

Mealtime Minutes e-Newsletter

February 2013 Issue

USDA Updates: Did You Know?

The USDA's Child and Adult Care Food Program plays a vital role in improving the quality of day care and making it more affordable for many low-income families. Each day, 3.2 million children receive nutritious meals and snacks through CACFP. CACFP reaches even further to provide meals to children residing in emergency shelters, and snacks and suppers to youths participating in eligible afterschool care programs (USDA, 2011).

The USDA has proposed new CACFP Meal Patterns to more closely follow the [Dietary Guidelines for Americans](#):

- The CACFP Meal Pattern proposed rule is still in clearance; there is no date for release at this time. We will keep you informed as we are updated.
- USDA Handbooks: There is an assortment of USDA handbooks on such topics as multi-site sponsoring organizations in the development stages. They are being reviewed by USDA and will be released in about six months.

USDA MEMOS:

Streamlining At-Risk Participation for SFAs

The USDA recognizes that schools located in low-income areas that are participating in the National School Lunch Program (NSLP) are already able to offer meals and snacks through their afterschool programs. Therefore, new streamlined requirements for participation with the Child and Adult Care Food Program were written to provide more consistency with the NSLP requirements, while also providing significant administrative relief without sacrificing the integrity of the program.

The state of Illinois has already made most of these application changes for School Food Authorities (SFA) applying for participation in CACFP. The CACFP 04-2013 memo permits SFAs participating in the NSLP to choose to use either the CACFP or NSLP meal patterns when serving At-Risk After-School meals through CACFP. Schools electing to follow the NSLP meal pattern requirements must follow the new NSLP meal patterns.

For more details, you can refer to the CACFP memo [online](#). If School Food Authorities have any questions regarding their At-Risk After-School program, please call (800) 545-7892 and ask for Child Care Food Program staff, or email cnp@isbe.net.

Reminders / Due Dates

- Keep **email addresses** current for the authorized representative and the contact person on the sponsor application
- ISBE **closed February 12** in honor of Lincoln's birthday.
- ISBE **closed February 18** in observance of President's day.

Training Opportunities

Webinar trainings and online module trainings are available at <http://www.isbe.net/nutrition/htmls/workshops.htm>.

View them any time and as often as needed!



USDA MEMOS: continued

Determining Area Eligibility

If you are trying to determine if your site would be eligible to participate in the At-Risk After-School snack and/or supper program, the USDA has provided additional area eligibility information to assist in determining site eligibility.

These programs have always used, and may continue to use, National School Lunch Program free and reduced price meal data to determine site eligibility. However, when children in the public school system regularly attend schools outside a designated attendance area, the effective use of school data may not be useful. In these cases, sponsors may determine a site to be area eligible under a second option. Refer to [CACFP Memo 03-2013](#) for additional information.



New Small Purchase Threshold for Vended Meals

Does your institution purchase vended meals? If so, we have news for you: Pursuant to USDA regulations at 7 CFR Part 3016.36(d), a new Small Purchase Threshold has been set to \$150,000; replacing the previous threshold of \$100,000.

What does this mean for your organization? This increase in the threshold amount will allow for more small purchase procurements to be conducted using relatively simple and informal methods, provided they are conducted in a manner that ensures free and open competition.

- For CACFP organizations with annual meal purchases **under \$150,000**, you will need to establish a Small Purchase Agreement for Procurement of Vended Meals ([ISBE form 67-89](#)) with your vendor. A signed copy should be submitted to the Illinois State Board of Education, along with a copy of the vendor's most recent public health inspection report and vendor-signed Certification Regarding Debarment ([ISBE form 85-34](#)).
- For procurement of meals **in excess of \$150,000** annually, an institution must conduct an Invitation for Bid and Contract ([ISBE form 69-99](#)), soliciting competitive sealed bids via public advertisement. A firm, fixed-price contract is then awarded to the bidder who was both responsive and responsible, and proposed the lowest price.

You can find more information about vendor contracts on the ISBE's Nutrition and Wellness Programs website at http://www.isbe.net/nutrition/htmls/forms_cacfp.htm.

