi/Information/Newsletters/index.html>
- \* Honor your child nutrition staff during *National Child Nutrition Employee Appreciation Week*, May 5-9, 2008

### ADMINISTRATION

## Missing Children Records Act—Important Update for You to Note

This information is provided as a courtesy; you will receive further information from the Department of Children and Family Services (DCFS). DCFS is currently drafting changes to the rules for licensing standards and will provide further guidance.

Public Act 95-0439 amends the Missing Children Records Act (325 ILCS 50/5). Effective January 1, 2008, all public or private child care facilities licensed under the Child Care Act of 1969 will be required to collect a certified copy of a child's birth certificate or other reliable proof of the child's identity and age, such as a passport, visa, or other governmental documentation, when a child is enrolled for the first time. The new Public Act describes specifically how this documentation is to be collected and the steps to follow when the documentation is not provided to the center.

A full copy of the *Missing Children Records Act* is available at <http://www.ilga.gov/legislation/ilcs/ilcs.asp>; go to *Human Needs* and click on *Chapter 325 Children*, and click on *325 ILCS 50/Missing Children Records Act*.

## Providing a Pleasant Mealtime Environment

Providing a nurturing environment for children to eat is an important aspect of the day care setting. The University of Idaho developed an educational project, "Feeding Young Children in Group Settings" by Laurel Branen and Janice Fletcher. This project

*continued on following page*

## ADMINISTRATION

is designed to help provide a nurturing feeding environment for children. The project includes concepts from nutrition, child development, and food safety and presents information about best practices in feeding young children. Their website contains a variety of educational materials, learning activities, and resources for child care providers, teachers, food service workers, and other professionals who prepare and provide food to young children in group settings.

There are six basic principles for feeding young children in group settings:

1. Adults should eat with children
2. Adults choose what is served and how it is served
3. Children choose how much to eat
4. Children need a variety of foods
5. Children should serve themselves (Children waste less when they are given the opportunity to choose how much they will have.)
6. Adults set the feeding environment

There are factors to consider when deciding where and how to serve the children in your care. Provide adequate space for each child to eat their meals and snacks. Young children are learning to control their muscles, especially their hand muscles. They need plenty of space to balance food, drink, and eating utensils.

Provide practice for the children with child size utensils because their strength, endurance, and control are minimally developed for using eating utensils. Help children increase skills by giving them plenty of practice with spoons, forks, knives, and child-size serving utensils.

Provide foods that let them practice their skills. Offer the children foods to spread, cut, break, spear, or spoon from a bowl. This variety allows children to gain skills. Caution: expect children to have varying degrees of ability. Children should have lots of time and opportunity to PRACTICE these skills before competence is expected.

Help children learn about food by assisting them as they help prepare food. If your health department allows, let children participate in preparing food. They enjoy eating what they prepare.

When possible, have adults eat with the children. Adults are role models for using utensils, choosing and eating foods, and behaving in socially acceptable ways at the table. They help shape children's eating behavior.

Let children serve themselves (if using family style meal service) rather than depend on adults (who may heap food on unwilling children's plates). If you use the pre-plated meal service method, first serve the minimum size portions of all food items. If children are still hungry, they can ask for additional servings. When using family-style meal service, support children as they LEARN how to pass bowls without accidents and how to choose portion sizes that match how much they can eat.

Trust children to eat as much as they need for their growth and development. Refrain from forcing children to clean their

plates. When children are forced to eat beyond what their brains tell them is enough, they learn to ignore their natural body cues that tell them when they are full. Trust children will eat as much as they need. This rule is very important today with the increase in childhood obesity. Be careful of subtle forcing, no matter how gentle or kind-hearted your intentions.

You can set a pleasant environment for feeding young children in a group setting in these ways. Visit the USDA's Team Nutrition website ([http://healthymeals.nal.usda.gov/nal\\_display/index.php?info\\_center=14&tax\\_level=3&tax\\_subject=264&topic\\_id=1364&level3\\_id=5170](http://healthymeals.nal.usda.gov/nal_display/index.php?info_center=14&tax_level=3&tax_subject=264&topic_id=1364&level3_id=5170)) for more information on this topic and other nutrition education related topics.

