



Elimination of Block Claim Edit Check—Effective Immediately

Effective immediately, sponsoring organizations (with more than one site) are no longer required to conduct monthly edit checks designed to detect block claims, as defined in 7 CFR 226.2, and therefore, are not required to conduct the follow-up review requirements associated with the detection of block claims, as required by 7 CFR 226.10(c)(3). This change is a result of the Child Nutrition Reauthorization 2010, Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296, signed by the President on December 13, 2010. Sponsoring organizations may continue to implement block claiming edit checks.

Sponsoring organizations must continue to complete Edit Checks 1 and 2 prior to submitting a claim. Edit Check 1 verifies that only approved meal types are claimed; and Edit Check 2 compares the meal count totals for the month to the maximum number of meals allowed. The Edit Checks 1 and 2 document is available on our website at http://www.isbe.net/nutrition/pdf/65-09EditChecks1_2.pdf.

If you have questions, please call 800/545-7892 or email us at cnp@isbe.net.

Important Public Health Notice Issued Regarding Norovirus

The Illinois Department of Public Health (IDPH) reports a marked increase in reported outbreaks of



Norovirus in schools and daycare facilities. The Norovirus is a very contagious acute gastrointestinal virus characterized by diarrhea, vomiting, and stomach pain. ISBE has posted IDPH's guidance concerning limiting the spread of the virus and exclusion recommendations for children and staff in schools and daycare facilities at <http://www.isbe.net/esd/pdf/Norovirus.pdf>. Staff involved in

Your Link to the Child and Adult Care Food Program

Illinois State Board of Education Nutrition Programs

INSIDE This Issue

Elimination of Block Claim Edit Check—Effective Immediately	1
Important Public Health Notice Issued Regarding Norovirus	1

ADMINISTRATION

Reminder – Submit your Annual Financial Report	2
Join <i>Mealtime Minutes</i> Newsletter Listserv	2
Key Individuals Listed on the Sponsor Application	2

POLICY BULLETIN BOARD

Civil Rights Compliance	2
Responsibilities of a Multi-Site Sponsoring Organization	3

CLAIMS COMMON CENT\$

How to Calculate Average Daily Participation (ADP)	4
--	---

FORMS FORUM

Infant Formula/Food Waiver Notification	4
---	---

THE QUESTION ANSWER CORNER

TRAINING

Refresher Training for Institutions Participating in the CACFP	5
--	---

FOOD SERVICE AND NUTRITION

March - National Nutrition Month®	6
---	---

This institution is an equal opportunity provider.

food preparation should be restricted from preparing food for **48 hours** after symptoms stop. The staff may perform other duties not associated with food preparation 24 hours after symptoms have stopped.

newsletter or listserv, please email Janet Campbell at jacampbe@isbe.net or cnp@isbe.net or call 800/545-7892 (in Illinois) or 217-782-2491.

ADMINISTRATION

Reminder – Submit your Annual Financial Report



All institutions participating in the Child and Adult Care Food Program (CACFP) are required to submit an Annual Financial Report (AFR) by December 15 each year. The AFR is a summary of **actual costs** for your food program for the fiscal year (October 1 through September 30).

The simplest way to gather the required information for the AFR is to add together all actual expense information that you gather monthly on the Monthly Profit (or Loss) Summary form. The AFR is a great analytical tool that can be used to determine your annual costs to run the food program and whether you meet the program requirement to operate as a non-profit food program. You must submit the AFR online, via IWAS. For detailed instructions on how to access and complete the AFR, please visit our website at http://www.isbe.net/nutrition/htmls/daycare_centers.htm.

Key Individuals Listed on the Sponsor Application

The **Authorized Representative** on the sponsor application should be a person that is administratively and financially responsible for the food program. The person selected as authorized representative must be the executive director, owner, board president or other authorized personnel. This person also has IWAS administrative access to the CACFP application. Whenever someone is selected to be on the Sponsor or Site Applications, always inform them of their CACFP responsibilities and that by placing them on this application, either as authorized representative, contact person, Executive Director, or Chairperson of the Board, they must ensure the CACFP is administered correctly. In the unfortunate event that your organization is terminated from CACFP, these individuals will be placed on the National Disqualified list for seven years and therefore, unable to participate in any other federally funded program during that time. Please update the Sponsor Application whenever there is a change in personnel, including the contact person and email addresses. The contact person's email is the method we use to contact your institution regarding the timely information about the CACFP. If we cannot contact you because we have an outdated email, you may miss out on important deadlines that may compromise your program's accountability.

