



DUNS Number is Now Required

The USDA notified the Illinois State Board of Education (ISBE) that institutions receiving Child and Adult Care Food Program (CACFP) funds are now required to have a Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) number to receive the CACFP Federal funds. We are currently in the planning stages of how we are going to collect these numbers; however, in the mean time, please check with your administrator or accounting department to see if you have a DUNS number.

Your Link to the Child and Adult Care Food Program

Illinois State Board of Education Nutrition Programs

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This institution is an equal opportunity provider.

D&B provides the DUNS number, a unique nine digit identification number, for each physical location of your business. That means if your institution has offices at different addresses, it might have more than one DUNS number, a different number for a different address. D&B does not charge for the DUNS number, it is FREE for all businesses required to register with the US Federal government for contracts or grants (including CACFP funds).

You can request a DUNS number via the internet at <http://fedgov.dnb.com/webform>. If your administrator is not sure your institution has a DUNS number, call D&B at 1-866-705-5711 (TTY Line 1-877-807-1679), Monday through Friday, 7AM to 8PM CST. It will take about 5 to 10 minutes to process the request over the telephone. You will need to provide the following information.

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

When ISBE has the processes in place to collect the DUNS number, we will contact you for that information.

Non-discrimination Statement Change

The USDA Departmental Policy staff is currently reviewing the non-discrimination policy statement that includes the filing

address and contact phone numbers. Until USDA approves a new statement, the following informational statement should be used:

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Institutions participating in the Child and Adult Care Food Program (CACFP) must include this statement on all materials that mention USDA programs, including websites. However, the statement does not have to be included on menus.

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. There is only one exception, if the school used for area eligibility is a year-round school then your At-Risk After-School Snack/Supper Program is allowed to continue during the summer.

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 are also not allowed to take the children from the child care center to eat at a 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.

If you are interested in participating in the SFSP as a sponsor, a separate application must be submitted for the SFSP by June 15, 2011. You must also attend one of the SFSP training workshops offered in April or May 2011. Visit our web site at http://www.isbe.net/nutrition/htmls/sfsp_training.htm for workshop details, locations, times, and registration.

If you are interested in participating in the SFSP as a site, please contact our office for a listing of SFSP sponsors in your area.

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.

For additional information, contact Amy Bianco or Deb Collins in the Nutrition Programs Division at 800-545-7892 or email abianco@isbe.net or dcollins@isbe.net.

ADMINISTRATION

Child Nutrition Reauthorization 2011

The Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296, was signed into law on December 13, 2010. This Act modifies the requirements for the operations of the Child and Adult Care Food Program (CACFP). The Act makes many important improvements to CACFP. As the USDA notifies us of the changes, we will keep you updated with emails to the Authorized Representative's and Contact Person's email addresses listed on the Sponsor Application; and of course, we will include the information in this newsletter. To date here are the updates that have been announced.

Block Claiming—For Sponsoring Organization Only
Block claiming eliminated (see January Mealtime Minutes)

Permanent Agreements–For ALL Institutions

On January 14, 2011, USDA issued a CACFP change to modify the requirements for agreements between the state agency and institutions participating in CACFP. Section 331(a) of the Act amends section 17(d)(1) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1766(d)(1)) to require permanent operating agreements. *Our Non-Pricing Agreement*, which is part of the CACFP application, has always been a permanent agreement with no expiration date, but to comply with this regulation we have changed the name to more clearly represent the intent of the regulation. The agreement is now called *Permanent Agreement*. Therefore, the next time you look at the Agreement on Child Nutrition ACES it will be displayed with the new name.

Privacy Protection–For ALL Institutions

On February 15, 2011, USDA amended statutory requirements for collection of Social Security Numbers (SSNs) in all Child Nutrition Programs. Section 301 of the Act amends Section 9(d)(1) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(d)(1)) by removing the requirement that on a CACFP Household Eligibility Application listing income the adult household member who signs the application must provide his or her complete SSN, as a condition of eligibility. This amendment **now requires that only the last four digits of the SSN must be provided on an income application**. We will update the FY2012 CACFP Household Eligibility Application to reflect these changes for the upcoming fiscal year. In the mean time, in Section 5 of the CACFP Household Eligibility Application you are allowed to mark through the first five lines of the social security number before giving the application to parents to complete. This would let parents who are reporting income to enter the last four digits of their social security number. This Act became effective October 1, 2010. DO NOT go back and mark out SSNs on completed CACFP Household Eligibility Applications prior to that date.