## The Question & Answer Corner

- 1) Q. Do we need an infant waiver for every infant at our center?  
A. Yes, ALL infants MUST have an Infant Formula/Food Waiver Notification on file. The waiver document was totally redeveloped in June 2007. You MUST use the new form, which is available on our website. There is a section on the waiver that must be filled in by the center before giving to the parent/guardian. The parent must complete the lower half of the document, sign, and date it. If changes occur in the infant's diet, the parent can request to complete another waiver.
- 2) Q. A disabled child enrolling in Head Start receives Supplemental Security Income (SSI), along with the mother. The family's income exceeds the Head Start income requirements; however, they still qualify for Head Start because the family receives public assistance, which in this case is SSI. Does the child qualify for CACFP free meal benefits?  
A. Yes, the child is eligible for free meal benefits because he meets the definition for a low-income family in Head Start. Head Start regulation, 45 CFR Part 1305, states "Low-income family means a family whose total annual income before taxes is equal to, or less than, the income guidelines. For the purpose of eligibility, a child from a family that is receiving public assistance or a child in foster care is eligible even if the family income exceeds the income guidelines."
- 3) Q. When our institution monitors our sites, what days should we select for the five-day reconciliation?  
A. The days selected for the five-day reconciliation are any consecutive five days; they could be from the previous month or the last five days.
- 4) Q. Do all households that receive Temporary Assistance

for Needy Families (TANF) or food stamps need the Food Stamp Certification Letter to apply for the free meal benefits?

A. *No, not all households receive the Food Stamp Certification Letter for TANF and food stamp benefits. You may accept a valid case number written on a Household Eligibility Application in place of the Food Stamp Certification Letter. To check the validity of a case number, go to page 25 of the Household Eligibility Information booklet and follow the Instructions for Institutions to Process Household Eligibility Applications and Determine Eligibility for Head Start/Even Start Children.*

5) Q. Can I accept an All Kids insurance case number in place of a food stamp case number for issuing free meal benefits?

A. *No, All Kids is a program available to all families regardless of income levels. Only TANF or food stamp case numbers are acceptable for issuing free meal benefits. All others must submit a Household Eligibility Application and the status is determined based on income level and the number of household members.*

6) Q. Since I operate a for-profit business, do I need to complete the Annual Financial Report (AFR)?

A. *Yes, **ALL** institutions participating in the Child and Adult Care Food Program are required to submit actual food service operating expenses on the AFR by December 15 each year.*

7) Q. Where do I find the information that is required to submit the Annual Financial Report?

A. *Your organizations should complete the Monthly Profit (or Loss) Summary at the end of every month to summarize the actual food program expenses incurred for that month. Totaling the line items on the twelve Monthly Profit (or Loss) Summaries for the fiscal year will provide you with the information you need for the Annual Financial Report. This form captures all line item expenses associated with the food program. For more information on the Monthly Profit (or Loss) Summary, refer to the Forms Forum section in this issue.*

## Claim Common Cent\$

Funding & Disbursement Services Division  
Phone: 217/782-5256  
Fax: 217/782-3910



Has my claim been processed? And How much money will I receive?

Once you successfully submit the site claim(s) **AND** sponsor claim for the month, you can go online to see if the claim has been processed. In ACES, pull up the sponsor claim for the month you want to verify. If the claim status says *Approved*, the claim has been successfully submitted to our office but has not yet been processed for payment/vouchered. If the claim status says *Processed*, it has been processed for payment/vouchered. Once a claim is vouchered, you can expect to receive the funds in approximately five business days.

If you want to see how much money you will receive for the claim, open the Claim Analysis report after your claim has been processed. In ACES, pull up the sponsor claim and in the *Links* drop-down box, select *Claim Analysis* and the system will open a report summarizing the claim and detailing payment information. On the top of the report, the voucher date and amounts will be summarized. You can print the report for your files if you wish.

## POLICY BULLETIN BOARD

### The Serious Deficiency Process in the Child and Adult Care Food Program Part 2—Four Elements in the Serious Deficiency Process

Once problems have been identified as serious deficiencies in the Child and Adult Care Food Program (CACFP), there are four elements in the serious deficiency process; the serious deficiency notice, corrective action, evaluation of corrective action, and resolution.

The Serious Deficiency Notice—The Serious Deficiency Notice describes the serious deficiencies, identifies responsible individuals and responsible principals, describes corrective action required, specifies due date(s) for corrective action, and details the consequence of not correcting the serious deficiencies. The notice is most commonly sent to the institution via certified mail with a return receipt at the address provided on the CACFP application. Refusal of the certified letter or failure to pick up the certified letter does not relieve the institution of the responsibility to correct the serious deficiencies by the required due dates. If an institution voluntarily terminates its CACFP agreement after receiving the notice, the institution and its principals will be immediately proposed for disqualification from future CACFP participation. An institution may not appeal the serious deficiency determination.

