

mealtime 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



Mark Your Calendar for Upcoming Annual Workshops!

Annual workshops for the Child and Adult Care Food Program will be held at the following locations.

- June 6 Holiday Inn—Champaign
- June 7 Thelma Keller Convention Center—Effingham
- June 8 Carbondale Civic Center—Carbondale
- June 9 4 Points Sheraton—Fairview Heights
- June 13 Hilton—Oak Lawn
- June 14 Hilton—Oak Lawn
- June 15 Hilton—Oak Lawn
- June 20 Ramada Plaza Hotel & Conference Center—Rockford
- June 21 Best Western Prairie Inn—Galesburg
- June 22 Illinois Education Association—Springfield

You can register for these workshops at www.isbe.net/nutrition, click on *Child and Adult Care Food Program* and select *Workshop/Training Schedule*. Be sure you select a location from *CACFP Annual Workshop*. Watch your mail in May for a workshop brochure! All organizations should send at least one employee to these administrative workshops.

Celebrate Week of the Young Child, April 2–8

Visit the National Association of Young Children's website at <http://www.naeyc.org/about/woyc> to learn more about the Week of the Young Child. *Building Better Futures for All Children* is this year's theme.



The Serious Deficiency Process in the Child and Adult Care Food Program

Part 1 of a Continuing Series
What Problems Are Serious Deficiencies?

To succeed in the Child and Adult Care Food Program (CACFP) an institution must be financially viable, administratively capable, and have strong and effective internal controls in place that are consistently followed. When weaknesses are identified that inhibit or impair an institution's ability to succeed in CACFP, the institution must take immediate and decisive action to correct the problems.

The primary goal of the serious deficiency process is to get problems corrected quickly, completely, and permanently to ensure the Program is operating properly. The serious deficiency process is a "wake up" call for the institution. It is the formal method used to notify an institution that problems exist that demand immediate action. A secondary goal of the serious deficiency process is to lay the groundwork for a termination action when the institution has not permanently corrected the problem.

The serious deficiency process involves specific steps that both the institution and State Agency must take. The process is formal and each of the steps must be followed consistently to protect both the interests of the institution and the interests of the Program. The steps in the serious deficiency process include identifying the serious deficiency, sending the notice of serious deficiency, providing an opportunity for corrective action, evaluation of the corrective action, and resolution which is either closure of the seriously deficient status or termination from the program.

Problems are commonly identified through reviews, audits, complaints, or civil and criminal action. A problem is considered a serious deficiency when the problem is a violation of Program regulations that impacts one of the three major areas necessary for successful program operations—financial viability and financial management, administrative capability, and program accountability.

The regulations contain an *illustrative* list of some problems that are serious deficiencies. Illustrative list means it is not an exhaustive list of everything that is a serious deficiency. It would be impossible to foresee all possible scenarios that could happen to rise to the level of a serious deficiency. Federal regulations list the following serious deficiencies for participating institutions:

- Submission of false information on the institution's application, including but not limited to a determination that the institution has concealed a conviction for any activity that occurred during the past seven years and that indicates a lack of business integrity.
- Permitting an individual who is on the National Disqualified List to serve in a principal capacity with the institution, or if a sponsoring organization, permitting such an individual to serve as a principal in a sponsored center.
- Failure to operate the Program in conformance with the performance standards set forth in the regulations.
- Failure to comply with the bid procedures and contract requirements of applicable Federal procurement regulations.
- Failure to maintain adequate records.
- Failure to adjust vended meal orders to conform to variations in the number of participants.
- Claiming reimbursement for meals not served to participants.
- Claiming reimbursement for a significant number of meals that do not meet program regulations.
- Failure to return to the State agency any advance payments which exceeded the amount earned for serving eligible meals.
- Use of a food service management company that is in violation of health codes.
- Failure of a sponsoring organization to disburse payments to its facilities in accordance with regulations.
- Claiming reimbursement for meals served by a proprietary for-profit child care center during a calendar month in which less than 25 percent of enrolled children or 25 percent of licenses capacity (whichever is less) received subsidized child care benefits or were eligible for free or reduced-price meals.
- Failure by a sponsoring organization to properly train or monitor sponsored facilities.
- Failure to perform any of the financial and administrative responsibilities required by the regulations.
- The fact that the institution or any of the institution's principals have been declared ineligible for any other publicly funded program by reason of violating that program's requirements.
- Conviction of the institution or any of its principals for any activity that occurred during the past seven years and that indicates a lack of business integrity.

