

mealtime MINUTES

Your link to the Child and Adult Care Food Program

Illinois State Board of Education

Nutrition Programs

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Child and Adult Care Food Program Meal Statistics for Fiscal Year 2007

Have you ever wondered how many meals are served in Illinois through the Child and Adult Care Food Program (CACFP)? You may be very surprised—we are talking about MILLIONS!!! The total number of meals and snacks served during fiscal year (FY) 2007 was 46,258,632 at approximately 2,000 child care facilities. The breakdown by meal service is provided below.

Fiscal Year 2007 Child and Adult Care Food Program Meal Statistics	
Meal Type	Number of Meals
Breakfast	11,514,421
Lunch	14,915,311
Supper	2,369,810 of which 2,008,658 were served in the At-Risk After-School Program
Supplement/Snack	17,459,090 of which 513,233 were served in the At-Risk After-School Program

ADMINISTRATION

Child and Adult Care Food Program or Summer Food Service Program?

Which Child Nutrition Program can 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. 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 March, April, and May 2008.

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 could 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 March, April, and May 2008.

If your location does offer 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.

The Question & Answer Corner

- 1) Q. We have cooked our meals on site at our center but want to purchase our lunch from a vendor. What process should we follow to make this change?
- A. *Not-for-profit organizations purchasing more than \$100,000 for vended meals or for-profit organizations purchasing more than \$10,000 for vended meals must use a formal Invitation for Bid and Contract process to obtain a food vendor contract. This process includes advertising the bid and obtaining several sealed bids which are publicly opened on a specified date at a specified time and location. Please call our office at 800-545-7892 to obtain an Invitation for Bid and Contract packet.*
- If your organization will spend below these levels, then you will want to contact several potential vendors to obtain the lowest price possible. Please see our Forms, Documents and Resources web page to obtain the contract prototype Small Purchase Agreement for Procurement of Vended Meals. Please see the Food Vendor Contracts article in the Forms Forum section of this issue for more details.*
- 2) Q. How long do I need to keep my CACFP records?
- A. *Regulations require CACFP records be kept for three years plus the current year. The records need to be easily accessible when a monitor asks for data during a review. Each year you agree to keep these records for this amount of time per the Non-Pricing Agreement you submit online after completing the renewal Sponsor Application.*
- 3) Q. Where can I access a copy of the Agreement I submitted online when I completed the application?
- A. *The Non-Pricing Agreement is maintained online in the Sponsor Application Links area of the Child Nutrition ACES available through IWAS. Log into IWAS and access Child Nutrition ACES; pick the menu for Applications and Claims. On the left side, choose the following options: Application, Sponsor, CACC, 2008, All, and press the blue Search button; from the drop-down Links Menu, choose View Non-Pricing Agreement.*

- 4) Q. Is organic milk allowed in CACFP?

A. *Any milk offered in CACFP must meet the basic requirements of fluid milk. Fluid milk includes pasteurized fluid unflavored or flavored skim milk or nonfat milk, low-fat milk, whole milk, lactose-reduced milk, lactose-free milk, or cultured buttermilk, all of which meet State and local standards. The milk must contain Vitamins A and D at levels specified by the Food and Drug Administration. If the organic milk is fortified with Vitamin A and D and meets all other state and local standards, it is creditable for CACFP.*

Offering organic milk can be very costly for the child care facility and you are not required to purchase it. If the parent has a personal preference and wants to provide the organic milk for their child, the meal cannot be claimed for reimbursement.

SPECIAL NOTE: Do not be confused by organic milk and soy milk. Soy milk is not a creditable food item in CACFP. Soy milk counts for nothing.

Claim Common Cent\$

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



Site AND Sponsor Claim for Reimbursement

After you complete your site claim(s) on ACES, do not forget to submit your sponsor claim. The sponsor claim consolidates all the site information. The payment process will not begin until the sponsor claim has been successfully submitted. Just open the sponsor claim, verify the figures, and submit to ISBE. If the totals are not correct, you will have to recheck the site claims for errors and revise the appropriate site claim(s). You cannot change any data on the sponsor claim. Even if you have only one site, you must still submit a sponsor claim in order to get paid. Your site claim(s) should move to consolidated status after you submit the sponsor claim. If your site claim is still in submitted status, please double-check that you submitted the sponsor claim.

If you have any claim questions please contact Carol Curto or Gladys Rothenberg in Funding & Disbursements at 217/782-5256.

FORMS FORUM

Food Vendor Contract Forms

A contract is an important document for securing your food vendor agreement. Various contract forms are available on our *Forms, Documents and Resources* webpage. If you plan to use a vendor's contract form, make sure to read it

thoroughly prior to signing to understand all the information in the agreement. We suggest you use a document described below that best fits your scenario.

