

mealtime

# MINUTES

Your Link to the Child and Adult Care Food Program

Illinois State Board of Education

Nutrition Programs

## INSIDE This Issue

The *Mealtime Minutes* is Going Paperless . . . . . 1  
 Week of the Young Child 2010 . . . 1  
 Meal Statistics for Fiscal Year 2009 . . . . . 2

### ADMINISTRATION

Electronic Direct Certification Program . . . . . 2  
 Mileage Rate Change . . . . . 2  
 The Question and Answer Corner . 2

### POLICY BULLETIN BOARD

Update—*Crediting Foods Book* . . . 3  
 Pre-Kindergarten Even Start Participants . . . . . 3

### FORMS FORUM

Master List of Enrolled Children . . . 3  
 Monthly Profit (or Loss) Summary and Annual Financial Report Data Collection Spreadsheet . . . . . 4

### TRAINING

Refresher Training for Institutions Participating in the CACFP . . . . . 4  
 Attend the Child Care Business Expo 2010 . . . . . 4  
 The National Child Care Information and Technical Assistance Center Library . . . . . 4

### FOOD SERVICE AND NUTRITION

Child Care Centers Join the Movement! . . . . . 5  
 Child Care Culinary Resources Available Online . . . . . 5  
 Goal: End Childhood Hunger by 2015 . . . . . 5

### CALENDAR OF EVENTS

## The Mealtime Minutes is Going Paperless

The *Mealtime Minutes* will no longer be printed, although it will still be published. The reasons—times have changed, budgets are tight, and we are conserving natural resources. Since all of you have become so computer savvy (submitting your Child and Adult Care Food Program [CACFP] application and monthly Claims for Reimbursement on the Internet), we decided it was time to make a big change. Therefore, beginning July 2010, the Illinois State Board of Education (ISBE) will discontinue printing and mailing the quarterly *Mealtime Minutes*.

So how can you make sure you do not miss an issue of the *Mealtime Minutes* since it will no longer arrive in your mailbox? We recommend you mark your calendar every July, October, January, and April to read the *Mealtime Minutes*. Actually, the past five calendar years' issues are posted on our Web site at <http://www.isbe.net/nutrition/>; under *Newsletters*, click on *CACFP Mealtime Minutes*.

It is very important that you keep up with the information in the *Mealtime Minutes*; it is our method of getting current CACFP requirements and changes to you. Mark your calendar NOW.



## Week of the Young Child 2010

April 11–17  
*Early Years Are Learning Years®*

This year's Week of the Young Child's theme is Early Years Are Learning Years®, sponsored by the National Association for Education for Young Children (NAEYC). Visit the <http://www.naeyc.org/woyc> for an event planning handbook, activities, and so much more! Celebrate the Week of the Young Child 2010 this month.

Mealtime Minutes is published quarterly, July, October, January and April, by the Illinois State Board of Education, Nutrition Programs, 100 North First Street, Springfield, Illinois 62777-0001. FAX number 217/524-6124; TOLL FREE number 800/545-7892, <http://www.isbe.net/nutrition/>, Christine Schmitt, Division Administrator. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## Meal Statistics for Fiscal Year 2009

Over 46 million (46,483,601 to be exact) meals and snacks were served in 2,081 Illinois child care centers, Head Starts, before-and after-school programs, and emergency shelters through the Child and Adult Care Food Program. The breakdown by meal service is provided below.

### Fiscal Year 2009 Child and Adult Care Food Program Meal Statistics

Meal Type	Number of Meals
Breakfast	11,451,731
Lunch	14,720,071
Supper	3,283,600 of which 2,797,881 were served in the At-Risk After-School Supper Program
Supplement/ Snack	17,028,199 of which 473,116 were served in the At-Risk After-School Snack Program

## ADMINISTRATION

### Electronic Direct Certification Program

The Electronic Direct Certification Program is a simplified way for institutions to be able to certify children who are members of households receiving assistance from the Supplemental Nutrition Assistance Program (SNAP) (formerly the Food Stamp Program) and/or the Temporary Assistance to Needy Families (TANF) as eligible for free meals, without further application, based on information provided by the State/local agency administering those programs.

In Illinois, Direct Certification may be conducted via an electronic system. The Electronic Direct Certification Program is accessible through the main menu of the Child Nutrition Application and Claim Entry System (ACES); it is second from the bottom.

In June, you will receive detailed instructions on how to use the Electronic Direct Certification Program; however, if you want, you can practice with the *Single Child Match* (located in IWAS) now to see how it works. This process was available to all school food authorities in the National School Lunch Program beginning with school year 2009–2010 and it was well received.

