

mealtime MINUTES

Your Link to the Child and Adult Care Food Program

Illinois State Board of Education

Nutrition Programs

INSIDE This Issue

Bookmark the Nutrition Programs' Website	1
March Is National Nutrition Month®	1
How Much Did It Cost to Run the Child and Adult Care Food Program in 2008?	1

ADMINISTRATION

The Question and Answer Corner	2
--------------------------------------	---

POLICY BULLETIN BOARD

Head Start Eligibility on Site Application	2
Infant Requirements	2
Civil Rights Ethnic and Racial Data Collection Requirements	3
Five-Day Reconciliation—Why and How?	3

FORMS FORUM

Personnel Activity Report	4
---------------------------------	---

TRAINING

Need Training? Illinois NET Is at Your Assistance	4
Nutrition Education Loan Library Materials for National Nutrition Month®	4

FOOD SERVICE AND NUTRITION

One Hundred Percent Fruit Juice—A Healthy Choice	5
Food Service Sanitation Manager Certificate	5

CALENDAR OF EVENTS

Wishing You

A HAPPY
NEW YEAR

Bookmark the Nutrition Programs' Website

If you use the Illinois State Board of Education's (ISBE's) homepage (www.isbe.net) to link to the Nutrition Programs' website, are you having trouble locating the Nutrition Programs link? It has moved. Go to the *Division & Program Areas* link at the top of ISBE's homepage and click on *Nutrition Programs*. Once you are at the Nutrition Programs' webpage, you can scroll to the bottom of the page and click on *Child and Adult Care Food Program (CACFP)* to access CACFP information. You can *bookmark* the website or add it as *favorite* to save time!

March Is National Nutrition Month®

Eat Right.™ is the 2009 National Nutrition Month® theme announced by the American Dietetic Association. For more information and resources for National Nutrition Month, visit www.eatright.org/nnm.



How Much Did It Cost to Run the Child and Adult Care Food Program in 2008?

The answer to this question is as close as your 2008 Annual Financial Report (AFR). Each year you are required to submit your AFR online for the most recent federal fiscal year (FY) which runs from October 1 through September 30. This form allows you to document that you are meeting the program requirements to run the food program at a nonprofit status; meaning, you are not making a profit from receiving the food reimbursement. This form is a great way to stop each year and review what it costs you to offer the food program in your organization. This allows you to look at your business and see if you have areas that need cost cutting and it is a good way to review how increased food cost this past year have impacted your bottom line. If you have not completed your AFR for FY2008, please submit online as soon as possible.

The Question & Answer Corner

1) Q. Can our center receive approval to serve more than three meal services?

A. *Yes, the center can receive approval to serve more than three meals when different children come and go from the center each day. The center can claim a maximum of two meals and one supplement OR one meal and two supplements per child per day.*

2) Q. Can we change the type of meal services offered to the children at any time during the year?

A. *Yes, submit a request for this change by going to your Site Application. Section 10 contains your submitted meal service offerings. You may press the tan View Detail button to see changes made during the year. By pressing the tan Request Change button, you will be able to describe the required changes and press the Submit to ISBE button to send the information.*

3) Q. Is yogurt creditable for infants younger than 12 months?

A. *No, yogurt is not creditable.*

4) Q. Is turkey bacon creditable?

A. *Yes, turkey bacon is creditable when purchased without extenders or binders. Be sure to read the ingredients label to determine if extenders or binders are in to the product.*

5) Q. Our center has a computer system to calculate meal counts. Do we still need to use Meal Participation Records?

A. *Yes, the Meal Participation Records must list all children's names and be completed while the children are eating their meals and it can be determined the meal is reimbursable. If each classroom has a computer and enters the data at the time of the meal service, then the computer system may be used. Otherwise, use the manual Meal Participation Records to capture the daily meal counts at the time of the meal service and then enter the counts into the computer system to compute monthly totals.*

6) Q. We offer apple juice to children. A parent told us it has little nutritional value. Is this correct?

A. *This is correct if you are purchasing apple juice that is not fortified. However, fortified apple juice is available and is much better nutritionally for children. If the apple juice is fortified, it will state this on the front label.*

7) Q. When planning menus, can we count potatoes as grain/bread components?

A. *No, potatoes are starchy vegetables and counted as grains/vegetables. Grain and bread products must be enriched or whole-grain or made from enriched or whole-grain meal or flour.*

POLICY BULLETIN BOARD

Head Start Eligibility on Site Application

If you have a Head Start program, make sure you correctly document it on your CACFP FY2009 Site Application. Only Head Start programs can claim meals/snacks as free for all enrolled children meeting Head Start eligibility. Institutions showing they operate a child care center must collect Household Eligibility Applications for all the children and claim them in the correct category. Remember, only Head Start programs identified on their fiscal year 2009 Site Application can use Head Start eligibility. Check your Site Applications today. Do not lose reimbursement.

