



ADMINISTRATION

Automatic Revocation of Tax Exempt Status

Your Link to the Child and Adult Care Food Program

Illinois State Board of Education Nutrition Programs

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The Internal Revenue Service (IRS) recently changed its filing requirements for some tax-exempt organizations. Failure to comply with the requirements may result in the revocation of an organization’s tax-exempt status by the IRS. According to the IRS, most tax-exempt organizations are required to file an annual return or notice with the IRS. Exceptions to this requirement include governmental and many faith-based organizations. The IRS will automatically revoke the tax exemption of any private nonprofit organization that fails to satisfy its filing requirement for three consecutive years.

Child and Adult Care Food Program (CACFP) sponsors that have had their tax-exempt status automatically revoked by the IRS are no longer eligible to participate in CACFP. Tax exemption is a condition of eligibility for most CACFP institutions and required for participation. Therefore, revocation of tax-exempt status for an approved CACFP institution is considered a serious deficiency requiring corrective action because it affects the institution’s ability to administer the Program in accordance with Program requirements. If this agency finds that a CACFP institution has had its tax-exempt status revoked, the institution will receive a Notice of Serious Deficiency and be required to take corrective action within 30 days. Failure to take the required corrective action could result in the termination of the institution’s CACFP agreement and the disqualification of the institution and responsible principals from future CACFP participation.

Update Email Addresses for the Authorized Representative and Contact Person on the Sponsor Application so your institution can receive messages from the Child and Adult Care Food Program.

This institution is an equal opportunity provider.

Reminder – Submit your FY2011 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 Dec. 15 each year. The AFR is a summary of **actual costs** for your food program for the fiscal year (Oct. 1 through Sept. 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 and Child Nutrition ACES. Detailed instructions are available to access and complete the FY2011 AFR.

Firefox

The Firefox web browser is not compatible with Child Nutrition ACES. When you need to submit an application, claim or report for the Child and Adult Care Food Program, please do not use Firefox. The Internet Explorer web browser works well.

POLICY BULLETIN BOARD

Civil Rights Ethnic and Racial Data Collection Requirements

Institutions participating in the USDA-funded Child and Adult Care Food Program (CACFP) are required to collect ethnic and racial data on all participants every year. There are two methods that can be used to collect this information, 1) self-identification and 2) staff observation.

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 completes this data using self-identification; however, if the parent does not complete this section, your staff could 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. Collecting the ethnicity and racial data is a two-step process. You must collect ethnicity first and then racial data. 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 category may be marked for each child. The *Ethnic and Racial Data Collection Document* has been developed to assist with the collection of this data.

Is the Summer Food Service Program Right for You?

Which Child Nutrition Program should you offer to children during the summer months? There is the Summer Food Service Program (SFSP) and the Child and Adult Care Food Program (CACFP). Here are some criteria to help you decide which program is better for you.

For those of you that operate the At-Risk After-School Snack/Supper Program, you should consider participating in the SFSP during the summer months because you are not allowed to claim meals through the CACFP during this time. An exception is an At-Risk program that meets the area eligibility requirement using a “year-round school”; that program may continue to operate in CACFP throughout the year.

If you operate a licensed child care center, you must keep the children in the CACFP throughout the year. You are **not allowed** to change to the SFSP. You also are **not allowed** to take the children from the child care center to eat at an SFSP site.

If you expand your program in the summer months to a different group of children (for example, you offer programs to older children in another part of your building), you can operate the SFSP if located

in an area where at least 50 percent of the children are receiving free and reduced-price meals in the National School Lunch Program.

A separate application must be submitted for the SFSP by June 1 to participate in this program. You must also attend one of the SFSP training workshops offered in April or May 2012; check our [website](#) for specific dates and locations. If your facility offers both CACFP and SFSP to children, you will be required to complete a *Clarification of Participation* form with your SFSP application to ensure that different children are participating in the programs.

Please contact Amy Bianco at 800-545-7892 if you have questions regarding the Summer Food Service Program.

CLAIMS COMMON CENTS



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

How Much Money Will I Receive for My Claim?

Once you have successfully submitted the site claim(s) **AND** sponsor claim for the month you can check online to see if the claim has been processed. In ACES, pull up the sponsor claim for the month you are wondering about. 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 has been vouchered you can expect to receive the funds within approximately 5 business days.