## Mileage Rate Change

ISBE's mileage rate has been changed effective April 1, 2010, to \$0.50. You should begin using this rate when incurring CACFP expenses for travel, such as grocery shopping and monitoring.

## The Question & Answer Corner

- Q.** What is the smallest portion we can serve for a vegetable and still count it towards meeting part of the meal requirement?

**A.** At least  $\frac{1}{8}$  cup of fruit or vegetable must be served to count toward the fruit and/or vegetable requirement. Any amount less than  $\frac{1}{8}$  cup is considered a garnish. For example, a breakfast menu for children 3 to 5 years of age might be cooked oatmeal ( $\frac{1}{4}$  cup), raisins ( $\frac{1}{8}$  cup), peaches ( $\frac{3}{8}$  cup), and milk ( $\frac{3}{4}$  cup)
- Q.** Can we offer soup on CACFP menus?

**A.** That is a very good question, so let's look at all the different types of soup available.

  - Canned soup that is condensed and mixed with water or milk (1 part soup to 1 part liquid)

YES, this kind soup is creditable as a vegetable when the following applies.

    - When prepared according to directions
    - These soups include clam chowder, minestrone, split pea, tomato, tomato with other basic components such as rice or vegetables, and vegetable with other basic components such as meat or poultry
    - One cup serving of these soups will count as a  $\frac{1}{4}$  cup vegetable or a  $\frac{1}{2}$  cup serving will count as an  $\frac{1}{8}$  cup vegetable. A serving of less than  $\frac{1}{2}$  cup soup does not contribute to the fruit/vegetable component.
  - Canned soup that is ready to serve

YES, this kind soup is creditable as a vegetable when the soup meets the same requirements for condensed soup (above).
  - Canned beef, chicken, or turkey soup of any kind

NO, this kind of soup is NOT creditable for CACFP meals.

- 4) *Dehydrated vegetable soup*  
 YES, this type of vegetable soup is creditable as a vegetable when the following applies.
- Yields for dehydrated vegetables must be based on the re-hydrated volume, not the dry volume stated on the label. Re-hydration yields vary from brand to brand.
  - To determine the re-hydrated volume for vegetables:
    - a. Re-hydrated the dehydrated vegetable according to the manufacturer's directions by adding water or other liquid
    - b. Measure the re-hydrated volume of the vegetables
    - c. Calculate the number of servings provided
    - d. Keep a record of yield data for referral
- 5) *Homemade soup*  
 The recipe would have to show that enough meat and/or vegetables were used to contribute to meeting the meal pattern requirements.

Start child is automatically eligible for free meal benefits when the following criteria are met.

- 1) The institution providing the children with Even Start services participates in the CACFP.
- 2) The child participates in a Federally-funded Even Start program.
- 3) The child is at the pre-kindergarten level.

An Even Start official must have written documentation that the criteria above are met for each child. Every year the Even Start official must re-establish categorical eligibility for free meals for Even Start children.

Once a child enters kindergarten, the child loses the categorical eligibility for free meals in Even Start; the child's family must be provided an opportunity to complete a Household Eligibility Application for free and reduced-price meals.

## POLICY BULLETIN BOARD

### Update—Crediting Foods Book

The *Crediting Foods* book has been developed to replace *What's in a Meal?*. The Crediting Foods book will be very helpful for you to plan menus. The book is divided into sections for each component, meat/meat alternate, grains/breads, fruits/vegetables, milk, and an infant section. Each section lists specific foods and whether they meet the meal pattern requirements or do not contribute anything to the reimbursable meal. A printable version of the book is posted on our Web site at [http://www.isbe.net/nutrition/pdf/crediting\\_foods.pdf](http://www.isbe.net/nutrition/pdf/crediting_foods.pdf).

### Pre-Kindergarten Even Start Participants

A child participating in the Even Start Family Literacy Program is categorically eligible for free meal benefits; this means a Household Eligibility Application does not have to be completed. The categorical eligibility does not extend to the other children in the family. The Even

## FORUMS FORUM

### Master List of Enrolled Children

The Master List of Enrolled Children (Master List) (ISBE Form 67-95) is a tool you should use to help organize the CACFP records for each child enrolled in your program. A separate Master List should be maintained for each facility. As each child enrolls, record their full name, enrollment date, effective dates of their CACFP Annual Enrollment Form and Household Eligibility Application, and their approved CACFP eligibility category. When a new child enrolls in your center, update the Master List with the child's information. When a child drops from your center, record the drop date for the last day the child was in attendance at your center. At the end of each month, use the Master List to ensure each child's meals on the Meal Participation Records are claimed in the correct category. Also, you can use the Master List to count the number of children in the free, reduced-price, and paid categories to determine the number of eligibles for the monthly Claim for Reimbursement. Since the Master List contains personal information it must be kept confidential.

