

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

Meal Statistics for Fiscal Year 2008

Have you ever wondered how many meals are served in Illinois child care centers, Head Starts, before- and after-school programs, and emergency shelters through the Child and Adult Care Food Program (CACFP)? The numbers are in! You may be very surprised—we are talking about MILLIONS of meals and snacks served in approximately 2,000 child care facilities. The breakdown by meal service is provided below.

Fiscal Year 2008 Child and Adult Care Food Program Meal Statistics	
Meal Type	Number of Meals
Breakfast	11,673,418
Lunch	14,946,334
Supper	2,781,185 of which 2,393,002 were served in the At-Risk After-School Supper Program
Supplement/Snack	17,508,904 of which 507,681 were served in the At-Risk After-School Snack Program

Week of the Young Child 2009

Bring Communities Together for Children—Children Bring Communities Together

Plan to celebrate the Week of the Young Child (WOYC) during April 19–25, 2009! Visit their website (<http://www.naeyc.org/about/woyc/>) for tools to assist you in your endeavors to celebrate WOYC. This year's theme is *Bring Communities Together for Children, Children Bring Communities Together*.



ADMINISTRATION

Small, Tax-Exempt Organization Tax Filing Change

Are you a small, tax-exempt organization with gross receipts under \$25,000? If so, the Internal Revenue Service (IRS) has changed its filing requirements for you.

The Pension Protection Act of 2006, signed into law on August 17, 2006, requires most tax-exempt organizations with gross receipts normally under \$25,000 or less to file Form 990-N. The title of the form is *Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or 990-EZ*. Before the law was enacted, small businesses with annual gross receipts of under \$25,000 were not required to file annually with the IRS.

Failure to comply with the requirements may result in the revocation your organization's tax-exempt status. If your tax-exempt status is revoked, it will affect your Child and Adult Care Food Program participation eligibility.

Additional information about the filing requirements is available at <http://www.irs.gov/charities/article/0,,id=169250,00.html>.

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.

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 2009; check our website (www.isbe.net/nutrition) for specific dates and locations. If your facility offers both the 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.

Our Website Has a New Look!

The *Nutrition Programs* webpage has a new look. Check it out at <http://www.isbe.net/nutrition> and notice that you can still scroll to the bottom of the page to click the blue box *Child and Adult Care Food Program*. You are now at the webpage specifically for the Child and Adult Care Food Program; look for the CACFP logo of an apple with the bite taken out. You can go to this webpage directly and save it as a *favorite* by linking to <http://www.isbe.net/nutrition/htmls/>

[child_adult.htm](#). Any item in the middle section of this page is CACFP-related. Links from this page allow access to more detailed information including *Mealtime Minutes Newsletters*, registration page for workshops, and *Forms, Documents and Resources*. Notice the *Forms, Documents and Resources* page is now summarized by type of form to allow forms to be located more quickly. The summary includes *Adding a New Site, Household Income Eligibility, Annual Enrollment Form, Food Vendor Agreements, Monthly Forms to Operate CACFP, Other Important Documents, USDA Resources, and Procedure for an Administrative Review*. All available electronic forms for the CACFP are located at this site. Access to information and resources for the CACFP is available at anytime on our web pages.

The Question & Answer Corner

Correction from January 2009 issue

1) Q. When planning menus, can we count potatoes as the grain/bread component?

A. No, a potato is a starchy vegetable and must be counted as a vegetable; potatoes can never be counted as a grain/bread. Grain and bread products must be enriched or whole-grain or made from enriched or whole-grain meal or flour.

2) Q. A child just turned one year old and is not quite ready to eat all table food. Can we serve baby food instead?

A. Yes, you can substitute baby food for table food when the child is not completely ready for solid foods. Remember, since the child is one year old, you must follow the Meal Pattern Requirements for children 1 to 2 years of age. For example, if the child is not able to eat chicken served to the other children, you may serve baby-food chicken. These meals may be claimed for reimbursement.

3) Q. I have copies of old forms that I have used for many years for my Meal Participation Records and other monthly forms. Where can I find copies of these forms to reprint?