Corrective Action—The main goal of the serious deficiency process is to correct the serious deficiencies. The institution has the responsibility of taking the required corrective actions by the due date(s) specified in the Serious Deficiency Notice. Successful corrective action means that when implemented, the actions fully and permanently correct the serious deficiencies to the state agency's satisfaction within the due dates established by the state agency.

Evaluation of Corrective Action—The state agency must evaluate the effectiveness of the corrective actions to determine if the processes and procedures implemented by the institution will correct the serious deficiencies. This is accomplished by the review of the response to the Serious Deficiency Notice and the evaluation of any additional documentation required such as documentation of training activities. In addition, Follow-Up Reviews and audits are used to verify that the serious deficiencies are fully and permanently corrected.

Resolution—Once an institution is identified as seriously deficient, there are only two possible outcomes. The first

outcome is closure because the serious deficiencies have been corrected and the second outcome is termination because the serious deficiencies have not been corrected.

When corrective action successfully resolves the serious deficiencies, the institution, responsible principals, and responsible individuals are notified in writing that the serious deficiency status is rescinded (removed). It is important to note that corrective action must be maintained because a recurrence may result in termination and disqualification without further opportunity for corrective action.

If actions taken by the institution do not fully and permanently correct the serious deficiencies (as verified by a Follow-Up Review or audit), a response is not submitted by the due date, or corrective actions are not completed within the required timelines, the institution, responsible individuals, and responsible principals are notified in writing they are being proposed for termination and proposed for disqualification from the CACFP. The proposed termination and proposed disqualifications can be appealed.

The next issue of *Mealtimes Minutes* will further discuss two topics mentioned in this article—responsible individuals and responsible principals and appeals as related to the serious deficiency process.

## FORMS FORUM

### Monthly Profit (or Loss) Summary and Annual Financial Report (AFR) Data Collection Spreadsheet

The *Monthly Profit (or Loss) Summary* is a form that should be completed at the end of each month. This form details various costs associated with a food program operation. Administrative expenses would include the labor associated with management of the food program, meeting with parents, approval of food program forms, and monthly data collection. Paper used for the program forms would be considered an administrative supply expense. Operating expenses would include the purchase of groceries used to cook food or the payments made to a food vendor for food delivered. Non food items that are allowable would include the paper products used for the meal service such as paper plates, napkins, and cups. Cleaning supplies used either in the kitchen or on the tables to clean up after the meal service would also be considered non-food expenses. Labor cost associated with the cooking, preparing, serving, and cleaning up for the food service is an allowable expense. Finally, a reasonable allocation may be included of overhead costs such as building rent and utilities. Summarizing monthly food service expenses on this form allows an organization to review expenses each month.

The *Annual Financial Report (AFR) Data Collection Spreadsheet* is an Excel document that makes it quick to compile all the expense totals listed on each month's *Monthly Profit (or Loss) Summary*. When expenses for the entire fiscal year (October 1 through September 30) are totaled, you are ready to enter those totals on the Annual Financial Report which is due each December 15.

## TRAINING

### Partner With Illinois Nutrition Education and Training to Meet Your Child Care Training Needs

Child care centers, child care sponsors, Head Start, and school-sponsored Pre-K programs in the Child and Adult Care Food Program (CACFP) should take advantage of one of the Illinois Nutrition Education and Training (NET) Program's free, onsite nutrition education workshops. The Illinois Nutrition Education and Training (NET) Program can assist child care staff in meeting this training requirement through one of our free, onsite nutrition education workshops. Staff will learn fresh, new ideas on how to integrate nutrition education into their daily lessons. Illinois NET trainings can also assist staff in meeting contact hours needed for the Child Development Associate (CDA) credential.

*Color Me Healthy* is an innovative workshop that uses color, music, and the senses to teach children that making healthy choices is fun. Learn how a garden can get your children excited about eating their fruits and vegetables by scheduling the *Got Dirt?—Growing Healthy Kids* training. Provide your children with the opportunity to explore a new culture and its food diversity by incorporating strategies learned during our *Multicultural Make and Taste* workshop. To add variety to your menus and snack selection, schedule *Kaleidoscope Café* and learn the skills and tools you need to help young children establish healthy eating behaviors along with fun snack ideas. To schedule free on-site training, offer training to your providers, or to learn more about our services, contact Illinois NET at 800/466-7998 or visit [www.kidseatwell.org](http://www.kidseatwell.org).