Foster Children–For ALL Institutions

On January 31, 2011, USDA issued a change to grant categorical eligibility for free meals to foster children. **This provision only applies to foster children formally placed by a State child welfare agency or a court.** Up until now, a foster child was considered a household of one and a separate CACFP Household Eligibility Application had to be completed. Now a foster child is categorically eligible,

which means the child is automatically eligible for free meals without a CACFP Household Eligibility Application. A foster child may be certified eligible for free meals when you receive a copy of a document:

- 1) From an appropriate State or local agency indicating the status of the child as a foster child whose care and placement is the responsibility of the State; or
- 2) That a court has placed the foster child with a caretaker household.

This provision does not apply to informal arrangements that may exist outside of State or court-based systems. Also, this automatic free eligibility does not extend to non-foster children in the same household. The non-foster children must have a CACFP Household Eligibility Application on file to be claimed in the free or reduced-price category; however, there is one change, the foster child can now be included as a member of the household on this application, as well as any personal income earned by the foster child. By allowing the foster child to be included on the application will increase the household size, which may increase the possibility that the non-foster child could qualify for free or reduced-price meals.

You may immediately begin implementing the criteria for a foster child to be categorically eligible for free meals; however, if you chose not to implement this new procedure, you may continue to use the CACFP Household Eligibility Applications, form ISBE 69-88 (5/10) until you renew the application for the upcoming fiscal year. The FY2012 CACFP Household Eligibility Application and instructions will be updated with these new criteria.

SPECIAL NOTE:

Are you receiving emails regarding CACFP? If, No, be sure to remove cnp@isbe.net from your junk email filter. This will allow the CACFP emails to go into your email inbox.

Join Mealtime Minutes Newsletter Listserv

To receive quarterly notices of *Mealtime Minutes* newsletter link, join *Mealtime Minutes* newsletter listserv. Email: mtm@list.isbe.net and type only the

email address to be added in the message section. A confirmation will be sent to the email address provided. Staff listed as the authorized representative or contact person on the sponsor and/or site application are already on the *Mealttime Minutes* listserv. For questions regarding the *Mealttime Minutes* newsletter or listserv, please email Janet Campbell at jacampbe@isbe.net or cnp@isbe.net or call 800/545-7892 (in Illinois) or 217-782-2491.

POLICY BULLETIN BOARD

Mileage

On January 1, 2011, the Governor's Travel Control Board increased the rate for mileage reimbursement from \$0.50 to \$0.51. The rate of \$0.51 will be allowed for CACFP reimbursement effective April 1, 2011 for expenses occurring after that date. No budget revision is necessary unless travel costs are expected to be higher than previously budgeted. It is anticipated that rate changes may occur twice a year with effective dates of April 1 and October 1.

CLAIMS COMMON CENTS



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

Private For-Profit Eligibility

Private for-profit child care centers are eligible to participate in the Child and Adult Care Food Program (CACFP), but must meet the 25 percent eligibility for for-profits. There are two ways to meet this requirement:

- Receive subsidized child care payments for at least 25 percent of their Department of Children and Family Services (DCFS) license capacity or 25 percent of their total enrollment, whichever is less; or
- Have 25 percent of the Household Eligibility Applications approved in the free and reduced-price category.

For example: If your DCFS license capacity is 70 and your enrollment is 75, you would need at least 18 children being billed to IDHS/DCFS or 18 children who qualify for free and reduced-price meals to be eligible to claim meals for that month. Here is how

you calculate the number of children needed to meet the 25 percent eligibility—in this example the DCFS license is the lesser of the license capacity or enrollment (70 vs. 75) therefore, 70 multiplied by 25% (0.25) equals 17.5 which would be rounded up to 18.