A. Always go to our website, www.isbe.net/nutrition; then click on *Child and Adult Care Food Program*; and then look for the *Forms, Documents, and Resources* link for the most recent information. These forms updated continually and are only a click away.



Claim Common Cent\$

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

Do you have multiple sites? Do you want to speed up the process of submitting site Claims for Reimbursement? Check out the *Upload Batch Files* option on the Child Nutrition ACES main menu. You can save all of your site claim data in a delimited file and submit all the site claims at one time by uploading that file. **After successfully uploading the site claim batch file you must still go into ACES and submit the sponsor Claim for Reimbursement.**

What is a delimited batch file? A delimited batch file contains rows of information displayed in a spreadsheet or table format. However, since it is a text-only file, no special formatting breaks the information into columns. Therefore, a delimited text file consistently uses characters throughout the document to indicate a column break. These characters are known as the delimiters. Nearly any character can be a delimiter, but the most common delimiter is a comma.

The following is a shortened example of using delimiters.

Data: 65432187654,54321,2009,4

Definition: AgreementNumber,SiteNumber,ClaimYear,Claim Month

Batch files contain many records and will take up to five minutes to process. Please do not close or refresh your browser window during this time period to prevent transmission and processing errors. If errors are detected when trying to upload the batch file, you will receive error messages. You must fix the problem(s) in the batch file and resubmit the batch file until it goes through with no errors. A response page will appear after the batch file is successfully processed.

A sample comma delimited spreadsheet can be downloaded from within the *Upload Batch Files* option on the ACES main menu. Additionally, there is a table describing the fields required in the batch file and the format for those fields.

POLICY BULLETIN BOARD

A-133 Single Audit Requirements

If your organization spent \$500,000 or more in Federal funds during your business's fiscal year, you are required to have an A-133 Single Audit in addition to the regular audit of your financial statements. An A-133 Single Audit is done to assure the Federal government that your organization has complied with applicable State and Federal laws to receive those Federal funds.

To ensure you follow these requirements, you need to know all Federal funds your organization receives. An agency that passed Federal funds through to your organization should notify you of these funds. ISBE sends this notice after the end of your organization's fiscal year. The Child and Adult Care Food Program reimbursement is Federal money.

Along with the ISBE notice is a certification document that must be completed and returned to ISBE. The purpose of the document is to:

- Certify your organization expended \$500,000 or more in Federal funds and a completed A-133 Single Audit will be mailed to ISBE.
- Certify your organization expended less than \$500,000 in Federal funds from all revenue sources and an A-133 Single Audit is not required.

c) Certify your organization is for-profit and is exempt from the A-133 Single Audit requirement.

d) Certify the months of your business's fiscal year (the period of time covered by an audit); please note that the form requires your organization's fiscal year, not the program year.

If your organization meets the \$500,000 Federal threshold, you need to find a qualified auditor. Not every auditor is qualified to conduct an A-133 Single Audit. When looking for an auditor, ask if the auditor is qualified under the requirements of OMB Circular A-133 and *Government Auditing Standards*. Once the audit is complete, it needs to be submitted to ISBE, the Federal Audit Clearinghouse, and any other required agencies within 30 days of the date of the auditor's reports or nine months after the end of your fiscal year.

Additional information regarding A-133 Single Audits is available on ISBE's website at http://www.isbe.net/nutrition/htmls/child_adult.htm. If you have any questions about the A-133 Single Audit review process, please email Kimberly Beachy, CPA (kbeachy@isbe.net) or Larry Smith (ismith@isbe.net) or call (217) 782-5256.

FORMS FORUM

Medical Exception Statement for Food Substitution

Participating in the Child and Adult Care Food Program (CACFP) requires your institution to make reasonable dietary accommodations for children with physical or mental impairments. In other words, your staff must make substitutions to the planned CACFP meals and snacks for any **disabled child** whose disability restricts their diet or ability to consume the food. Also, a **life threatening food allergy** that causes anaphylaxis reaction is considered a disability because it affects a major life activity, breathing. Thus, you must make accommodations to prevent the child from coming in contact with that food.