Technical Assistance Visit for New Multi-Site Sponsors

Expanding your business or program to more than one site is exciting! It generally means that participation is good, interest is high, and the need for your service is growing. We would like your Child and Adult Care Food Program to grow along with your other programs. We have made it a focus at the Illinois State Board of Education to assist new multi-site sponsors by providing technical assistance. The on-site technical assistance visit will be direct training on the added responsibilities of a multi-site sponsor. These responsibilities are outlined in the [Multi-site Sponsor Fact Sheet](#). If you are interested in becoming a first-time multi-site sponsor, contact us for more information.

Questions and Answers

Q: How long should my institution keep CACFP documents on file?

A: Institutions must maintain CACFP records for three years, plus the current year. For a list of recordkeeping resources, including the Checklist of Annual Documents and Checklist of Monthly Documents, visit http://www.isbe.net/nutrition/htmls/forms_cacfp.htm.



Q: Our child care center has some of its groceries delivered by a food supply vendor. Does our center need a CACFP contract with that food supply vendor?

A: No. If you purchase from a company fresh, frozen, canned or otherwise packaged food items that need cooked or prepared after you receive them, CACFP does not interfere with that type of agreement. However, CACFP regulations do require a contract when a company prepares and delivers ready-to-eat meals to your facility.

And Justice for All Poster – Translations Available

You might remember from Civil Rights training that all institutions receiving federal funds must prominently display the *And Justice for All* poster. The poster must be visible in the food service area where it is visible to participants. It should also be displayed in administrative offices.

While the *And Justice for All* poster is in English, it already has a Spanish translation and information printed on the same side. But, did you know you can also download translations of the Civil Rights statement in 11 other languages? These include Chinese, Creole, French, German, Hindi, Hmong, Italian, Korean, Polish, Russian and Vietnamese. These translations can be posted alongside the English version.

Remember that language can be one of the barriers to accessing services. Recipients of federal funding have a responsibility to take reasonable steps to ensure meaningful access to their programs by persons with limited English proficiency (LEP). The definition of LEP refers to any individual who does not speak English as their primary language and has a limited ability to read, write, or understand English.



You can download the English/Spanish *And Justice for All* poster from our website at http://www.isbe.net/nutrition/htmls/daycare_centers.htm. The same page provides a link to the translated Civil Rights statement. We can also send you a free copy by emailing us at cnp@isbe.net or by calling us at (800) 545-7892.

Be Aware of Food Allergies

Approximately six million children in the U.S. have one or more food allergies. As a CACFP participant, it's important to remember that a student may have a severe, life-threatening allergy to a food or more than one food. Communicating with parents and reviewing your *Physician's Statement for Food Substitution* forms are two ways you can be better aware of the food allergies and food intolerances that the children in your care might have.

It's also a good idea to know about allergic reactions and how to respond to one. A way to be prepared is to have a food allergy management and prevention plan in place, and an emergency protocol set up to immediately treat an allergic reaction, should one occur.

To implement this, a new booklet published by the USDA, called *The Food Allergy Book: What School Employees Need to Know*, can help. While this guide is intended for school teachers, the information it contains would be of benefit to everyone who provides care for children. The topics covered include how to spot the signs and symptoms of an allergic reaction to food, and also how to respond to one.

The booklet is available in both English and Spanish versions online at:

English version: <http://www.fns.usda.gov/fns/safety/pdf/FoodAllergyBook.pdf>

Spanish version: <http://www.fns.usda.gov/fns/safety/pdf/sp-FoodAllergyBook.pdf>

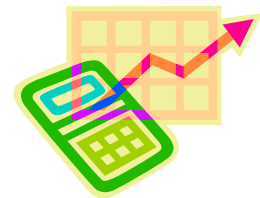
Did you know that more than 170 foods are known to cause a reaction in some people, and that only eight foods account for 90% of all allergic reactions to food?

These eight foods are:

- milk
- eggs
- peanuts
- soy
- wheat
- tree nuts
- fish
- shellfish

Allowable Price Increase for Vended Contracts over \$150,000

Do you have a Contract for Purchased Meals over \$150,000? If so, you know that renegotiation of the price charged to you, the sponsor, is allowed each year to the extent of the Consumer Price Index–All Urban Consumers (CPI-U), U.S. base, as computed and published by the U.S. Department of Labor. The annual rate of 1.7 for December 2012 recently was [released](#). Before any price increase may be implemented for renewal years, the contractor shall document through a costs analysis, the need for such an increase.