School Agreement to Furnish Food Service (ISBE Form 68-62) is available to contract with a school district for purchasing meals.

Small Purchase Agreement for Procurement of Vended Meals (ISBE Form 67-89) is used when a for-profit day care center will have less than \$10,000 in annual vended meal purchases or when a not for-profit day care center will have less than \$100,000 in annual vended meal purchases. When using this contract form, also complete the *Certification Regarding Debarment* form.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Cover Transitions (ISBE Form 85-34) must be signed each year by the food vendor. School districts are exempt from completing this document when they are the vendor. This helps the day care center know of any potential concerns with the food vendor.

Renewal of Competitively Bid Vended Meal Contracts (ISBE Form 67-90) should be used by for-profit day care centers with annual vended meal purchases greater than \$10,000 OR not for-profit sponsors with annual vended meal purchases greater than \$100,000. Once a contract is established using the formal bid process, the contract may be renewed for four consecutive years after the original year of the contract. After operating with the same contract for five years, the contract cannot be renewed and must be rebid. Also complete the *Certification Regarding Debarment* form.

Adding a New Site— Preapproval Visit Form for Sponsors

All organizations operating more than one CACFP site must conduct their own monitoring of the sites, including a pre-approval review of any new site prior to operating CACFP. The required document, *Preapproval Visit Form for Sponsors* (ISBE Form 67-60), can be printed from our website at www.isbe.net/nutrition, click on *Child and Adult Care Food Program*, then click on *Forms, Documents, and Resources*, and print a copy of the *Preapproval Visit Form for Sponsors*. Complete and sign the document during the review. Ensure all necessary program training has been conducted. If there are any areas or findings that need correcting, complete the form and discuss those findings with the site employees. Return to the site, if necessary, to ensure corrections have been successfully completed.

Once the Preapproval Visit is complete and all findings corrected, send a copy of this form along with the other required documents for adding a new site. The instructions for adding a new site are included in this issue of the *Mealtime Minutes* and are also available on Child Nutrition

ACES. When you have the *blank* Site Application open, you will see the message [Click Here for instructions on adding a new site](#).

POLICY BULLETIN BOARD

The Serious Deficiency Process in the Child and Adult Care Food Program *Part 3—Responsible Individuals and Responsible Principals and the Appeal Process*

This final article in the Serious Deficiency Process series will discuss *responsible individuals* and *responsible principals*, and the appeal process as related to the serious deficiency process.

Responsible Individuals and Responsible Principals

The Serious Deficiency Notice will name the responsible individuals and responsible principals being held accountable for the serious deficiencies. A copy of the Serious Deficiency Notice is sent to each of the named responsible individuals and responsible principals.

The CACFP regulations define a responsible principal or responsible individual as:

- (a) A principal, whether compensated or uncompensated, who the State agency or Food and Nutrition Service (FNS) determines to be responsible for an institution's serious deficiency;
- (b) Any other individual employed by, or under contract with, an institution or sponsored center, who the State agency or FNS determines to be responsible for an institution's serious deficiency; or
- (c) An uncompensated individual who the State agency or FNS determines to be responsible for an institution's serious deficiency.

A responsible principal is any staff member who holds a management position within, or is an officer of, an institution or a sponsored center, including members of the institution's board of directors or the sponsored center's board of directors and is responsible for a serious deficiency. This person can be an officer, director, owner, key employee, controlling stock holder, or other person who is directly or indirectly responsible for the management and operation of the institution, whether or not the individual exercises that responsibility. Since the responsible principals, such as executive director, board chair, or owner bear the overall responsibility of the organization, they will be named as responsible principals in the Serious Deficiency Notice.

A responsible individual is any non-principal staff member associated with the institution's operation of the CACFP who

bears responsibility for a serious deficiency. A responsible individual can be an employee, a contractor who receives compensation, or someone who is not compensated by the institution.

Institutions do not create or correct serious deficiencies—people do. If the institution is terminated for failing to correct the serious deficiency, the institution and all responsible individuals and responsible principals will be placed on the National Disqualified List. As required by regulations, institutions identifiable with these individuals will be denied future participation in the CACFP unless the individuals' names are removed from the list.

The Appeal Process (Also Known as the Administrative Review)

An institution can appeal the proposed termination of their CACFP agreement. In addition, the institution, responsible principals, and responsible individuals can appeal their proposed disqualifications from the CACFP.

The institution, responsible principals, and responsible individuals are provided the basis for the proposed actions in the Proposed Termination and Proposed Disqualification Notice. Also, included in the notice are the procedures on how to appeal. A detailed copy of the appeal procedures can be found on the Nutrition Programs web site at http://www.isbe.net/nutrition/pdf/appeal_procedures.pdf.

