

MINUTES

Your Link to the Child and Adult Care Food Program

Illinois State Board of Education

Nutrition Programs

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CALENDAR OF EVENTS



Annual Financial Report— Financial Reporting Is a Program Requirement

You are required to submit the Annual Financial Report (AFR) by December 15 each year. The AFR is a summary of **actual costs** for your Child and Adult Care Food Program (CACFP) for the program year (October 1 through September 30). It is submitted online and is an accumulation of actual expense information gathered monthly on the Monthly Profit/Loss Summary. This report is a great snapshot of annual costs to run the program and determines whether you meet program requirement to operate as a non-profit food program. To complete the AFR go to www.isbe.net/nutrition; under What's New? follow the CACFP Annual Financial Report Instructions.

The Question & Answer Corner

1. **Q.** Is it acceptable for my CACFP funds to be involuntarily withheld to pay delinquent expenses owed to the State of Illinois or the Internal Revenue Service (IRS)?

A. No. CACFP regulation 7 CFR 226.6(b)(2)(vii), requires organizations participating in the CACFP to be financially viable. This includes remaining in good standing with the State of Illinois and the IRS. FNS 796-2, Revision 3, states that only expenses associated with the administration and operation of the CACFP can be paid for with CACFP funds. You are responsible for complying with the requirements in this publication regarding CACFP financial management issues. Any delinquent expenses (and any penalties incurred) owed to the State of Illinois or the IRS cannot be paid with CACFP reimbursement. Your organization can be declared seriously deficient when CACFP funds are involuntarily withheld.

2. **Q.** Is my corporation required to maintain an active status with the Illinois Secretary of State's Office in order to participate in the CACFP?

A. Yes. An "active" status with the Illinois Secretary of State's Office provides assurance that a corporation is authorized to transact business in Illinois and all fees, taxes, and penalties owed to the state are paid. If your organization's status is currently listed as any status other than active, you must take immediate steps to correct the problem. If you are a corporation, take a few minutes to access the link to review your status at the Secretary of State's website at http://www.cyberdriveillinois.com/departments/business_services/corp.html.

3. **Q.** If I have a CACFP debt (overpayment) and do not repay that debt, can I still participate in the CACFP?

A. If you fail to repay a CACFP debt, it can affect your participation in the CACFP. Failure to repay a CACFP debt can result in your institution being declared seriously deficient in the operation of the CACFP. If you are declared seriously deficient, you are required to submit full payment of the CACFP debt by the time line specified in the Serious Deficiency Notice. If you fail to submit payment by the required time line, you could be terminated and disqualified from the CACFP.

4. **Q.** Am I required to submit a Corrective Action Plan to the Administrative Review by the required time line?

A. Yes. If you fail to submit an adequate response to the Administrative Review, you can be declared seriously deficient in the operation of the CACFP. If you are declared seriously deficient, you are required to submit an adequate response by the time line specified in the Serious Deficiency Notice. If you fail to submit an adequate response by the required time line, you could be terminated and disqualified from the CACFP.

5. **Q.** What are the consequences of failing to correct deficiencies identified during a review or audit?

A. If you fail to correct deficiencies identified during a review or audit, you could be declared seriously deficient in the operation of the CACFP. If you are declared seriously deficient, you must fully and permanently correct the deficiencies and attend CACFP training, submit a Corrective Action Plan, and train center staff by the time line specified in the Serious Deficiency Notice. If you fail to fully and permanently correct the serious deficiencies and complete the required corrective actions, you could be terminated and disqualified from the CACFP.



Claim Common Cent\$

Funding & Disbursement Services Division
Phone 217.782.5256
Fax 217.782.3910

Common Errors on Site Claims

The computer system runs edit checks when you submit your Claims for Reimbursement. One of the more common edits is displayed below. These errors must be corrected before the site claim is approved.

E R R O R	Statistical Data	Highest number of days food was served (22) exceeds the total number of days in the month (20) as of 11/30/2009
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If you report more serving days than what you submitted on your Site Application, you need to update the Site Application. You can click on View Site App from the Select a Link drop-down box at the top of the webpage. Then click on Site Application from the Select a Link drop-down box on the next webpage. Go to section 12, Days of Service, on the Site Application and update the number of serving days. Then click on Submit to ISBE at the bottom of the page. The change should be automatically approved, but check the status of the Site Application to be sure it worked correctly. If the Site Application is not approved, call the Nutrition Programs Division at 800.545.7892 for assistance. Once you have the Site Application successfully updated and approved, you can go back and submit the site claim again.

You may contact Carol Curto or Gladys Rothenberg at 217.782.5256 for questions regarding claims including errors that kick out.