Updated Rate for Mileage Reimbursement

Effective January 1, 2013, the State Travel Control Board set the rate of reimbursement for mileage to \$0.565 per mile. The ISBE memo dated February 2010 set the effective date for changes in the mileage rate for Day Care Home Sponsors to 90 days after the date of the state rate change. Therefore, the new rate of \$0.565 per mile will become effective April 1, 2013, for allowable reimbursable travel expenses for the CACFP program.

Check it Out! Resources, Publications, Media Clips

Color My Meals Healthy

KidsEatWell.org is a non-profit program supported by the Illinois State Board of Education. Its mission is to help Illinois school and childcare staff create learning environments that promote and support healthy choices and learning for PreK-12 kids. This website provides childcare, school, and afterschool staff access to training opportunities, grant opportunities, foodservice resources, parent tips and tools for family health, interactive games that make learning fun for kids, and health education and wellness resources.

One of these resources, *Color My Meals Healthy*, is a great e-Course training for childcare centers. Child care staff completing the course will be able to spot healthy foods using the food label; keep costs down and nutrition up; create meals with kid-appeal; and download ready-to-use healthy cycle menus and recipes. Plus, completion of the course earns three FREE professional development hours.

Celebrate Good Nutrition in March!



Coming up in March is the 40th anniversary of National Nutrition Month®, a nutrition education and information campaign sponsored annually by the Academy of Nutrition and Dietetics. This year's theme, "Eat Right, Your Way, Every Day," recognizes that food preferences, lifestyle, cultural and ethnic traditions, and health concerns all impact individual food choices, and encourages personalized healthy eating styles.

To celebrate National Nutrition Month®, your child care center might consider a few fun ideas to teach meaningful wellness lessons. Some suggestions include:

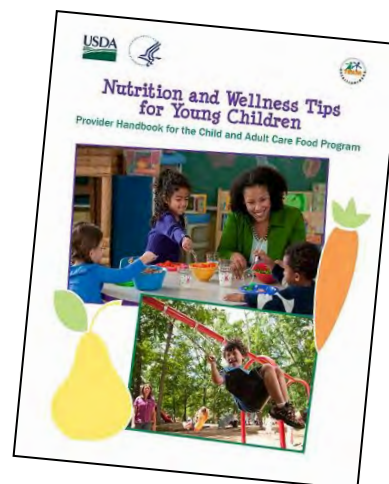
- Eating the Rainbow: Use "Eating the Rainbow" as a theme and provide examples of colorful fruits and vegetables that are yellow, orange, red, green, blue and purple in meals and snacks.
- Voting Booth: Ask participants to vote for their favorite vegetable or fruit. Post a tally board to record votes. Use a vegetable or fruit theme for booth decorations.
- Sizing it Up Display: Set up a display with food models and household items to represent food portion sizes. Let participants try to match up foods with the appropriate serving size item.

These ideas and many other resources to help guide in making nutritious food choices are available year-round on the Academy of Nutrition and Dietetics website at Eatright.org.

CACFP Provider Handbook

Are you interested in learning new and exciting ways that other CACFP child care programs have successfully improved the food they serve and the activities they plan? If so, a great new resource released by Team Nutrition can help you do just that. As part of the Healthy Hunger-Free Kids Act provision, the FNS *Nutrition and Wellness Tips for Young Children: Provider Handbook for the Child and Adult Care Food Program* is full of colorful tip sheets that offer practical ideas that are easy to implement. These ideas include ways to help childcare centers plan and prepare meals, provide opportunities for active play, and encourage children to adopt healthy behaviors.

The guide is available online at <http://healthymeals.nal.usda.gov/hsmrs/CACFPwellness/wellness.html>. Print editions will be available later in the year.



New CACFP Training Webinar Available: Feeding Infants



If you provide childcare for infants at your center, ISBE has a great new webinar available [online](#) for you to check out. The Feeding Infants webinar covers the CACFP Infant Meal Pattern guidelines, how they correspond to the changes in food textures and feeding style during the baby's first year of life, and how to maintain CACFP recordkeeping related specifically to infants.



Survey Says?

Do you have ideas for us, or CACFP topics that you'd like more information about? We created a brief, 9-question survey to help gather your input. It is available online at <http://www.surveymonkey.com/s/CVNWPM9> until Feb. 28, 2013. We appreciate your feedback!

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Questions or comments? Email us at cnp@isbe.net or call 800/545-7892 or 217/782-2491

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