If you have not indicated you have Head Start children on your Site Application, go to the Nutrition Programs' website (www.isbe.net/nutrition) and login to IWAS, then go to your Site Application for 2009. Complete a *Request Change* on question 10. Fill out the email completely and submit it to ISBE. Include the date the change occurred, the meal services included, and the number of children enrolled in the Head Start program. This request could take up to five days for the change to be processed.

Infant Requirements

Licensed child care centers providing care to infants must follow the CACFP *Infant Meal Pattern Chart* and other requirements specific to infants. If you do not have a copy of this document, you can email us (cnp@isbe.net) to request one, or print it from the Internet at www.isbe.net/nutrition. Click on *Child and Adult Care Food Program* and then go to *Forms, Documents, and Resources*. You can claim infants for the meal services allowed on your CACFP application. Since infants eat on demand, they can eat a breakfast when they are ready; it does not have to be the time listed on your appli-

cation. Make sure you have an Infant Formula/Food Waiver Notification on file for every infant. To claim infant meals, you must have a Household Eligibility Application on file to determine the category. You must also have a written infant menu meeting the meal pattern requirements for infants. **Do not** use *Infant Meal Pattern Chart* for infants 11 months or younger.

Civil Rights Ethnic and Racial Data Collection Requirements

Institutions participating in the USDA-funded Child and Adult Care Food Program are required to collect ethnic and racial data on all participants every year. Have you done this yet? This is just one of your civil rights requirements. For a complete review of all civil rights requirements, please refer to the *2008–2009 Child and Adult Care Food Program Household Eligibility Information and Other CACFP Requirements* booklet.

Data collection is an important part of compliance with USDA's civil rights requirements. You are required to collect ethnic and racial data on all participants every year. For those institutions required to have CACFP Annual Enrollment Forms (ISBE Form 67-98) on file for all children, Section 5 on that form specifically collects this information. Ideally, the parent (*self-identification*) completes this data; however, if the parent does not complete this section, your staff should complete the information and initial the form; this method of collection is by *staff observation*.

Staff observation would also be the method used for At-Risk After-School Snack and Supper Programs, unlicensed Outside School Hours Programs, and homeless shelters since these types of programs are exempt from using the CACFP Annual Enrollment Form.

You must collect ethnicity and racial data separately. Ethnicity data has two categories: (1) *Hispanic or Latino* or (2) *Not Hispanic or Latino*. Only one category can be marked for each child. Racial data is separated into the following 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*. One or more racial categories can be marked for each child.

A form has been developed to assist with the collection of ethnic and racial data; the *Ethnic and Racial Data Collection Document* can be found on page 41 of the *2008–2009 Child and Adult Care Food Program Household Eligibility Information and Other CACFP Requirements* booklet.

Five-Day Reconciliation - Why and How?

This is a requirement for sponsoring organizations **ONLY**. The *definition of a sponsoring organization is an institution with two or more facilities in the CACFP*.

All sponsoring organizations must monitor each of their facilities three times per year and during those visits complete the five-day reconciliation. This article details the five-day reconciliation for facilities required to have CACFP Annual Enrollment Forms on file for all children enrolled in facilities such as licensed child care centers, Pre-K programs, and Head Start Programs. Sponsoring organizations require the five-day reconciliation for At-Risk After-School Snack/Supper Programs and unlicensed Outside School Hour Programs; however, we will not discuss that here.

The five-day reconciliation helps ensure your record meal counts accurately. It requires a comparison of the Meal Participation Record (MPR) to the information on the CACFP Annual Enrollment Form, and to the sign-in/sign-out sheets or attendance records. For example, if a parent completes an enrollment form for their child indicating the child is there on Tuesdays and Thursdays from 7 a.m. until 1 p.m. and receives a breakfast and lunch; the breakfast and lunch MPRs should reflect this schedule. If there are meals recorded for that child on Mondays and Wednesdays, then the MPR does not reconcile with the enrollment form. In cases like this, a sign-in/sign-out sheet should confirm the child was there on Monday and Wednesday. When there are no sign-in/sign-out sheets, attendance records substantiating the child's attendance on Monday and Wednesday would be acceptable. The theory behind the five-day reconciliation is that when teachers fill in the MPR correctly, the enrollment form should support those same days and meal services. If the MPR does not reflect this, there could be a potential problem and as a sponsoring organization, it is your responsibility to find out why. Possible explanations could be:

- The parent did not complete the enrollment form correctly. (Have parent make the necessary changes.)
- The parent's work schedule changed. (A new enrollment form does not have to be completed; however, the director should write and initial the change on the enrollment form.)
- The teacher counted the child incorrectly. (Take the time to train teachers about accurate meal counting procedures.)
- The child came in after the meal service and received a meal anyway. (This situation does not happen often; make sure teachers are serving the correct portion sizes for a complete meal.)
- The sign-in/sign-out sheets are not accurate or complete. (Inform parents of the importance of these sheets; this may take several reminders.)