The CACFP document, *Medical Exception Statement for Food Substitution* (ISBE Form 67-44), should be used when a disabled child requires certain foods to be eliminated from or added to their diet or when food consistency needs to be altered. The document includes all the required criteria a licensed physician must complete.

- Child's disability
- Why the disability restricts the child's diet
- Major life activity affected by the disability
- Food or foods to be omitted from the child's diet, and the food or choice of foods that must be substituted

All areas of the document must be completed. After completing, the licensed physician must sign the document and return to the child care center.

Food service staff must follow the *Medical Exception Statement for Food Substitution* as it was completed by the physician when developing menus and preparing meals for that particular child. Your staff should NEVER diagnose health conditions or revise or change the physician's orders. As long as the meals and snacks follow the physician's orders they can be claimed for reimbursement, even though the meal or

snack may not meet CACFP meal pattern requirements.

You are not required to make food substitutions for a child who does not have a disability or life threatening food allergy; however, many CACFP institutions do try to accommodate these needs. If your child care facility tries to adjust meals for a child who **does not have a disability**, but who needs to avoid specific food(s) due to **food intolerance or food allergy**, you must have a physician complete the *Medical Exception Statement for Food Substitution* document.

Let's look at a few examples of food intolerances or food allergies that are non-life threatening, for children with no disabilities.

Example 1 • A child is allergic to milk. Since the milk component only includes milk, there is no way to make a substitution and still meet the meal pattern requirements. If the child does not receive milk with breakfast, lunch, or supper the meal cannot be claimed for reimbursement. Therefore, in order to claim the meals you would need to have the child's physician complete a *Medical Exception Statement for Food Substitution* document. The physician would list the food that needs to be substituted for the milk, possibly soy milk. The institution would purchase the soy milk or the parent may offer to bring it in for the child, either way the child's meals can be claimed for reimbursement. If a medical exception is not on file and the child is not receiving milk, the meals cannot be claimed for reimbursement.

Example 2 • A child is allergic to strawberries. In this situation, there is really no reason to have a physician complete the medical exception document because you can easily substitute a different fruit for the strawberries and the meal will still meet CACFP meal pattern requirements.

Example 3 • A two-month old infant (with no disability) cannot tolerate iron-fortified infant formula; therefore, the infant is fed low-iron infant formula. Since low-iron infant formula does not meet the infant meal pattern requirements, the meals cannot be claimed for reimbursement. In order to claim the meals a *Medical Exception Statement for Food Substitution* document must be completed by the physician. Regardless, if the center purchases the low-iron formula or the parent brings it in to center, the two-month old infant meals can be claimed for reimbursement. If a completed medical exception is not on file, the meal cannot be claimed for reimbursement.

The *Medical Exception Statement for Food Substitution* document is available on our website at www.isbe.net/nutrition; click on the Child and Adult Care Food Program; then click on *Forms, Documents, and Resources* and then *Other Important Documents*.

Parents may request other food substitutions, such as a vegetarian diet or meals free of pork. These types of requests are for personal reasons and are not for medical reasons; therefore, a *Medical Exception Statement for Food Substitutions* document will not be completed by a physician. If you cannot make the meals meet the meal pattern, the meals cannot be claimed for reimbursement.

TRAINING

Training Offered by the Illinois State Board of Education

The Illinois State Board of Education continues to offer training to CACFP participants every month somewhere in the state. To take advantage of the training go to our website (www.isbe.net/nutrition) and click on *Workshops and Training*. You will find CACFP Refresher Training offered every month and CACFP Orientation for New Institutions offered every other month. The Refresher Training is intended for institutions that currently participate in CACFP, whether new or old employees. The orientation training is for institutions that are trying to get into CACFP for the first time.