Our online claiming system has edit checks built in to make sure the 25% eligibility rule is met each month. If you do not meet the eligibility requirement, you will receive an error message back that states "Sum of free and reduced-price eligibles (#) divided by total enrollment/DCFS capacity (#) is less than 25%." Your claim will remain in draft status and will not be paid. If you meet the eligibility requirement using free and reduced-price eligibles rather than the number of children billed to IDHS/DCFS, you will receive a 'message' to that effect. If you just receive the 'message' back, your claim will be submitted (providing it passed all other edit checks). Once the corresponding sponsor claim has been successfully submitted the claim will be processed for payment.

If you have any questions regarding claims, please contact Sharon Hopson or Gladys Rothenberg at 217-782-5256.

FORMS FORUM

Meal Participation Record

The Meal Participation Record (ISBE 68-75) has been updated to exclude the Block Claiming Procedure. On December 17, 2010, USDA issued a change to CACFP regulations. Sponsoring organizations are no longer required to conduct edit checks designed to detect block claims. Also, sponsoring organizations are no longer required to meet the follow-up review requirements associated with detection of block claiming. Information regarding the USDA change in block claiming procedures was provided in the January, 2011, *Mealttime Minutes*. The updated Meal Participation Record is available at http://www.isbe.net/nutrition/htmls/forms_cacfp_mthly.htm.

DCFS License Exemption Request – A BRAND NEW FORM!

In an effort to keep children safe and to help unlicensed child care facilities comply with the regulations for participation in the CACFP, the Nutrition Programs

Division of the Illinois State Board of Education (ISBE) worked closely with the Department of Children and Family Services (DCFS) to develop a form that enables unlicensed facilities to easily and concisely apply to DCFS for license-exempt status. Once license-exempt status is granted by DCFS, the facility can apply to participate in the CACFP. If during this process DCFS determines that the facility must be licensed in order to operate, then the facility would be required to comply with all licensing processes prior to applying for participation in the CACFP.

The *DCFS License Exemption Request* form (ISBE 68-80) requires detailed information pertaining to the institution responsible for the program, the program itself, the physical location of the program and the employees and/or volunteers who are associated with the program. Employees and volunteers must agree to a background check by completing an *Authorization for Background Check* form (CFS- 689), developed by DCFS. The background check includes an examination of the Sex Offender Registry Service (SORS) and the Child Abuse and Neglect Tracking System (CANTS). The information gathered on the forms will be used by DCFS to make a determination as to whether or not the facility qualifies as license-exempt.

The *DCFS License Exemption Request* form and the *Authorization for Background Check* form are both accessible on the website at www.isbe.net/nutrition.

The Question & Answer Corner

- 1.Q. Can half-day Head Start children be claimed for FREE meals/snacks when they are in a child care setting the other part of day?
- A. Yes, they can but let's discuss the Head Start requirements in a little more detail. When an organization receives Head Start funding, the meals served to the children enrolled in Head Start are allowed to be claimed as FREE in CACFP when:
- 1) The CACFP Site Application is approved as a Head Start site.
 - 2) The children have a Head Start application

on file. (A CACFP Household Eligibility Application is not required.)

- 3) A Head Start official has documented on a Master List that the children are indeed enrolled in Head Start, http://www.isbe.net/nutrition/pdf/65-10_head_start.pdf
- 4) The child attends Head Start for part of a day or week and attends a child care setting the rest of the time. Their Head Start (FREE) eligibility carries over to the meals they receive in the child care room. This is a type of limited disclosure, which means your organization can use the information it collected for the Head Start program for other programs (child care setting) within your organization.

- 2.Q. Do siblings of Head Start children also qualify for free meals because they are on the CACFP Annual Enrollment Form?
- A. No, Head Start children qualify for FREE meals because they have a Head Start application on file; the sibling would not have one. Therefore, the sibling would need a Household Eligibility Application to determine the category (paid, reduced-price, free) to claim meals and snacks. Also, the CACFP Annual Enrollment Form does not designate a CACFP eligibility category for any child; it only shows they are enrolled at your facility.
- 3.Q. Are we allowed to accept donated foods?
- A. Yes, you can accept donated foods, however, you must keep a record of who donated the food, the date, a list of the food, and the quantity (size of the container). **At NO TIME are you allowed to accept food a parent received through the WIC (Women, Infants, and Children) program.**

TRAINING

Training Opportunities Category on Website

Training is Always Available; But Which One is Right for You?