If you want to see how much money you will be receiving for the claim you can open the Claim Analysis report once your claim has been processed. In ACES, from the Main Menu, click on *Claim Analysis* and the system will walk you through, asking for the program year, program name, and agreement number. Then you should select the 'Center Claim Analysis' report and the month that you wish to view. The system will open a report summarizing the claim and detailing the 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.

Welcome New Staff to Funding and Disbursements

We would like to welcome Nicole Richards to our division. Nicole is replacing Gladys Rothenberg who retired at the end of November. If you have any claim questions, please contact Sharon Hopson or Nicole Richards at 217-782-5256.

FORMS FORUM

NEW Food Donations Form

Has your child care center or institution ever been offered donated food? Would you accept the food? If the answer is yes, you need to do the following.

1. Determine if the food offered can be incorporated into the CACFP menus. Is the food a creditable food item or would it be considered an extra?
2. Find out why the food is being donated. Is it wholesome? Has it been handled and stored appropriately? Potentially hazardous foods are those that require time/temperature control for safety; and would include milk or milk products, eggs, meat, poultry, fish, shellfish, or other foods containing these items. If the food was purchased with federal WIC or SNAP (Link Card), you cannot accept the food as donation.
3. Complete the [Food Donation form \(ISBE 68-77\)](#), if the food is appropriate for your center/institution. Enter the date donated, food item(s) donated and quantity.
4. Have the person donating the food sign the form.

Since you did not incur an expense for the donated food, these items cannot be included in the monthly food costs.

Meal Patterns – Updated

The *Meal Pattern for Children – Ages 1 through 12 Years* has been updated to include the new milk requirements. Be sure to review and always use the newest version of the Meal Patterns available on the website. The format of the *Infant Meal Pattern – Birth through 11 Months* has also been updated to make it easier to read. The Spanish version of the *Meal Pattern for Children* and *Infant Meal Pattern* are also available.

The Question & Answer Corner

1.Q. We are trying to approve a household eligibility application. The parent has left the SNAP/TANF and the Income Information blank. As the center director must I ask the parent/guardian to complete the income section or SNAP/TANF section? Or, can we ASSUME the application is “zero” income application and approve it as free?

A. *If you receive an application that does not have the SNAP/TANF information and the income information is left blank, the application is incomplete. The application cannot be approved as an income application. Any missing information must be received from the parent/guardian prior to approving the application. The last four digit of the SS# must be included on an application reporting zero (0) income. If all information is not available or the parent refuses to provide needed information, you must deny the application and claim the child(ren) in the paid category. Please understand there is a difference between NO INCOME and ZERO (0) written as INCOME. See the section on Temporary Application Approval for applications listing zero (0) income.*

2.Q. Do “meatless” chicken nuggets meet the meat alternative requirements?

A. *“Meatless” chicken nuggets would fall into the category of an alternate protein product. Refer to superscript #5 at the bottom of the Meal Pattern for Children chart which indicates:*

A manufacturer supplying an alternate protein product must provide documentation that the product meets all the following criteria.

- ◆ *Processed so that some portion of the non-protein constituents of the food is removed;*
- ◆ *Safe and suitable edible products produced from plant or animal sources;*
- ◆ *Produced so the biological quality of the protein is at least 80 percent that of*

casein; and

- ◆ *Contain at least 18 percent protein by weight when fully hydrated or formulated.*

3.Q. We have fruit on the breakfast menu daily. We usually buy whatever fresh fruit is on sale. Do we have to specify on the menu what kind of fruit we are serving?

A. *Yes. However, when you develop the menu you can write “fresh fruit” and then after you make your purchase write on the menu the actual fruit that is going to be served.*

TRAINING

New ISBE training Modules and Recorded Webinars

New training modules and webinars for the Child and Adult Care Food Program are available.

There are currently four training modules posted on the website that walk the viewer step by step through the process of completing a particular form for CACFP. The modules provide different examples and scenarios as well. The featured forms include:

1. Cash Disbursements form (ISBE 67-24)
2. Personnel Activity Report (ISBE 67-54)
3. Monthly Profit or Loss Summary (ISBE 67-93)
4. Monthly Milk Purchase Estimate (ISBE 68-50)

There are also six pre-recorded webinars posted on the website that are geared primarily towards new institutions wanting to apply to the CACFP, but they can be viewed by anyone. Segments 3-6 would be wonderful training for new staff members.