POLICY BULLETIN BOARD

Exclusion of Military Combat Pay for Income Eligibility Determination

Combat pay is defined as an additional payment made under Chapter 5 of Title 37 of the United States Code, or as otherwise designated by the Secretary. Combat pay received by a household member who is deployed to a designated combat zone is to be excluded as income. A combat zone is any area that the President of the United States designates by Executive Order as an area in which the U. S. Armed Forces are engaging or have engaged in combat. Combat pay is excluded when **all three** of the following criteria are met.

1. Received in addition to the service member's basic pay;
2. Received as a result of the service member's deployment to or service in an area designated as a combat zone; and
3. Not received by the service member prior to his/her deployment to or service in the designated combat zone.

Also, deployed service members are considered members of the household for purposes of determining income eligibility for the Child Nutrition Programs.

First Year Administrative Review for New Institutions

With some sweat equity, you accomplished the task of getting approved into the Child and Adult Care Food Program—Congratulations! Participating in the CACFP is not a 100 yard dash, but a marathon. The procedures approved in your Pre-Operational Review must be applied and maintained to ensure all the necessary paperwork is in place for reimbursement for all future claims in the program. The following Q's and A's address some common concerns of new institutions regarding first year Administrative Reviews.

- Q. How do I know if I have all the paperwork?
- A. The Illinois State Board of Education (ISBE) has monthly and annual document checklists available to assist you in maintaining required paperwork. The checklists are available on our website at http://www.isbe.net/nutrition/htmls/forms_cacfp_mthly.htm. In addition to the checklists, sponsoring organizations should ensure through internal controls (observation, supervision, periodic reviews, and reconciliations) that your center's operation is adhering to your approved Management Plan.

- Q. When will my center have an Administrative Review after I am approved to participate in the CACFP?
- A. If you have four or fewer sites, you will have an Administrative Review within the first six months of operation. If you have five sites or greater, you have an Administrative Review within the first 90 days of operation. The first year Administrative Review is required by regulation, so you cannot delay or opt out of the Administrative Review.
- Q. How do I prepare for the Administrative Review?
- A. ISBE, Nutrition Programs has prepared an Administrative Review checklist to assist you in preparing for an Administrative Review. The checklist is available on our website at <http://www.isbe.net/nutrition/htmls/requirements.htm>. If you can complete the checklist with the required documents, you should be well on your way to meeting program requirements.

FORMS FORUM

Cash Disbursements Journal

During each month, payments made for expenses related to the food program must be recorded. The Cash Disbursements Journal is the tool to record these transactions. If you are using an accounting software program, the program should allow you to set up accounts to track food and non-food transactions. You can design a monthly report to give you the information for your food program Monthly Profit/Loss Summary. If no accounting software is used, then a manual Cash Disbursements Journal (ISBE Form 67-24) should be used to track your expenses, specifically those related to your food program. (A Cash Disbursements Journal is also available in Excel.) At the month's end, a copy will be kept in your program files to support food program expenses for the month, along with all the expense receipts. These forms are available on our Child and Adult Care Food Program website at www.isbe.net/nutrition, under *Forms, Documents and Resource, Monthly Forms to Operate CACFP*.

TRAINING

Refresher Training for Institutions Participating in the CACFP

Check our website (<http://isbe.net/nutrition/>) for the Refresher Training for Institutions Participating in the CACFP locations for 2010. There are sixteen trainings scheduled at locations across the state. Because of the many comments on previous training evaluation forms, the times for the

Chicago area locations has changed. The workshops will begin at 10 a.m. and conclude at 2:30 p.m. **LUNCH IS NOT PROVIDED AT ANY OF THE TRAININGS.** To prevent getting too hungry, we recommend you eat prior to the training or bring your own lunch. Beverages will be offered. The Refresher Trainings are provided so you and your staff can keep up-to-date with the Child and Adult Care Food Program requirements; the trainings are beneficial to both seasoned employees and new staff.

FOOD SERVICE AND NUTRITION

No Wild Game Allowed in the Child and Adult Care Food Program

For health and safety reasons, wild game, whether it is venison (deer), squirrel, rabbit, or any other wild game, is NOT allowed or creditable in the Child and Adult Care Food Program. Therefore, if a local hunter wants to donate processed meat to your center, you cannot use it at the center. Do not serve wild game on your CACFP menus.

You may wonder if there are any types of *non-wild game* that may be served in a child care setting. All *commercially raised game* (farm raised) that is killed and processed at a United States Department of Agriculture (USDA)-inspected meat processing plant can be used. The Illinois Department of Agriculture, Meat and Poultry Division explains, in order for game to be inspected and then approved, the inspecting agency must observe the live animals where they are raised. Therefore, no agency can inspect and approve wild game such as deer, wild squirrel, wild turkey, or any other wild game killed and processed at home, or is killed and sent to a meat packing plant for processing. The inspecting agency is not able to observe where these animals were raised.