- Any other action affecting the institution's ability to administer the Program in accordance with Program requirements.

Once problems have been identified as serious deficiencies, there are four elements in the seriously deficient process: the Serious Deficiency notification, the opportunity for corrective action, the evaluation of the corrective action, and the resolution (closure of the seriously deficient status or termination). These four elements will be discussed in the next issue of Mealtimes Minutes.

The Question & Answer Corner

1) Q—We do not want to put infants on CACFP. Can we just claim meals for children one year and older?

A—No. When a facility participates in CACFP, you agree to not discriminate against any child based on race, color, national origin, sex, age, or disability. That means you must provide the same service to all the children, including CACFP. Think of it this way, if you tell a parent you will take care of and provide food for their three-year-old child and you will care for their infant, but the parent must bring in all the infant food—you are discriminating based on age.

2) Q—I submitted my annual budget last fall as part of my application renewal. Am I required to complete the Annual Financial Report?

A—YES! It is required that The Annual Financial Report be submitted online each year. The Annual Financial Report documents your actual food program expenses for the year indicated.

Remember—the federal financial year is from October 1 through September 30.

3) Q—Do we have to notify you when we decide to close a facility?

A—Yes. Fax or email us with the last date the facility will be open, provide agreement number and name of facility. This will eliminate us from bothering you because a claim is not submitted.

POLICY BULLETIN BOARD

Is Your Institution VCA—Viable, Capable, Accountable?

An institution is required to document it is financially viable, administratively capable of operating the Child and Adult Care Food Program, and has internal controls in effect to ensure accountability.

Financial Viability refers to the financial success of the business. Does the business have enough sources of funds to operate a food program and withstand any temporary interruptions in meal reimbursements? Are the costs recognized by the business necessary, reasonable, allowable, and appropriately documented? Financial viability can be documented through budgets, accounting records, financial statements, and audits.

Administrative Capability refers to the management practices of the organization. Does the organization have effective management to be successful? Does the organization have enough qualified staff to perform the required duties? Organizations should follow written CACFP policies and procedures.

Program Accountability refers to effective management systems and internal controls implemented for this program by the institution. Does the board of directors have adequate oversight of the food program? Are appropriate accounting records maintained and completed on time? Do the meals meet the meal pattern requirements for components and portion size? Are the State and local health and sanitation requirements met? Does the center comply with civil rights requirements? Are appropriate records on file to document claims? Does the organization only claim reimbursement for eligible meals? Proper documentation is crucial to the success of your food program.

Join CACFP-Summertalk

Have you ever wondered what your counterparts deal with daily? Would you like to learn about upcoming conferences, legislative issues, resources, and more! Then consider joining an email discussion group, CACFP-Summertalk. CACFP-Summertalk is an online, interactive discussion group for State agencies and institutions participating in the USDA's Child and Adult Care Food Programs (CACFP) and the Summer Food Service Program (SFSP). Subscribe to CACFP-Summertalk at <http://listserv.nal.usda.gov/archives/cacfp-summertalk.html>.

FOOD SERVICE AND NUTRITION EDUCATION

Determining Acceptable Grains and Breads

All reimbursable meals (breakfast, lunch, and supper) offered in the Child and Adult Care Food Program must include a grain or bread product. The grain or bread plays a very important role in children's meals; its purpose is to compliment the entrée. A grain or bread component may also be included as one of the two required components in a reimbursable snack/supplement menu. There are so many different types of grain and bread products that can be added to menus to create interest. But what grain and bread products are creditable? Let us take a closer look at determining creditable grain and bread products. First we need to understand some definitions.

- **Bran** is the seed husk or outer coating of cereal grains such as wheat, rye, and oats.
- **Breakfast cereal** is any cereal served ready to eat (cold dry) or cooked.
- **Creditable grains** are enriched or whole-grain meal and/or flour, bran, and/or germ.
- **Enriched** means the product conforms to the Food and Drug Administration's standard of identity for levels of iron, thiamin, riboflavin, niacin, and folic acid. *Enriched* adds back what was lost during processing with the exception of folic acid.
- **Fortified** adds something not originally present. The terms *enriched* and *fortified* are similar to indicate the addition of one or more vitamins or minerals or protein to a food unless an applicable Federal regulation requires the use of specific words or statements. *Fortification* only applies to cereals. If a cereal is *fortified*, the word *fortified* will be included on the product label.
- **Flour** is the product derived by finely grinding and sifting wheat or other grains. Flour may be made from all grains (wheat, rye, corn, etc.).
- **Germ** is the vitamin-rich embryo of the grain kernel. The germ can be separated before milling for use as a cereal or food supplement.