New Training Program Helps Child Care Staff Color Meals Healthy

The Illinois Nutrition Education and Training Program (Illinois NET), in partnership with the Illinois Association of Education for Young Children (IAEYC), is rolling out a new training program in April 2009 to give child care staff a head start on changes on the horizon. The Institute of Medicine has taken on a review of Child and Adult Care Food Program menu requirements and nutrition standards and will eventually provide recommendations on how the United States Department of Agriculture can revise meal patterns and nutrition standards to ensure meals and snacks promote children's health.

The new training program, *Color My Meals Healthy*, focuses on helping child care staff plan and prepare meals and snacks that reflect the Dietary Guidelines for Americans. The program was developed in collaboration with an advisory council of child care professionals from IAEYC. This three-hour training program is FREE and can be scheduled by child care centers administrators throughout Illinois to help meet National Association for the Education of Young Children accreditation requirements. It is perfect for Saturday morning training programs. The workshop provides:

- Tips for making gradual changes in menus
- Cost-effective ways to serve *more* whole grains, fruits, and vegetables; nonfat and low-fat milk and milk products; lean proteins and *less* saturated fat, cholesterol, trans fats, and sodium
- A resource manual with ready-to-go cycle menu and recipes
- Sure-fire ways to excite children about healthful foods
- Click and download resources you can use to educate parents and children

The *Color My Meals Healthy* training program complements another Illinois NET Program workshop called *Color Me Healthy*. *Color Me Healthy* is an activity program that promotes physical activity and healthy food choices for preschool children.

For more information or to schedule the new *Color My Meals Healthy* training or the *Color Me Healthy* training, call Christine Cliff at 800-466-7998.

The Sponsor's Association (TSA) Annual Conference

The (Child and Adult Care Food Program) Sponsor's Asso-

ciation (TSA) has planned the 2009 annual conference for September 20–22, 2009, at the Hilton Bellevue in Bellevue, Washington. For more information, check out their website at www.cacfp.org/conference.asp.

Attend the Child Care Business Expo 2009

Mark Saturday, May 16, on your calendar and register for the 11th Annual Child Care Business Expo sponsored by the Women's Business Development Center at the Chicago Hilton and Towers, 720 South Michigan Avenue. A special feature of this expo is the simultaneous translation into Spanish of all plenary sessions. In addition, the Child Care Business Expo offers 60-plus exhibits, and a variety of workshops and giveaways. Go to www.wbdc.org for further information. Do not delay; register now.

Child Care Web Seminar Coming April 14

Save the date, April 14 from 3 to 4 p.m. to participate in the National Food Service Management Institute's (NFSMI) web seminar titled, *Creating an Active, Healthy Environment*. Connie Evers, MS, RD, noted child nutrition consultant and author, is the presenter. If you are unable to make the April 14 date, the web seminar will be posted for later viewing at www.nfsmi.org.

FOOD SERVICE AND NUTRITION

Child Care, Physical Activity, and Obesity Prevention Go Hand in Hand

Child care facilities are an integral part of obesity prevention by providing nutritious meals as well as fostering physical activity for young children. In 2001, 8.6 million preschool-aged children participated in child care throughout the United States. This is a large number of children that can be positively affected.

Childhood obesity is on the rise, and this indicates the urgency for increased efforts to create a child care environment that fosters healthful eating and participation in physical activity. Approximately one of every four children aged 2 to 5 years in the United States has a high body mass index (BMI) which is the percent of body fat for a person's height and weight. Even in childhood, being overweight or obese are associated with adverse health effects, such as type 2 diabetes, hypertension, hyperlipidemia, and sleep apnea; and overweight children are more likely to become obese adults.

Because more children are in child care programs today than ever before, there is an even greater opportunity to make positive changes in childhood obesity at your facility. Early childhood is an important period for developing these children's eating habits as well as changing the amounts of participation in physical activity. These changes can improve children's overall diets and physical activity levels.

Since children spend many hours of their day in the child care setting, they are getting a large portion of their calories in the child care facility. Several national organizations recommend that child care facilities follow Child and Adult Care Food Program guidelines.