The only type of game that may be used in the CACFP would be commercially-raised game that was slaughtered at a facility with a USDA meat inspector on duty. Poultry is subject to State inspection.

CN Labels

Do you know what CN Labels are? Do you know what a CN Label looks like? Let's take a closer look at this specific label and how the use of CN Labels may benefit your food program.

What is the Child Nutrition Labeling Program?

The Child Nutrition (CN) Labeling Program is a voluntary USDA labeling program for the Child Nutrition Programs (CNP); the Child and Adult Care Food Program is a CNP. Since it is voluntary, you will not find the CN Label on all products.

The USDA evaluates a product's formulation (exactly what the product is made from) to determine how it will contribute towards the meal pattern requirements. Once approved, the manufacturer is allowed to state this contribution on the label.

What products are eligible for CN Labels?

Only two types of products can have CN Labels.

- Main dish products which contribute to the meat/meat alternates component of the meal pattern requirements. Examples include cheese or meat pizzas, meat/cheese and bean burritos, meat or cheese ravioli, egg rolls, beef patties, and breaded fish portions.
- Juice and juice drink products containing at least 50 percent full-strength juice by volume. This includes such products as grape drink, fruit punch, frozen juice drink bars, and sherbet.

Are CN Labeled products better than similar non-CN Labeled products?

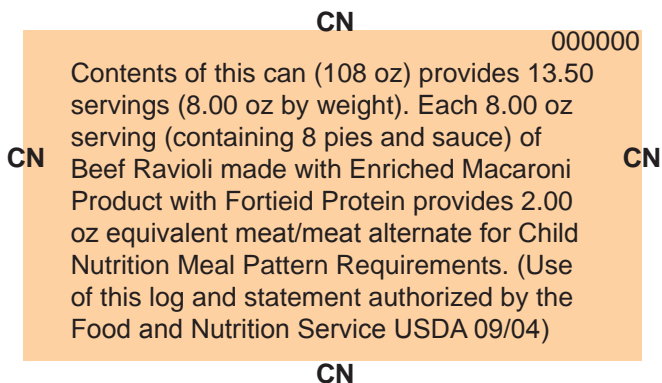
No, a CN Label does not indicate that the CN product is healthier or more nutritious than a similar non-CN Labeled product. It also does not indicate that the quality of the food is any different than a non-CN Labeled food. Neither does it mean the foods are safer to eat or free of pathogens or allergens.

How do I identify a CN Labeled product?

Look at the CN Label below. A CN Labeled product will always contain the following:

- The CN logo, which is a distinct border with CN written on all four sides
- The meal pattern contribution statement
- A unique six-digit product identification number (assigned by FNS) appearing in the upper right hand corner. In our example, the identification number is 000000; however, all zeroes does NOT represent a valid CN Label identification number
- The USDA/Food and Nutrition Service (FNS) authorization statement
- The month and year FNS gave final approval appears at the end of the authorization statement, in our example it shows 09/04

Beef Ravioli (Canned) [containing enriched wheat product with fortified protein]



The beef ravioli CN Label shows the can contains 13.5 servings when 2.0 ounces of meat/meat alternate are required for the lunch meal pattern. Children 6 to 12 years of age would need 8 pies. Also, notice that 8 pies will weigh 8.0 ounces (that is a ½ pound!), an ounce a piece. That also means one pie contains only ¼ ounce of meat/meat alternate. How much would you have to serve for children 3 to 5 years of age? They need 1.5 ounces for lunch. If 2 ounces equals 8 pies, then 6 pies would meet the lunch meal pattern requirements for 1.5 ounces. Based on this information, would this product be an acceptable product for your child care center? The product definitely could meet the meal pattern requirements for the children. However, after reviewing this product, the size of the portions would definitely be unrealistic for the age of the children. The cost per serving may also be prohibitive since you get so few servings per can.

When planning menus with combination foods, such as the beef ravioli, spaghetti and meat sauce, beef stew, or breaded chicken patty, you have to ensure each portion served meets the meal pattern requirements for lunch for the age of the children. In order to do that, you either need to 1) prepare the product from scratch using a written recipe that lists the weight of meat/meat alternate to be used, the number of portions, and serving size to meet the meal pattern requirement; or 2) if you are looking for convenience you must either purchase a CN Labeled product or request a product formulation sheet or product analysis sheet signed by an official of the manufacturer (not a salesperson) stating the amount of meat/meat alternate in the product.