- **Primary grain ingredient** is the first listed grain ingredient in the ingredient statement on the label.

- **Whole-grain flour or meal** is the product derived by grinding the entire grain. If a flour or meal does not contain the grain and the germ, it is not whole grain.

To determine whether a specific food product is creditable to the grain and bread component of the meal patterns, ask the following questions. You must be able to answer, yes, to each of the three points below.

- Is the food product labeled as 1) *whole-grain*, 2) *enriched* or 3) *fortified* cereal?
- Does the ingredient label indicate that the primary grain ingredient is 1) *whole-grain*, 2) *enriched*, or 3) *bran and/or germ*?
- Can the portion size of the food product be provided in quantities specified in the Grains/Breads Chart? Will the children be able to eat the portion size required for their particular age group? Sometimes the portion size of a grain and bread product might be too large for a small child and it is recommended to select another, more appropriate product.

To review the Grains/Breads Chart, go to our website at www.isbe.net/nutrition, click on *Child and Adult Care Food Program* in the pink rectangle at the bottom of the screen, click on *Forms and Documents*, then scroll down to *Other Important Documents* and click on *Meal Chart for Children 1 to 12 Years*. The Grains/Breads Requirements and chart are part of that document.



Join in the Fun, Order Illinois Nutrition Education Loan Library Resources Today!

Anytime is a good time to use the Illinois Nutrition Education and Training (NET) Loan Library, however springtime is an especially opportune time. Special events include *Week of the Young Child* (April 2-8) and *TV-Turnoff Week* (April 24-30). In May, celebrate *Physical Fitness and Sports Month*, *Cinco de Mayo* (May 5), *Fresh Fruit and Vegetable Month*, and in June celebrate *National Dairy Month*.

The best way to search for materials is to visit our website at www.kidseatwell.org. Click on the new link with the pile of books. The Loan Library includes many new resources reflecting the 2005 Dietary Guidelines for Americans and the MyPyramid.

While searching the website, consider ordering materials online. Available materials will be shipped within 48 hours. If the materials you have ordered are not available, NET staff will contact you to determine possible substitutions.

A few of the new items include:

1152 CG [Childhood Obesity: Preventing Obesity Volumes 1 and 2 \(Ages Birth to 6\)—Volume 1: Feeding Your Baby \(Birth to 1\)](#)—Parents learn about age-appropriate food choices for babies and the importance of positive, nurturing eating experiences.

[Volume 2: Young Children Eating Right \(Ages 1 to 6\)](#)—Make nutritious eating and a healthy lifestyle a fun family habit. Features tasty snack and meal ideas, along with how to deal with choosy eaters.

1168 NE [Eating the Alphabet: Fruits and Vegetables From A to Z \(Ages 3 to 8\)](#)—This book uses bright and colorful foods to explain the alphabet from A to Z. Coloring book is included.

1162 AV [The OrganWise Guys: Extreme Couch Potato \(Ages 4 to 9\)](#)—In *Extreme Couch Potato*, Hardy learns an important lesson from Madame Muscle about turning off the television, choosing healthy snack foods, and getting outside to play.

Plan activities with the many resources available from the Illinois NET Loan Library. Encourage food service staff, teachers, and children to join in the fun. For a list of Event Calendar, please visit <http://www.fns.usda.gov/tn/Resources/Calendar/index.htm>.

Over 700 items are housed in the Library and are free to borrow. The only charge is return shipping. If you do not have access to the Internet and would like a printed Loan Library catalog, please contact Stephanie Modglin at 618/993-2696, 800/455/5843 or email smodglin@roe21.k12.il.us.

Download the *Prevent Childhood Choking* Poster

The National SAFE KIDS Campaign has the *Prevent Childhood Choking: It's Up to You* poster (English or Spanish) is available for free downloading. The poster lists food and nonfood items to watch out for, and provides other guidance to prevent choking in your facility. Go to http://www.nal.usda.gov/childcare/Resources/brochures_posters.html and scroll down to *Brochures and Posters*.