Join Mealtime Minutes Newsletter Listserv

To receive quarterly notices of *Mealtime Minutes* newsletter link, join *Mealtime Minutes* newsletter listserv. Email: mtm@list.isbe.net and type only the email address to be added in the message section. A confirmation will be sent to the email address provided. Staff listed as the authorized representative or contact person on the sponsor and/or site application are already on the *Mealtime Minutes* listserv. For questions regarding the *Mealtime Minutes*

POLICY BULLETIN BOARD

Civil Rights Compliance

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, age, or disability. Since the CACFP is a USDA funded program you must ensure your program does not discriminate against these specific groups. As part of the application to participate in CACFP you must ensure both frontline staff who interact with participants and personnel who supervise frontline staff must be provided civil rights training on an

annual basis. How are the staff trained? What agenda topics are covered? Who has the knowledge to train on civil rights? To help answer these questions, go to our civil right webpage at, http://www.isbe.net/nutrition/htmls/civil_rights.htm.

You will find two different slide presentations:

1. A complete civil rights training for administrators of all Child Nutrition Programs; and
2. A condensed civil rights training appropriate for the frontline staff.

Other information is also available at the top of the civil rights webpage to assist with documenting the training, collecting ethnic/racial data annually, and gathering information if a person says they were discriminated against.

Responsibilities of a Multi-Site Sponsoring Organization

Who does this apply to? An institution participating in the Child and Adult Care Food Program (CACFP) with more than one facility is a *sponsoring organization*. A sponsoring organization has more responsibilities than a single-site institution. The additional responsibilities include the following:

1. Sponsoring organizations must complete an **Annual Budget** as part of the application process. The Annual Budget includes projected food program revenues and expenses, including administrative and operational expenses. Additionally, the Annual Budget requires staffing information to ensure that sponsoring organizations provide adequate staffing, both administrative and operational, for each of its facilities. Adequate staffing helps ensure effective management and monitoring of the CACFP.
2. Sponsoring organizations must complete a **Management Plan** as part of the application process. The Management Plan requires the institution to detail various procedures and operations related to the CACFP. The information provided in the Management Plan must be current at all times. If procedures change, you must update the Management Plan as applicable.
3. Perhaps the most significant additional responsibility for a multi-site sponsoring organization is the **Monitoring** requirement. Sponsoring organizations must monitor all of

their facilities to ensure compliance with CACFP requirements, as specified below:

- a. Each facility must be reviewed at least three times within a fiscal year, with no more than six months elapsing between each review. You may want to consider scheduling your reviews within trimesters: the first trimester, October through January; the second trimester, February through May; and the third trimester, June through September. This will guarantee you complete regularly scheduled reviews.
- b. At least two of the three reviews must be unannounced, but if you like, all reviews can be unannounced.
- c. At least one unannounced review must include a meal service observation.
- d. Sponsoring organization monitoring staff must complete the appropriate forms when conducting reviews. The Monitor Review Form for Sponsors (ISBE Form 67-59) and the At-Risk After-School Snack/Supper Monitor Review Form (ISBE Form 67-77) are available on our website at http://www.isbe.net/nutrition/htmls/forms_cacfp_others.htm. All findings must be documented, and the sponsoring organization must ensure the proper resolution of all findings.
- e. Unannounced follow-up reviews must be conducted when one or more serious deficiencies are identified.
- f. Reviews should be scheduled at different times of the day and on weekends, when meals are claimed. Every review should not be conducted at the same time of day.
- g. Sponsoring organizations that discover conduct or conditions that pose an imminent threat to the health and/or safety of children or the public must immediately notify the appropriate State or local licensing or health authorities and take action consistent with the recommendations and requirements of those authorities.
- h. Each facility must be provided written notification of the rights of the sponsoring organization, the Illinois State Board of Education, the United States Department of Agriculture and other State and Federal officials, to make announced or unannounced reviews of their operations during

the facility's normal hours of operation. Facilities must be notified that anyone making such reviews must show photo identification that demonstrates that they are employees of one of these entities.