You may view each segment as many times as you wish. Please download the training materials prior to viewing.

- ◆ Segment 1 – Overview of the Child and Adult Care Food Program and Application Process
- ◆ Segment 2 –Financial Components of the Application
- ◆ Segment 3 – Meal Pattern Requirements
- ◆ Segment 4 – At-Risk After-School Meal Programs and Emergency Shelters
- ◆ Segment 5 – Cycle of Reporting–Determining and Documenting Eligibility

NOTE: This segment is NOT required for institutions that ONLY want to participate in the at-risk after-school or emergency shelter programs.

- ◆ Segment 6 – Cycle of Reporting–Documenting Expenses

The modules and webinars range between ten and thirty minutes in length. The trainings are available anytime for your convenience. They are highly recommended for new staff or for experienced staff that need a refresher. More modules, covering different topics, will be available in the near future!

Additionally, please be aware that there are no Refresher Trainings scheduled for FY 12 at this time. The only in-person trainings being offered are geared towards new institutions wanting to apply.

FOOD SERVICE AND NUTRITION

CN Labels Update

The U.S. Department of Agriculture, Food and Nutrition Services (FNS) run the CN Labeling Program for the Child Nutrition Programs (CNP). Commercial food producers are not required to have a CN Label; it is a voluntary program. However, to have a CN Label, food producers must submit CN Label application to FNS for approval. FNS evaluates the product's formulation to determine how it contributes towards meeting the CNP's meal patterns requirements. Once FNS approves the food product, the manufacturer is allowed to display the CN Label on the food package, which shows the portion size and how it contributes to the CNP's meal pattern.

Misunderstanding over the intent of the CN Label has prompted FNS to clarify that the CN labeling program is limited to two food categories

- Main dish products which contribute a minimum of .5 ounces equivalent meat/meat alternative toward meal pattern requirements. Examples of these products include, but are not limited to beef patties, cheese or meat pizzas, meat or cheese and bean burritos, egg rolls and breaded fish portions.
- Juice drinks and juice drink products which contain at least 50 percent full-strength juice by volume. This includes products such as

grape drink, fruit punch, and frozen juice drink bars.

Therefore, other food products such as, full strength juices or bakery products do not meet the criteria for a CN Label; and will not be evaluated by the USDA for a CN Label.

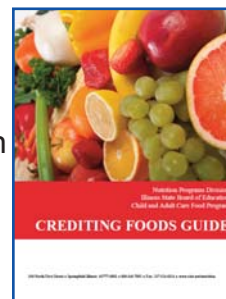
After being approved by FNS, the CN Label will be displayed on the actual food product package. Commercial food producers are NOT authorized, under any circumstances, to place the CN Label or the contribution on fact sheets or any other product information. Access the website for the monthly report of authorized [CN Label manufacturers and products](#).

Food Buying Guide – Online Calculator

The National Food Service Management Institute and Team Nutrition have developed an [online calculator](#) to be used with the [USDA Food Buying Guide](#) (FBG) for Child Nutrition Programs. The interactive and simple to use calculator allows child nutrition professionals to create a shopping lists of foods from the FBG and determine how much of each item to purchase to provide enough servings for the children in the program.

Crediting Foods Guide – Updated

The [Crediting Foods Guide](#) updated in August 2011, is a useful tool to determine if foods you want to serve meet the meal pattern requirements and are creditable in the Child and Adult Care Food Program. Creditable foods are those foods that may be counted toward meeting the requirements for a reimbursable meal.



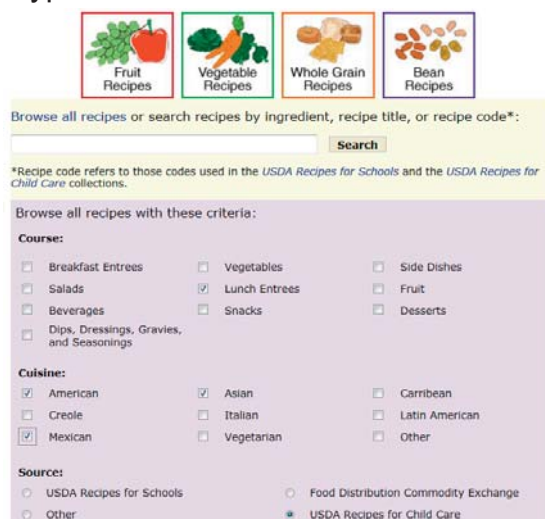
Non-creditable foods do not meet the requirements for any component in the meal pattern. However, non-creditable foods may supply calories which help meet the energy needs of children and may contribute additional protein, vitamins, and minerals. They can be used to supplement the required meal components, to improve acceptability, and to satisfy appetites.