If the proposed actions are appealed it is important to follow the appeal procedures exactly because the failure to do so could result in the denial of your request for an appeal. In the event of an appeal, the proposed actions will not take effect until the hearing official issues a decision on the appeals.

If there is not a request for an appeal the institution's agreement will be terminated and the institution, responsible principals, and responsible individuals will be disqualified from future CACFP participation and placed on the National Disqualified List.

Instructions for Adding a New Site

If you are in the process of adding a new site to the CACFP, follow the instructions below.

- Site Application—Go to Child Nutrition Application/Claims Entry System (ACES), open your *CACFP Sponsor Application*. Click on *Add New Site* at the top of the page. Complete the New Site Application and click *Submit to ISBE*.

In addition, the following documents must be submitted by fax or mail once the New Site Application has been submitted on ACES. Include a copy of the New Site Application for reference along with the following documents. All forms mentioned below are available on our website at www.isbe.net/nutrition; click on *Child and*

Adult Care Food Program; then click on Forms, Documents, and Resources.

- Pre-Approval Visit—Conduct a visit of the new site to determine if staff is capable of operating the CACFP. Complete the *Preapproval Form for Sponsors* (ISBE Form 67-60) located on our website.
- For-Profit Facilities—If you operate a for-profit child care facility, print and complete the *Documentation of For-Profit Eligibility* (ISBE Form 67-91) available on our website. Read and follow the instructions on the form carefully.
- License-Exempt Sites—License-exempt sites, other than public schools and public universities, must have a license-exempt letter from the Department of Children and Family Services (DCFS) and must meet state or local health and safety standards. Submit a copy of your most recent (within the last 12 months) health inspection report from your county health department and fire inspection report from your local fire department or the state fire marshal.
- Non-Profit Unaffiliated Facilities—If this new site is not legally affiliated with the sponsoring organization, does not have the same Federal 501(c)(3), and is not operated with personnel from the sponsoring organization, submit a copy of the new site's Federal 501(c)(3).

- Budget—Once your new site is processed into the pending status you need to submit the Annual Budget. Submit the budget by logging onto *IWAS*, then go into *Child Nutrition ACES*, click on the *Sponsor Application Links*, select the *Annual Budget*.

Updating Budget for Multi-Site Sponsoring Organizations—If you operated more than one CACFP site, you already completed a budget as part of your application process. Amend your organization's *Annual Budget* on *Child Nutrition ACES* to reflect the expenses associated with adding this new site to the CACFP. The amended budget must include expenses for all CACFP sites for the period of time the sites operate during the fiscal year ending September 30. Your Sponsor Application will remain in pending status until ISBE staff reviews and approves this document.

- Management Plan—If you previously had only one site in CACFP, you are required to submit a Management Plan. Once your new site is processed into the pending status, the Management Plan can be accessed on *Child Nutrition ACES* by clicking *Management Plan* under the *Sponsor Application Links*. After you electronically submit the Management Plan to ISBE, *print a copy and mail OR fax—NOT BOTH*—it along with ALL ATTACHMENTS to ISBE. Your Sponsor Application will remain in pending status until ISBE staff reviews and approves this document.

Updating Management Plan for Multi-Site Sponsoring

Organizations—If you operated more than one CACFP site, you already completed a Management Plan as part of your application process; however, you need to update the **monitoring schedule** once your new site has been processed to a pending status to ensure your institution completes the required visits for each site. Your Sponsor Application will remain in pending status until ISBE staff reviews the document.

- *Approval*—When all parts of this process are completed and your site has been set to approved on your ACES New Site Application, the approval letter will be attached to an email and sent to your IWAS inbox. Please check the accuracy of the addresses listed in the approval letter. You must maintain a copy of the application and approval letter. A copy of your approval letter is also available under the *Sponsor Application Links*, click on *Document Archives*

TRAINING

On-Going Training Opportunities Offered by the Illinois State Board of Education

There are plenty of opportunities for you, your current staff, and new employees to receive CACFP training. Every month, training is conducted in different locations around the state. The *Refresher Training for Institutions Participating in CACFP* is just what you need to ensure you and your staff follow CACFP regulations. After the training, review your own procedures to make sure they meet all CACFP requirements. Each person must register for the training at www.isbe.net/nutrition; click on *Child and Adult Care Food Program*, and then on *Workshop/Training Schedule*.

The other training you will find on our website is the *CACFP Orientation for New Institutions* training. Please do not register for this training; it is ONLY for institutions that want to participate in CACFP.

FOOD SERVICE AND NUTRITION

Crediting of Cornmeal and Corn Flour for Grains/Breads Component

To be credited as a grains/breads component, grain products must be enriched or whole grain, or made from enriched or whole-grain meal and/or flour. Bran and germ are credited the same as enriched or whole-grain meal or flour.