The form can be found on the Internet at [http://www.isbe.net/nutrition/pdf/67-95\\_master\\_list.pdf](http://www.isbe.net/nutrition/pdf/67-95_master_list.pdf). You can type on this form and save it to your computer for future updates.

## Monthly Profit (or Loss) Summary and Annual Financial Report Data Collection Spreadsheet

Federal Regulation 7 CFR Part 226.15(e)(13) states that each institution participating in the Child and Adult Care Food Program shall keep documentation of nonprofit food service. A nonprofit food service means CACFP reimbursement is used only for allowable cost associated with the food service operation. The Monthly Profit (or Loss) Summary and the Annual Financial Report (AFR) Data Collection Spreadsheet are tools that help you collect this information. Instructions for completing the Monthly Profit (or Loss) Summary are located in the Monthly Profit or Loss Summary detail instructions document. These forms are located on our Web site at [http://www.isbe.net/nutrition/htmls/forms\\_cacfp\\_mthly.htm](http://www.isbe.net/nutrition/htmls/forms_cacfp_mthly.htm).

The Monthly Profit (or Loss) Summary tracks costs associated with operating a food program and should be completed at the end of each month. Administrative labor would include the labor cost associated with management of the food program, meeting with parents, approval of food program forms, and monthly data collection. The Monitoring and Training line would only be used by multi-site organizations for costs associated with monitoring and training their sites. Paper used for the program forms would be considered an administrative supplies expense. Food Service Labor would include the labor cost associated with the cooking, preparing, serving, and cleaning areas used for the food service. Food Cost would include the purchase of milk and groceries used for meals. Purchased vended meals are the payments made to a food vendor for food delivered. Allowable non-food costs would include the paper products used for the meal service such as paper plates, napkins, and cups. Cleaning supplies used either in the kitchen or on the tables to clean after the meal service would also be considered allowable non-food costs. Overhead costs are a percentage of the costs associated with the building such as building rent and utilities. Transfer each line item from the twelve Monthly Profit (or Loss) Summary reports to the AFR Data Collection Spreadsheet. When expenses for the entire fiscal year (October 1 through September 30) are complete, you are ready to enter the summarized totals online in the Annual Financial Report which is due each year by December 15.

## TRAINING

### Refresher Training for Institutions Participating in the CACFP

Training is the best way to ensure your staff knows the everyday requirements of the CACFP. If you and your staff have not attended training in the past years, had problems during a review, or been declared seriously deficient, we strongly recommend you attend the Refresher Training for Institutions Participating in the CACFP. The trainers are ISBE monitors who review your CACFP; they definitely know the CACFP requirements. The Refresher Trainings are conducted at least once a month somewhere in the state. Register for the location nearest you. Go to <http://www.isbe.net/nutrition/>, and then under *Special Events and Workshops* you will find the Refresher Training link.

### Attend the Child Care Business Expo 2010

Mark Saturday, May 22, on your calendar and register for the 12th Annual Child Care Business Expo sponsored by the Women's Business Development Center at the Chicago Hilton and Towers, 720 South Michigan Avenue. Participate in the workshops, receive numerous give-a-ways, visit the exhibit hall with over 50-plus exhibits, and enjoy the inspirational awards luncheon. Go to <http://www.wbdc.org/uploads/Save%20the%20date.pdf> for further information. Do not delay; register today!

### The National Child Care Information and Technical Assistance Center Library

The National Child Care Information and Technical Assistance Center (NCCIC) Library collection contains over 20,000 summaries and availability information for published documents of interest to policymakers, administrators, practitioners, researchers, and other members of the child care community. Links to full-text publications about child care and school-age issues are provided when available. If you go to their library search page you can search their library resources whenever you would like. The NCCIC Library can be found at <http://nccic.acf.hhs.gov/library/index.cfm?do=oll.search>.





## Child Care Centers Join the Movement!

On February 9, 2010, First Lady Michelle Obama kicked off the *Let's Move* initiative to end childhood obesity in the United States. The First Lady expressed that a collaborative effort by parents, schools, local community organizations, and the medical community is needed for this initiative to be successful. Three important goals of the initiative are to help parents get the support they need to raise healthy children, provide healthier food in schools, and find ways for our kids to be more physically active. These are also important goals for child care centers!