Get Updated USDA Recipes

Need a Mexican or Asian recipe that meets the Meal Pattern Requirements? Maybe you'd like a new version of Mac and Cheese that uses 1% milk. Or, you're just stuck in a rut with the same old recipes.

New and updated [USDA recipes](#) are always a great solution.

Also, the Healthy Meals Resource System has a great [recipes and menu planning tool](#) which even offers a way to select the type of recipe you want by cuisine type or meal course.



Browse all recipes or search recipes by ingredient, recipe title, or recipe code*:

*Recipe code refers to those codes used in the *USDA Recipes for Schools* and the *USDA Recipes for Child Care* collections.

Browse all recipes with these criteria:

Course:

| | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Breakfast Entrees | <input type="checkbox"/> Vegetables | <input type="checkbox"/> Side Dishes |
| <input type="checkbox"/> Salads | <input checked="" type="checkbox"/> Lunch Entrees | <input type="checkbox"/> Fruit |
| <input type="checkbox"/> Beverages | <input type="checkbox"/> Snacks | <input type="checkbox"/> Desserts |
| <input type="checkbox"/> Dips, Dressings, Gravies, and Seasonings | | |

Cuisine:

| | | |
|--|---|---|
| <input checked="" type="checkbox"/> American | <input checked="" type="checkbox"/> Asian | <input type="checkbox"/> Caribbean |
| <input type="checkbox"/> Creole | <input type="checkbox"/> Italian | <input type="checkbox"/> Latin American |
| <input checked="" type="checkbox"/> Mexican | <input type="checkbox"/> Vegetarian | <input type="checkbox"/> Other |

Source:

| | |
|--|--|
| <input type="radio"/> USDA Recipes for Schools | <input type="radio"/> Food Distribution Commodity Exchange |
| <input type="radio"/> Other | <input checked="" type="radio"/> USDA Recipes for Child Care |

The criteria selections above yielded a list that included "Bean Burrito," "Vegetable Chili," "Ground Beef and Spanish Rice." Selecting only "Lunch Entrees" provided a list that included "Spanish Quiche" and "Sweet and Sour Chicken." Be sure to select "USDA Recipes for Child Care" to ensure recipes meet the Meal Pattern Requirements.

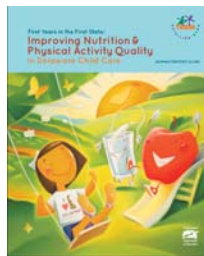
Start the New Year off with a new delicious and nutritious recipe added to your 2012 menus!

March is National Nutrition Month®



The American Dietetic Association announces this year's theme for National Nutrition Month®, which is in March, *Get Your Plate in Shape*. The theme reminds Americans of the importance of making informed food choices and developing sound eating and physical activity habits.

The First Years in the First State Toolkit: Improving Nutrition and Physical Activity Quality in Delaware Child Care



The [First Years in the First State Toolkit: Improving Nutrition and Physical Activity Quality in Delaware Child Care](#) is a practical, "how-to" guide created to help child care providers follow Delaware CACFP and child care licensing nutrition and physical activity rules. The toolkit consists of two books, an Administrator's Guide and Menu Planning Guide, and a Shopping Cheat Sheet.

USDA Team Nutrition Resource Library

The [USDA Team Nutrition](#) website is packed with 80 preschool nutrition education resources. Check out the all the information available at your fingertips.

Illinois NET Program Services Flyer 2011-2012

Start scheduling your wellness conferences and staff trainings with the Illinois Nutrition Education and Training Program. NET have workshops for foodservice staff, nutrition and physical education teachers, school administrators, school nurses, child care educators and child care staff, as well as all members of your local wellness policy team.

On-site workshops can be scheduled at schools, child care centers, and conferences throughout Illinois. For busy schedules access NET's [online training and 2011-2012 Services Flyer](#). All services are provided at no charge to Illinois schools and child care centers.

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