When you discover a problem, find the reason for the problem and document that reason on the form.

The *Monitor Review Form for Sponsors* (ISBE Form 67-59) is available on our website (http://www.isbe.state.il.us/nutrition/pdf/67-59_monitor_review.pdf). Attachment A deals specifically with the five-day reconciliation and questions 48–52 relate to the information collected on Attachment A. You **must** answer these questions. Conduct the five-day reconciliation on a random sample of children at each site during the monitoring visit. The number of enrolled children determines the number of children in your sample. It is a good procedure to select children from different classrooms using the MPRs.

To complete the five-day reconciliation, you need enrollment forms for each child selected as well as Meal Participation Records for five consecutive days (preferably Monday through Friday), sign-in/sign-out sheets (if available), and attendance records. Do not choose a week the site closes for a holiday. Use sign-in/sign-out sheets to record the times the children are present. The times you list here are not the times listed on the enrollment form. If you do not use sign-in/sign-out sheets, leave this portion blank.

After completing the five-day reconciliation and answering questions 48 through 52, attach all pages of the five-day reconciliation to the monitor form.

FORMS FORUM

Personnel Activity Report

Costs associated with the labor to run the food program for an organization are allowable expenses. Capturing these costs is not always easy. Most employees have duties for the organization other than working with the food program. Your organization needs to find a way to document the labor costs associated each month with your food program. The Personnel Activity Report form is available on our website (http://isbe.net/nutrition/htmls/forms_cacfp.htm) for your use. This form captures the number of hours the employee worked each day of the month doing either administrative tasks or operational tasks for the food program. The administrative tasks include working with parents for required CACFP forms, approving menus, training employees, and overseeing the required submission of data. The operational tasks include cooking, serving the children, and cleaning up after the meal service. This form documents the number of hours worked on the food program and the costs associated based on the employees pay. This form is not specifically required, but your organization is required to document labor costs captured for the food program in a reasonable manner.

TRAINING

Need Training? Illinois NET Is at Your Assistance!

When providing annual CACFP training, you may want to add other information that would benefit your program. The Illinois Nutrition Education and Training (NET) Program has a variety of hands-on, interactive nutrition education workshops available to onsite staff at no cost. Staff will learn fresh, new ideas on how to integrate nutrition education into activities and plan meals that reflect healthy choices. The Illinois NET Program training can also assist staff in meeting credit hours needed for the Child Development Associate (CDA) credential.

Color My Meals Healthy, a new training program funded by a USDA Team Nutrition grant, will be available in April 2009.

This workshop will assist child care administrators and staff in planning snacks and meals that meet the recommendations of the 2005 Dietary Guidelines for Americans. This workshop will provide the information and skills needed to serve more whole grains, a greater variety of fruits and vegetables, lean meats and meat alternates, and nonfat and low-fat milk products, while keeping costs down.

With spring right around the corner, now is the perfect time to schedule the *Got Dirt—Growing Healthy Kids* workshop. Learn how to get your children excited about eating fruits and vegetables through a garden project. The garden can also provide fresh fruits and vegetables to incorporate in meals and snacks.

Is your training schedule full? *Nutrition Education That Works: An Integrated Approach* is a free online training course that allows staff to learn strategies for integrating nutrition education into classroom activities. Child care staff can complete this online training program at their own pace and earn two CPDU (continuing professional development unit) credits or two contact hours.

These training opportunities are only a sample of what Illinois NET has to offer. Additional child care workshops that Illinois NET Program can provide for your staff include *Color Me Healthy*, *Multicultural Make and Taste*, and *Kaleidoscope Café*. To learn more about these workshops, logon to the online training or schedule training for your organization at KidsEatWell.org or call 800-466-7998.

Nutrition Education Loan Library Materials for National Nutrition Month®

National Nutrition Month® is a great time to try out a fun nutrition related activity and the Illinois State Board of Education Nutrition Education Loan Library has several nutrition activities you can borrow at a minimal cost. Just go to the online catalog located at www.kidseatwell.org, locate the online catalog through the NET Services link, then select the items you are interested in and submit them electronically. You can borrow up to five items at a time for a two-week period and the only cost to you is the return shipping on the items. To get you started, here are some suggestions available for fun and educational activities:

- Groovin Foods—This music CD teaches children about healthy foods as they dance and sing along.
- Fun With Foodella—This library items has 12 activities dedicated to teaching children about nutrition and wellness. Some of the topics include *Food Is Fun* and *A World of Food*.
- Breakfast Clubbies Video and Activity Kit—This interactive package will help you teach the importance of breakfast. It will also help you inspire children's positive attitudes about health, foster their awareness of different cultures, and promote their development of basic skills.
- Start Smart Eating and Reading—Fun-filled breakfast,

nutrition, and reading program for K–2nd grade students. This nutrition curriculum consists of games, lessons, coloring pages, and songs to make learning about food and nutrition fun. There are handouts, tips for teachers, and resources.