4. **Edit Checks 1 and 2** must be implemented as part of the processing of each facility's Claim for Reimbursement to ensure that meal types and meal counts are accurate. Edit Check 1 requires sponsoring organizations to verify that each facility has been approved to serve the types of meals claimed. Edit Check 2 requires sponsoring organizations to verify that claimed meals never exceed the possible maximum. The Edit Checks 1 and 2 (ISBE Form 65-09) is available on our website at http://www.isbe.net/nutrition/htmls/forms_cacfp_mthly.htm.
5. Sponsoring organizations must **annually train key staff** from not only their institution, but also key staff from each sponsored facility. The training is mandatory for all key staff and should be documented using the Documentation of Training (ISBE Form 67-25) located on our website at http://www.isbe.net/nutrition/htmls/forms_cacfp_others.htm.
6. **CACFP reimbursement must be disbursed** to facilities within five working days of receipt by the sponsoring institution from the Illinois State Board of Education, when facilities pay their own bills.

As a Multi-Site Sponsoring Organization, ensure your compliance with the above requirements as specified.

CLAIMS COMMON CENTS



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

How to Calculate Average Daily Participation (ADP)

AD P is reported on each monthly site claim and should be calculated by taking the highest meal service (free meals + reduced meals + paid meals) and dividing by the number of serving days. You should **always** round up when reporting the ADP on your claim.

For example: the highest meal service is lunch (free

meals of 300, reduced meals of 210, paid meals of 250, equals total lunches of 760), and the number of serving days is 21. The ADP calculation is 760 divided by 21 which equals 36.19. You would report ADP of 37 because you **always** round up.

Also, you must break out ADP in October and March and report a separate ADP for each of the program types listed below that you are approved to participate in:

- Outside School Hours
- Private for Profit Centers
- Headstart Centers
- At Risk After School
- Homeless Shelters

The total of the ADPs reported by type cannot exceed the site total. The highest meal service for each type of program should be used to calculate the ADP by type. Note that the highest meal service may be different for different program types.

Contact Gladys Rothenberg or Sharon Hopson at 217-782-5256 or via email at grothenb@isbe.net or shopson@isbe.net regarding any claim questions.

FORMS FORUM

Infant Formula/Food Waiver Notification

There still seems to be some confusion on how the *Infant Formula/Food Waiver Notification* is supposed to be implemented.

- 1) You **MUST** complete the top part of the *Infant Formula/Food Waiver Notification*, which identifies the brand of iron-fortified infant formula, iron-fortified infant cereal, and baby food your institution is going to purchase.
- 2) You **MUST** give every infant's parent an *Infant Formula/Food Waiver Notification* to complete the bottom sections so you know what to feed their infant.
- 3) You **MUST** have the parents complete all three sections (formula, cereal, and baby food) at the bottom of the document even if the infant is too young at the time of enrollment to eat those food items.
- 4) You **MUST** have a completed *Infant Formula/Food Waiver Notification* on file for every infant in your care.

Claiming meals for infants requires knowing the age of the infant, meal pattern requirements for that age, and who is providing the food items for each infant (the center or the parent). When training staff on claiming infant meals, discuss the last page of the Infant Meal Pattern Chart document called, *Are These Infant Meals Reimbursable?* Under different situations some infant meals are NOT reimbursable.

Example: Let's say an infant is:

- Three months old
- The only food item on the Infant Meal Pattern is formula/breast milk, and
- The parent is providing the formula or breast milk

Are these meals reimbursable? Yes, the center staff are providing a service.

Example: Let's say an infant is:

- Four months old and developmentally ready for other food
- The infant meal pattern includes formula/breast milk and when developmentally ready, infant cereal, or fruits or vegetables
- The parent is providing all food requirements

Are these meals reimbursable? No, the center cannot claim the breakfast and lunch because it is not providing at least one of the required food items for these meal services. Yes, they can claim the snack because formula/breast milk is the only requirement.