Not surprisingly, recent government reports show an alarming rise in the incidence of obesity in children two to five years of age. As child care providers, you are in a unique position to support healthy habits among this early age group and prevent those numbers from rising higher. Start by looking at the meals and snacks you serve; do they meet the United States Department of Agriculture's (USDA's) guidelines for the Child Nutrition Programs? Next, consider the amount of physical activity you provide; does it fulfill the recommendation of 60 minutes each day? Lastly, does your child care center have policies in place that support healthy behaviors and reinforce them through staff training and parental education?

These free resources are available to support healthy changes in child care centers:

- **KidsEatWell.org**: The *Healthy Childcare* page has resources to help you plan healthy meals and snacks that comply with the Dietary Guidelines and MyPyramid; resources that promote healthy food choices and daily opportunities for children to be physically active; training opportunities for educators and food service staff; and links to relevant government resources. The *Kids* page has tons of games and activities that will engage pre-schoolers while providing critical health messages.
- **Color My Meals Healthy**: A hands-on workshop, from the Illinois Nutrition Education and Training Program, for child care staff to learn how to plan and prepare healthy meals and snacks affordably, make menu enhancements that will align with upcoming recommendations for CACFP menus, and learn to read labels to identify whole grain, low-sodium, and low-fat foods.
- **RECIPE for Growing Healthy Children**: From Indiana Team Nutrition educates and trains child care food service staff in planning and preparing meals and snacks that comply with the Dietary Guidelines and MyPyramid.
- **Physical Activity for Toddlers**: A great resource from *Today's Dietician* magazine about appropriate physical activity goals for children two to five years of age, including examples of exercise for each age group.

**Join the Movement! Let's Move!**

## Child Care Culinary Resources Available Online

RECIPE for *Growing Healthy Children* is a USDA Team Nutrition grant project developed by the Indiana Department of Education. Visit the Web site below to view the video clips and portable document format (PDF) files of the Team Nutrition Child Care Culinary Workshop. The materials are intended to train child care food service staff to plan and prepare meals and snacks to comply with the Dietary Guidelines and My Pyramid. The website is <http://www.doe.in.gov/food/recipe/>.

## Goal: End Childhood Hunger by 2015

In July 2009, the Food Research and Action Council (FRAC) developed seven strategies to reduce childhood hunger by 2015 in the United States of America. In brief, the strategies are:

- Restore economic growth and create jobs with better wages for lower-income workers
- Raise the incomes of the lowest-income families
- Strengthen the Supplemental Nutrition Assistance
- Strengthen the Child Nutrition Programs, specifically school breakfast; after-school, and summer programs; expansion of child care; improvements in the Women, Infants, and Children (WIC) Program; and improvement of meal quality
- Engage the entire federal government in ending childhood hunger
- Work with states, localities, and nonprofits to expand and improve participation in federal nutrition programs
- Make sure all families have convenient access to reasonably priced, healthy food

The public may comment on FRAC's strategies by emailing [2015@frac.org](mailto:2015@frac.org). Visit <http://frac.org/news/2015.htm> for more information.



PRESORTED  
STANDARD  
U.S. POSTAGE  
**PAID**  
Permit No.  
805  
Springfield, IL

# Illinois State Board of Education

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

RETURN SERVICE REQUESTED

**Pat Quinn**  
Governor

**Jesse H. Ruiz**  
Chairman

**Dr. Christopher Koch, Ed.E.**  
State Superintendent of Education

An Equal Opportunity/Affirmative Action Employer and Provider  
Printed by the Authority of the State of Illinois  
April 2010 2700 PFY1000012



Printed on recycled paper



## mealtime **MINUTES** *Your Link to the Child and Adult Care Food Program*

### CALENDAR OF EVENTS

#### APRIL 2010

- 11–17 Week of the Young Child  
(<http://www.naeyc.org/woyc>)
- 15 Refresher Training for Institutions  
Participating in the CACFP—Effingham

#### MAY 2010

- 20 Refresher Training for Institutions  
Participating in the CACFP—Elgin
- 22 12th Women’s Business Development Center  
Child Care Business Expo—Chicago
- 31 Memorial Day—ISBE Office Closed

#### JUNE 2010

- National Dairy Month®**
- 10 Refresher Training for Institutions  
Participating in the CACFP—Collinsville

- 17 Refresher Training for Institutions  
Participating in the CACFP—Oak Lawn

#### JULY 2010

- National Baked Bean Month*
- National Blueberry Month*
- National Hot Dog Month*
- National Ice Cream Month*
- New Reimbursement Rates Posted on Website*
- 5 Independence Day Holiday—ISBE  
Office Closed
- 15 Refresher Training for Institutions  
Participating in the CACFP—Hillside
- 20 Refresher Training for Institutions  
Participating in the CACFP—Galesburg
- 22 Refresher Training for Institutions  
Participating in the CACFP—Marion