Physical activity is the other part of the puzzle that positively affects overall health and helps prevent obesity. Some national recommendations indicate that children older than 2 years of age should participate in at least 60 minutes of moderate to vigorous-intensity physical activity most days of the week for maintenance of good health and fitness. The National Association for Sport and Physical Education recommends preschoolers accumulate at least 60 minutes daily of structured physical activity and at least 60 minutes per day of unstructured physical activity and should not be sedentary for more than 60 minutes at a time except when sleeping. To help meet daily physical activity recommendations for preschoolers, experts have recommended incorporating planned physical activity into the daily preschool schedule. Structured activity sessions should be short, approximately 15 to 20 minutes long, and should emphasize varied movements.

Child care facilities present a tremendous opportunity to help children develop healthful nutrition and positive physical activity attitudes and behavior.

Abstract: Child Care as an Untapped Setting for Obesity Prevention: State Child Care Licensing Regulations Related to Nutrition, Physical Activity, and Media Use for Preschool-Aged Children in the United States; Karen M. Kaphingst, MPH; Mary Story, PhD, RD.

MyPyramid for Preschoolers

The U.S. Department of Agriculture (USDA) has a new, interactive *MyPyramid for Preschoolers* website for parents and caregivers to meet the needs of preschoolers 2 to 5 years of age. Share this great resource with your staff and parents. Key topic areas of MyPyramid for Preschoolers include:

- Create a customized eating plan
- Find out if your child is growing the way he or she should be
- Help children developing healthy eating habits
- Help children become more physically active
- Provide safe food at home and at your centers
- Prepare individual meals and snacks with the sample meal and snack patterns which reflect the "MyPyramid Plan"

Go to www.mypyramid.gov/preschoolers/index.html to find many activities to promote good nutrition and activity. When you click on *More Information*, you can download a coloring page, mini-posters, and two-sided bookmarks. Use these in a nutrition lesson on MyPyramid for Preschoolers this year!

Free Team Nutrition Resources

Free resources such as posters, nutrition education resources, brochures, and activity sheets are available at the USDA's Team Nutrition website. You may order them online at <http://tn.ntis.gov/> and download them as well. The order forms are divided by audience, specifically, food service professionals, educators, parents, and child care providers.

Power Panther™ Costume Update

ALERT . . . USDA's nutrition education mascot, the Power Panther's™ costume is scheduled for retirement on October 1, 2009. Use the costume to spread the message, Eat Smart. Play Hard.™ which is based on MyPyramid and the Dietary Guidelines for Americans. If you have any intentions to borrow the costume, it is highly recommended that you reserve the use of the costume as soon as possible. The costume will be available through the end of September 2009 at the Child Nutrition Division (CND) within Special Nutrition Programs (SNP) at Food and Nutrition Service (FNS). Visit www.fns.usda.gov/eatsmartplayhard/ to reserve the costume.

CALENDAR OF EVENTS

APRIL

- 14 Web seminar, *Creating an Active, Healthy Environment* (www.nfsmi.org)
- 16 *Refresher Training for Institutions Participating in CACFP*—Effingham
- 19–25 Week of the Young Child (<http://www.naeyc.org/about/woyc/>)

MAY

- 14 *Refresher Training for Institutions Participating in the CACFP*—Oak Lawn
- 16 11th Child Care Business Expo—Chicago
- 20 *CACFP Orientation for New Institutions*—Springfield
- 25 Memorial Day—ISBE Office Closed

JUNE

- National Dairy Month
- 17 *Refresher Training for Institutions Participating in the CACFP*—Hillside
- 18 *Refresher Training for Institutions Participating in the CACFP*—Springfield

JULY

- National Baked Bean Month
- National Blueberry Month
- National Hot Dog Month
- National Ice Cream Month
- New Reimbursement Rates Posted on Web site
- 3 Independence Day—ISBE Office Closed
- 16 *CACFP Orientation for New Institutions*—Springfield
- 16 *Refresher Training for Institutions Participating in the CACFP*—Elgin



Illinois State Board of Education

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

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Printed by the Authority of the State of Illinois • April 2009 2700 PRT3459113 No 761



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MINUTES

Your Link to the Child and Adult Care Food Program