USDA Recipes for Child Care Updated

Did you know that the 10-year old *Child Care Recipes: Food for Health and Fun* for USDA's Child and Adult Care Food Program have been updated recently? You may request the updated *USDA Recipes for Child Care* book from *Team Nutrition's* website at www.fns.usda.gov/fns/nutrition.htm. Click on *Team Nutrition*, then under *What's New*, click on *Recipes for Child Care*. The newest *USDA Food Buying Guide* is included in a CD as well. Or if you prefer, just download the respective sections at the same URL.

A Virtual Tour of the Healthy Child Care Website

The Illinois Nutrition Education and Training Program (Illinois NET) has created a *Healthy Child Care* page on KidsEatWell.org devoted to improving the health and wellness of preschoolers. There are links to dozens of resources for educators, child nutrition staff, and parents that promote healthy food choices and encourage children to be physically active every day.

Child care educators will find nutrition education resources such as *MyPyramid for Preschoolers*, children's literature with positive health messages, preschool-age appropriate games and activities that focus on health and wellness, and tips for creating healthy celebrations.

Child nutrition staff will find recipes, resources for menu planning, and food preparation techniques that focus on healthy meals and snacks that children will love to eat. They will also find new training opportunities to assist them in creating nutritious meals and snacks that meet the Dietary Guidelines for Americans and support children's health and learning.

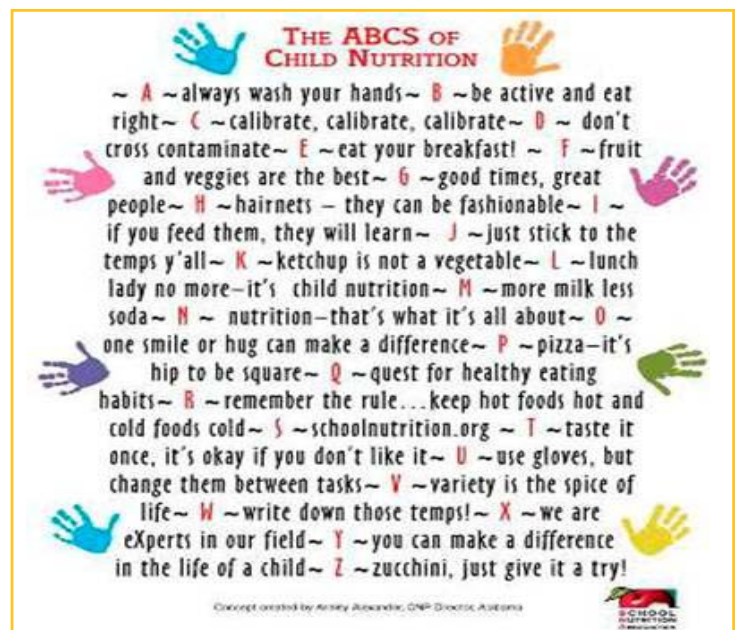
A link to the *Parents* page provides resources that assist parents in being positive role models and creating a healthy family environment. Check *Tips for Toddlers*, a section specifically created to meet the challenges of this age group. Many of these resources are also available in Spanish.

Creating a healthy child requires parents, educators, and child nutrition specialists. The Illinois NET program is committed to helping you succeed. All our resources may be downloaded at no cost. To learn more, visit our *Healthy Child Care* webpage at www.kidseatwell.org/healthy-childcare.htm/.



National Nutrition Month® March 2010 Nutrition From the Ground Up

The American Dietetic Association announces this year's theme for National Nutrition Month®, in March, *Nutrition From the Ground Up*. The theme reminds Americans of the importance of making informed food choices and developing sound eating and physical activity habits. For more information, go to www.eatright.org.





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MINUTES

Your Link to the Child and Adult Care Food Program

CALENDAR OF EVENTS

JANUARY 2010

Family Fit Lifestyle Month

Visit <http://www.isbe.net/nutrition/> to view and download the January issue of Mealttime Minutes and archived copies.

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

FEBRUARY 2010

- 12 Lincoln's Birthday—ISBE Office Holiday
- 15 Washington's Birthday—
ISBE Office Holiday
- 17 Refresher Training for Institutions
Participating in the CACFP—Springfield

MARCH 2010

National Nutrition Month®

- 7–9 National Child and Adult Care Food
Program Leadership Conference,
The CACFP: *Making it the Best it Can
Be*, Washington, D.C.
[https://www.regonline.com/custImages/251127/
Save%20the%20Date%202010.pdf](https://www.regonline.com/custImages/251127/Save%20the%20Date%202010.pdf)
- 11 Refresher Training for Institutions
Participating in the CACFP—Hillside
- 17 CACFP Orientation for New
Institutions—Springfield

APRIL 2010

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

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