Recently the U.S. Food and Drug Administration (FDA) published draft guidance stating in part that “degerminated and bolted cornmeal should not be considered whole grain products because the bran or germ has been removed during processing.” These clarifications by the FDA of the standards of identify for cornmeal and corn flour indicated these products should no longer be considered as whole grains for

the Child Nutrition Programs. Therefore, beginning July 1, 2008, to be credited toward meeting meal pattern requirements, processed corn used in making grain products must be labeled as whole corn (or *whole grain corn*, *whole ground corn*, *whole cornmeal*, *whole corn flour*, etc.) or *enriched corn* (or *enriched yellow cornmeal*, *enriched corn flour*, *enriched corn grits*, etc.)

Child Nutrition Programs are encouraged to implement this requirement as soon as possible, but no later than July 1, 2008, to ensure children receive more nutritious grains/breads products.

MyPyramid Library Resources

MyPyramid replaced the Food Guide Pyramid in 2005 to incorporate the recommendation of the 2005 Dietary Guidelines for Americans. The MyPyramid symbol was developed to encourage consumers to make healthier food choices and to be active every day. Below are several items available through the Nutrition Education Loan Library that utilize and/or incorporate MyPyramid.

Roxy's Eat Right Games—Join Roxy and her friends on a quest to gather five fruits and vegetables in the game, *5-A-Day*. Also included are the games *Build-A-Meal* where children can learn to make a balanced meal, and two bonus games *Snack Attack* and *Duel*. These games provide exciting ways to learn about MyPyramid, the food groups, healthy eating, calories, vitamins, and junk food.

MyPyramid Pursuit—*MyPyramid Pursuit* is a fun and energetic game to learn and review the USDA's MyPyramid and good nutrition. The objectives of this game are to get children to think about food and nutrition, and to introduce them to the USDA's MyPyramid.

Smart Nutrition Bingo—*Smart Nutrition Bingo* is for 1–24 players ages 8 to adult and utilizes an interactive and informative way to educate about healthy nutrition and MyPyramid. Repetition of information on the letter call cards helps participants to completely absorb the wealth of information provided with this educational and fun bingo game.

The OrganWise Guys MyPyramid Pack—This pack includes a MyPyramid puzzle and four activity books. The activity books include *MyPyramid Activities*, *Poetry in Motion*, *An Active Role Model*, and *A Family Meal Plan*. This pack makes for great lessons on nutrition and physical activities for children.

Adrianna's Nutrition Expedition—*Adrianna* is exploring the world of nutrition and MyPyramid is one of her favorite places to explore. Materials include *Adrianna's Nutrition Expedition* poster, reproducible handouts, overhead transparencies, and an interactive CD. This is a fun and new age way to learn about nutrition, MyPyramid, and physical activity.

Take a look at these resources and more through the online catalog at www.kidseatwell.org. If you have any questions regarding the loan library, contact ISBE at cnp@isbe.net or 800-545-7892.

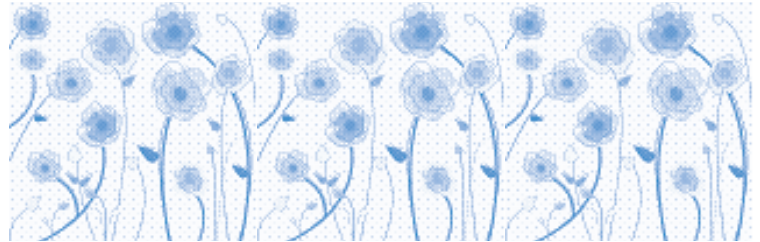
CALENDAR OF EVENTS

A P R I L 2008	16	<i>Refresher Training for Institutions Participating in CACFP—Carbondale</i>
	13-19	<i>Week of the Young Child (http://www.naeyc.org/about/woyc/)</i>

M A Y 2008	15	<i>Refresher Training for Institutions Participating in CACFP—Oak Lawn</i>
	20	<i>CACFP Orientation for New Institutions—Springfield</i>
	26	<i>Memorial Day—ISBE Office Closed</i>

J U N E 2008		<i>National Dairy Month</i>
	19	<i>Refresher Training for Institutions Participating in CACFP—Springfield</i>
	21	<i>10th Child Care Business Expo—Chicago</i>

J U L Y 2008		<i>National Baked Bean Month</i>
		<i>National Blueberry Month</i>
		<i>National Hot Dog Month</i>
		<i>National Ice Cream Month</i>
		<i>New Reimbursement Rates Posted on Website</i>
	4	<i>Independence Day—ISBE Office Closed</i>
	10	<i>CACFP Orientation for New Institutions—Springfield</i>
17	<i>Refresher Training for Institutions Participating in CACFP—Oak Lawn</i>	



Illinois State Board of Education

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