- **Color Me Healthy**—*Color Me Healthy* is a nutritional and physical activity program for children ages four and five. It will stimulate all the senses of young children: touch, smell, sight, sound, and of course, taste.

FOOD SERVICE AND NUTRITION

One Hundred Percent Fruit Juice—A Healthy Choice?

Children can enjoy a refreshing glass of fruit juice as part of a nutritious reimbursable breakfast, lunch, or snack. One hundred percent fruit juices are nutritious beverages enjoyed by children for years.

Recently, you may have questioned the healthiness of fruit juice for young children. Many of us are confused about how much, how often, and what nutrients juices provide.

One hundred percent fruit juices can play an important role in a healthy diet. They offer great taste and a variety of natural nutrients. These juices are fat-free, nutrient-dense drinks full of vitamins and minerals. They are a convenient way for children to get part of their recommended servings of fruits and vegetables each day.

The majority of research on juices indicates they provide significant contributions of several important nutrients. Sometimes these nutrients exist in higher amounts than they do in whole fruits, including Vitamin C, folate, and potassium. The U.S. Dietary Guidelines recommend a majority of daily fruit servings come from whole fruit, but many children are not eating their recommended servings each day. A serving of 100 percent fruit juice is a convenient way to help meet one of the recommended servings of fruit. In addition, 100 percent fruit juice includes naturally occurring phytonutrients that contribute to good health.

Do fruit juices have more sugar than whole fruit? No. One hundred percent fruit juice has similar amounts of natural sugar to fruit. The way nutritionists look at foods and beverages is in terms of *nutrient density*, or the amount of vitamins and nutrients the food provides for its calories.

Do fruit juices make children fat? No. The majority of research conducted on 100 percent fruit juice intake in children does not show a connection to weight. Studies indicate there are many poorly understood factors associated with childhood obesity and more research is necessary regarding diet, lifestyle, and activity levels.

Two recently published studies which followed the relationship between 100 percent juice consumption and children's bodyweight support the conclusion that consumption of

100 percent juice is not associated with overweight or risk of overweight among children and extensive research has never linked juice intake with an increased risk for diabetes either.

For the latest information on fruit juices, go to <http://www.fruitjuicefacts.org/>.

Food Service Sanitation Manager Certificate

The Illinois Department of Public Health (IDPH) requires all licensed child care centers preparing meals to have a person(s) on staff with a Food Service Sanitation Manager Certificate. To receive certification, you must first attend an IDPH-approved 15-hour certification course and pass the examination. The certificate is good for five years. You should receive a renewal notification about three months prior to the expiration date on your certificate. If you do not receive the renewal notification, you must complete the *Food Service Sanitation Manager Certification Program Request Form* available on their website at www.idph.state.il.us. Click on *Publications*, then click on *Forms*, and locate the document in the listing or type part of the form name into the *Search* field at the top of the screen to find it quickly. There are very specific requirements to renew your certificate; you must pay a \$35 fee and complete a five-hour approved refresher course. If you do not live at the address printed on your certificate, you should complete the request form so IDPH can update their records. Be smart, do not let your certificate expire; if it does, you will have to take the 15-hour certification training course again and pay for the cost of the training!

January

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

- 1 New Year's Day—ISBE Office Holiday
- 14 CACFP Orientation for New Institutions—Springfield
- 15 Refresher Training for Institutions Participating in the CACFP—Oak Lawn
- 19 Martin Luther King, Jr. Day—ISBE Office Holiday

February

- 12 Lincoln's Birthday—ISBE Office Holiday
- 16 Washington's Birthday—ISBE Office Holiday
- 19 Refresher Training for Institutions Participating in the CACFP—Collinsville

March

National Nutrition Month®

- 19 CACFP Orientation for New Institutions—Springfield
- 19 Refresher Training for Institutions Participating in the CACFP—Hillside

April

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

- 16 Refresher Training for Institutions Participating in the CACFP—Effingham



Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001
www.isbe.net

Rod R. Blagojevich
Governor

Jesse H. Ruiz
Chairman

Dr. Christopher Koch, Ed.D.
State Superintendent of Education

An Equal Opportunity/Affirmative Action Employer and Provider
Printed by the Authority of the State of Illinois • January 2009 2700 PRT3459113 No 761



PRESORTED
STANDARD
U.S. POSTAGE
PAID
Permit No.
805
Springfield, IL

RETURN SERVICE REQUESTED

mealtime

MINUTES

Your Link to the Child and Adult Care Food Program