If you have looked at the workshops available for the CACFP, you will see two listings, the *Refresher*

Trainings and the Orientation for New Institution Trainings. Trainings are available monthly throughout the year. The *Refresher Training* is designed for those organizations that are approved and participating in our program that would like to get a jump start on the new regulations or just dust off the cobwebs and get back to basics. It is also a great training for new staff members just starting out. Registration is available at

<http://webprod1.isbe.net/cnscalendar/asp/eventlist.asp>.

The *Orientation for New Institution Training* is designed for brand new institutions that have never participated in CACFP or those that have been out of the program for many years and are in the process of coming back into the program. If you know of a center that may be interested in CACFP and is not currently participating, refer them to our website at http://www.isbe.net/nutrition/htmls/cacfp_new.htm or have them contact us directly, 800-545-7892, for more information.

13th Annual Child Care Business Expo

The Child Care Business Expo is scheduled for: May 21, 2011, from 8:00am - 4:00pm
Chicago Hilton & Towers
720 South Michigan Avenue
Chicago, Illinois 60605

For information go to the Women's Business Development Center's website at <http://www.wbdc.org>.

Free Online Training for Child Care Staff—Coming Soon!



New rules for child care meals will be here soon. Do not wait! A new Color My Meals Healthy online course is due to roll out this spring. This free online course will make it easy for you get a jump on the changes. The Illinois Nutrition Education and Training Program developed this course with funding from a USDA Team Nutrition and Training Grant.

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
- Download ready-to-use healthy cycle menus and recipes
- Earn professional development hours at your own pace

Stay tuned! This course will be accessible from www.KidsEatWell.org.

FOOD SERVICE AND NUTRITION

The Picky Eater

Picky eating is a normal behavior in children. You may find this behavior as early as birth, while other children occasionally just want their favorite food. Some picky eaters are just naturally sensitive to the food texture or the smell of the food. Other children may choose not to eat a food because it is just different to them.

As a teacher, your role is to create a warm and welcoming environment for the children to enjoy their mealtimes. To create that environment eliminate all distractions by turning off all music and other distractions, and put all the toys away. The more involved each teacher is in creating a pleasant mealtime environment, the higher the chances are that the children will create healthy eating habits. Mealtime should follow a routine so children are aware of that routine and know what to expect each time. Respect should be given to all children to maintain a pleasant environment.

Food jags are a common behavior for some picky eaters. A child will want to eat only one type of food or menu item for every meal. There are many reasons for food jags such as an intense sensitivity to flavor, food boredom, a desire to make their own decisions, and the fear of trying new foods. There is also a chemical called PTC, which is short for Phenylthiocarbamide, which is found in some food that causes a bitter taste. This chemical is found naturally in some foods including cabbage, strawberries, and green apples. Introduce these foods gradually.

Avoid applying force. Children should not be forced to eat. If a child doesn't eat any of their food, you are still allowed to claim the meal for reimbursement

when you offer meals and snacks that meet the CACFP meal pattern requirements.

Always create a warm and inviting mealtime while setting a good example for the children. Be patient while introducing new food items and do not give up. You need to capture the child's interest in a new food even if it is just taking a tiny bite, smelling the food, or feeling the food for the first time. Limit offering a new food to one new food at a time.

A child should never be bribed to eat a meal. Bribing actually promotes picky eating. Children develop the idea that undesirable food can only be eaten after an arrangement or deal has been made.

There are many reasons why a child may be picky, but overcoming this time in a child's life calls for patience. Teachers should remain consistent and positive; and guide children to healthy eating habits.

Source: Mealtime Memo for Child Care, January, 2011
<http://www.nfsmi.org/documentlibraryfiles/PDF/20110106110856.pdf>

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Illinois State Board of Education

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

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