PREVENT CHILDHOOD CHOKING

IT'S UP TO YOU

KIDS UNDER 3 ARE MOST AT RISK
Babies and children under age 3 put lots of things in their mouths. Choking (or airway obstruction) occurs when a small object or piece of food blocks the airway.

CLEAN UP AND PUT AWAY—EVERY DAY
Homes and child care facilities must be continually "childproofed" for safety. Small and/or sharp objects should be kept out of a child's reach.

THE RIGHT TOY AT THE RIGHT TIME
Choose age-appropriate toys (follow age guidelines on toy packages). Inspect all toys regularly for breakage or loose parts. Purchase a small parts tester at your local toy or baby store. If an object fits in the tester, it is a choking hazard for children under age 3.

THE RIGHT FOOD AT THE RIGHT TIME
When it comes to food, keep it safe, cut it small and keep kids seated. Selecting and preparing appropriate foods for young children can help prevent airway obstruction. Children should eat only when sitting down, and be encouraged to take small bites and eat slowly.

STAY CLOSE BY WITH A WATCHFUL EYE
When a child is eating or playing, ALWAYS stay close by and watch for signs of choking. Adult supervision is key to preventing choking.

WATCH OUT FOR THE FOLLOWING FOODS AND OBJECTS WITH CHILDREN UNDER AGE 6

FOOD • Raw vegetables such as celery, carrots, and peas; whole olives; and cherry tomatoes • Nuts, sunflower seeds, pumpkin seeds, etc. • Hard candy, lollipops, and cough drops • Taffy • Soft candies with a firm texture such as gel or gummi candies • Marshmallows • Caramels and jellybeans • Popcorn • Raw, unpeeled fruit slices such as apples and pears; whole grapes, cherries with pits, and dried fruits such as raisins or apricots • Chunks of foods, especially meat or poultry, hot dogs or sausages served whole or cut in "coins," cheese cubes • Spoonfuls of peanut butter • Snack chips

NON FOOD ITEMS • Coins, button-cell batteries • Buttons (loose as well as those attached to clothing) • Deflated or broken balloons • Pencils, crayons, and erasers; pen and marker caps • Rings, earrings • Nails, screws, staples, safety pins, tacks, etc. • Small toys, such as toy figures, balls or marbles, or toys with small parts • Holiday decorations, including tinsel or ornaments that are tinsel-like, and lights • Small stones • Damaged or loose nipples on pacifiers or bottles

National SAFE KIDS Campaign
1301 Pennsylvania Avenue, SW, Suite 1000
Washington, DC 20004
www.safekids.org

International Food Information Council Foundation
1102 Connecticut Avenue, NW, Suite 400
Washington, DC 20036
<http://ifivc.org>

CALENDAR OF EVENTS

**A
P
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L**
2006

- 2-8 Week of the Young Child, *Building Better Futures for All Children*
- 24-30 TV Turn-Off Week

**M
A
Y**
2006

- Fresh Fruit and Vegetable Month
- Physical Fitness and Sports Month
- 2-6 National Child Nutrition Employee Appreciation Week
- 5 Cinco de Mayo
- 17 CACFP New Sponsor Orientation—Springfield
- 20 Child Care Business Expo—Chicago
- 29 Memorial Day—ISBE office closed

**J
U
N
E**
2006

- National Dairy Month
- 2 CACFP New Sponsor Orientation—Belleville
- 5-11 Summer Food Service Week
- June CACFP Annual Training**
- 6 Holiday Inn—Champaign
- 7 Thelma Keller Convention Center—Effingham
- 8 Carbondale Civic Center—Carbondale
- 9 4 Points Sheraton—Fairview Heights
- 13 Hilton—Oak Lawn
- 14 Hilton—Oak Lawn
- 15 Hilton—Oak Lawn
- 20 Ramada Plaza Hotel & Conference Center—Rockford
- 21 Best Western Prairie Inn—Galesburg
- 22 Illinois Education Association—Springfield

The Illinois State Board of Education will deliver to all students the opportunity for an education that is *Second to None*, provide first-class service to all stakeholders and support continuous improvement and innovation in all public schools.

Illinois State Board of Education

Making Illinois Schools *Second to None*

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