### Nutrition Education Loan Library

Did you know that the Illinois State Board of Education Nutrition Programs Division has a Nutrition Education Loan Library? The library is housed in Springfield, Illinois and contains over 1,000 items which are available to registered child care centers in Illinois. Up to five items at a time can be checked out for two weeks and the only cost to you is the price of return shipping. Below is a listing of our most popular child care items:

- *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.
- *Wash Those Hands*—This upbeat, live-action video explains how hand washing can help prevent the spread of bacterial and viral illnesses.
- *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.
- *Conflict and Challenge in the Workplace*—This

seminar is designed to assist food service managers in identifying and resolving conflicts. Handouts on resolution styles, tips for dealing with non-productive behaviors, resources, a pre-test, and a post-test are included.

- *Cooking Art: Easy Edible Art for Young Children*—Kids create edible masterpieces like potato ghosts, banana snakes, and star biscuits.
- *The Foods I Eat, the Foods You Eat*—This exciting multicultural nutrition program includes a big book; two little books, *It's A Sandwich* and *All Our Fruits and Vegetables*; four step-by-step recipe wall posters; an audio cassette of songs; a hand-washing poster; and an 80-page how-to guide for making your learning center multicultural and nutritionally curriculum-integrated.
- *Curious George Nutrition Game*—Identify the food cards and match them to the pictures on the game boards while learning the importance of a healthy, balanced diet.
- *The Fruit Flies' Picnic*—This tale teaches children about the importance of eating a variety of fruit and explores some less traditional fruits with cartoon-style illustrations and kid-friendly dialogue.

Visit [www.kidseatwell.org](http://www.kidseatwell.org) to check out our online catalog for more information on the Nutrition Education Loan Library!

## Useful and Interesting Website Addresses

There is so much information on the internet, so where do you start to look? To help you out, we thought you might enjoy checking out the website addresses listed below. The information can be used in many different situations. Since the websites are not specific to CACFP, remember recipes and portions may need to be adjusted to meet CACFP meal pattern requirements.

These two websites provide practical information to share with staff and parents.

- Food Stamp Nutrition Connection  
[http://foodstamp.nal.usda.gov/nal\\_display/index.php?info\\_c=enter=15&tax\\_level=2&tax\\_subject=261&topic\\_id=1284](http://foodstamp.nal.usda.gov/nal_display/index.php?info_c=enter=15&tax_level=2&tax_subject=261&topic_id=1284)
- Illinois Early Learning Project  
<http://www.illinoisearlylearning.org/newsletter/index.htm>

These two links for the National Food Service Management Institute (NFSMI) include a wide variety of lessons to teach children about food.

- <http://www.nfsmi.org/Information/mudpies/winter.pdf>
- <http://www.nfsmi.org/Information/mudpies/spring.pdf>

If you are interested in becoming a member of a child care professional organization, check out these websites.

- *National Association for Regulatory Communication*  
<http://www.nara-licensing.org/displaycommon.cfm?an=1&subarticlenbr=81>
- *National After School Association*  
<http://www.naaweb.org/>
- *National Association of Child Care Professionals*  
<http://www.naccp.org/>

- *National Association for the Education of Young Children*  
<http://www.naeyc.org/>
- *PSO Illinois Child Care Association*  
<http://www.pso-icca.org/home.html>

## Refresher Training

Monthly Refresher Training for Institutions Participating in CACFP continues to be offered. Register for the training on our website at [www.isbe.net/nutrition](http://www.isbe.net/nutrition).

### FOOD SERVICE AND NUTRITION

## Snack Ideas and Cycle Menus

Are you struggling to come up with new ideas for your snacks, lunch, or supper menus each day? If so, you may want to try these sample snack menus or the 21-day sample cycle menus for breakfast, lunch, and snack available on the website. The sample cycle menus meet the Child and Adult Care Food Program meal pattern requirements recommended for children ages 3-5 years old.

A cycle menu is a series of menus planned for a certain period. Preferably the cycle should be at least three weeks in length and an odd number of days, such as 21 days. Cycle menus should be seasonal to take advantage of fresh foods such as fruits and vegetables and bargains on seasonal foods.