We recommend you post both the *Infant Meal Pattern* and *Are These Infant Meals Reimbursable?* in all infant rooms. Another really good idea is to develop your own chart with the names of each infant and what components the parent brings in, and a list of the meals the center would be allowed to claim for each individual infant.

The Question & Answer Corner

1.Q. Can a site that has been disqualified from Child Nutrition Programs (such as the Summer Food Service Program or Child and Adult Care Food Program) participate with a sponsoring organization?

A. *No. A sponsoring organization is prohibited*

from submitting an application on behalf of a site if the site has been disqualified from participation in Child Nutrition Programs. If an application is submitted for a site that has been disqualified, the application will be denied.

2.Q. Can an eligible site (one that has not been disqualified) participate with a sponsoring organization when an individual at that site has been disqualified from Child Nutrition Programs (such as the Summer Food Service Program or Child and Adult Care Food Program) and works in a principal position or has responsibilities directly related to the Child Nutrition Program at the site?

A. *No. A sponsoring organization is prohibited from submitting an application on behalf of a site if any of its principals have been disqualified from participation in any Child Nutrition Program. If an application is submitted and any of its principals have been disqualified, the application will be denied. However, the site could participate as long as the disqualified principal or individual is not in a principal position and/or has no responsibilities that are directly related to the Program.*

3.Q. What actions are appealable and where can I obtain the appeal procedures?

A. *CACFP regulations specify what actions are subject to appeal. Generally speaking any action of the State Agency that affects an institution's participation or its claim for reimbursement can be appealed. Some common examples include application denial, denial of sponsored facility application, notice of proposed termination or disqualification, claim denial, and overpayment demand. The appeal procedures can be found at http://www.isbe.net/nutrition/pdf/appeal_procedures.pdf.*

TRAINING

Refresher Training for Institutions Participating in CACFP

Do you have a new staff member or an employee that would like an update on the Child and Adult

Care Food Program (CACFP) requirements? Attend a Refresher Training for Institutions Participating in the CACFP. These trainings are offered every month at varying locations in the state. We recommend someone from your organization attend one of these trainings annually. These trainings are an excellent way for you or your staff to receive information about the program, but remember they do not count as the required annual CACFP training of your own staff. Registration for the workshop is required and can be accessed at <http://webprod1.isbe.net/cnscaendar/asp/eventlist.asp>.

FOOD SERVICE AND NUTRITION

March - National Nutrition Month®

The American Dietetic Association's National Nutrition Month® theme for March 2011 is *Eat Right with Color*. The theme reflects guidance in the new 2010 Dietary Guidelines for Americans. An assortment of nutrition information as well as activities for nutrition month is now available at <http://www.eatright.org/NNM/content.aspx?id=534>.

The website includes different event ideas to share. All ideas given can be adjusted according to the age of the children you serve. One idea is to create a nutrition quiz where you give a nutrition question each day of the month. Another idea to encourage children to try new foods is to cut up different fruits or vegetables during the month and have the children do a taste test. Ask them to taste and then try and guess what the new fruit or vegetable is that day. This is a good activity to encourage young children

to try new foods that are healthy and fresh. Contact your local library and schedule a story time, movie or a poster/coloring contest for kids or visit our Nutrition Education Loan library website www.kidseatwell.org for an assortment of nutrition program information.

The American Dietetic Association's website has an assortment of other ideas to try for National Nutrition Month. Visit their website throughout the year as a resource for a variety of nutrition topics including food safety, childhood obesity, nutrition activities, interactive tools, videos, quizzes and games.



Mealtime Minutes is published quarterly, July, October, January, and April, by the Illinois State Board of Education, Nutrition Programs, Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001. FAX number 217/524-6124; TOLL FREE number 800/545-7892, <http://www.isbe.net/nutrition/>, Christine Schmitt, Division Administrator.



Illinois State Board of Education

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

Pat Quinn
Governor

Jesse H. Ruiz
Chairman

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