Cycle menus are time savers because the same menus are repeated several times during the cycle. They make menu planning much easier. You only need to plan menus approximately four times per year. Once the menus are planned and checked to meet the Child and Adult Care Food Program meal pattern requirements, you know they meet the requirements for the next four months.

When planning nutritious menus, limit the number of fried foods and foods high in fat used. Limit the number of highly processed, sweetened items such as cookies, cakes, brownies, and sweetened cereals. Serve fewer high-salt foods such as luncheon meats and processed foods.

Remember to include foods in your cycle menus with good sources of Vitamin A at least three times per week. Examples of foods rich in Vitamin A include dark leafy greens and deep orange fruits and vegetables such as oranges, carrots, sweet potatoes, eggs, and fortified dairy products such as milk and cheese.

Include Vitamin C food sources in your menus every day. Good sources for Vitamin C include citrus fruits such as oranges and grapefruit. Vitamin C foods also include cabbage-type vegetables such as broccoli and cauliflower, dark green vegetables, melons, strawberries, tomatoes, and sweet red peppers.

Also add at least six servings per day of good sources of fiber. These could include raw, unprocessed foods such as raw fruits and vegetables when available and whole-grain breads or bread alternates such as whole wheat bread, brown rice, and oatmeal when planning your menus.

Refer to the following ISBE links for sample snack menus and the 21-day sample cycle menu.

- [http://www.isbe.net/nutrition/pdf/sample\\_CACFP\\_snack\\_menus%20.pdf](http://www.isbe.net/nutrition/pdf/sample_CACFP_snack_menus%20.pdf)
- [http://www.isbe.net/nutrition/pdf/21-day\\_cycle\\_sample.pdf](http://www.isbe.net/nutrition/pdf/21-day_cycle_sample.pdf)

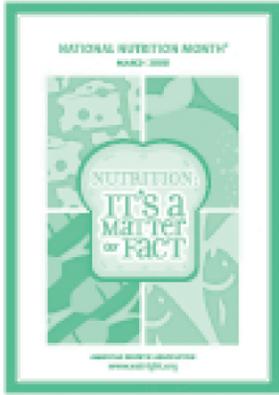
# Week of the Young Child April 13-19, 2008

Bring Communities  
Together for Children—  
Children Bring  
Communities Together

Bringing Communities Together for Children  
Week of the Young Child  
bringing Communities Together

is the 2008 theme for the Week of the Young Child (WOYC). The purpose of the Week of the Young Child is to focus public attention on the needs of young children and their families and to recognize the early childhood programs and services that meet those needs. Visit <http://www.naeyc.org/woyc/> for activities, facts, and resource materials.

## March—National Nutrition Month®



*Nutrition: It's a Matter of Fact* is the 2008 National Nutrition Month® theme announced by the American Dietetic Association.

Visit [www.eatright.org/nnm](http://www.eatright.org/nnm) for more information and resources.



## Illinois State Board of Education

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# CALENDAR OF EVENTS

<b>JAN</b> 2008		Quarterly Issue of <i>Mealtime Minutes</i> posted online at <a href="http://www.isbe.net/nutrition">http://www.isbe.net/nutrition</a> , under <i>Newsletters</i>
	1	New Year's Day — ISBE Office Holiday
	15	CACFP Child Care Centers — New Institution Training — Springfield
	17	Refresher Training for Institutions Participating in CACFP — Oak Lawn
	21	Martin Luther King, Jr. Day — ISBE Office Holiday
<b>FEB</b> 2008	12	Lincoln's Birthday — ISBE Office Holiday
	14	Refresher Training for Institutions Participating in CACFP — Collinsville
	18	Washington's Birthday — ISBE Office Holiday
<b>MARCH</b> 2008		National Nutrition Month®
	19	CACFP Child Care Centers — New Institution Training — Springfield
	20	Refresher Training for Institutions Participating in CACFP — Collinsville
<b>APRIL</b> 2008		Quarterly Issue of <i>Mealtime Minutes</i> posted online at <a href="http://www.isbe.net/nutrition">http://www.isbe.net/nutrition</a> , under <i>Newsletters</i>
	16	Refresher Training for Institutions Participating in CACFP — Carbondale

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RETURN SERVICE REQUESTED

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Your link to the Child and Adult Care Food Program