

## Mealtimes Minutes e-Newsletter

### **New Household Eligibility Guidance Available**

Annually, all Child Care Centers, Head Start Programs, Outside School Hour Programs and Pre-K Programs are required to follow all sections of the Household Eligibility Guidance which is updated according to USDA regulations. At-Risk After-School Meal Programs and Emergency Shelters need only reference the annual training and posting of publications sections of this booklet.

The Household Eligibility Guidance booklet is broken down into 5 sections in the order of completion. The guidance booklet and each form will be individually posted at [http://www.isbe.net/nutrition/htmls/forms\\_cacfp.htm](http://www.isbe.net/nutrition/htmls/forms_cacfp.htm). Each form may also be printed separately and given to the parents/guardians for completion and then reviewed by the child care representative. *Continued below...*

### **Do You Have Back-up?**

Summer time means vacation time for a lot of folks. Do you have more than one person trained on how to submit the monthly reimbursement claim? All organizations should have more than one person who knows how to submit the claims through the online web system. If one person is on vacation, becomes ill or is otherwise unable to complete the claim, then the back-up can submit the claim for your organization. Instructions for the claim submission process can be found on the claim screens themselves by clicking on the blue question mark in the upper right hand corner of the claim screen.

*Continued below...*

June 2012 Issue

Reminders / Due Dates
<ul style="list-style-type: none"><li>• Submit <b>June claim</b> by the 10th</li><li>• Keep <b>email addresses</b> current for the authorized representative and the contact person on the sponsor application</li><li>• ISBE <b>closed July 4th</b> in honor of Independence Day</li></ul>

Training Opportunities
Webinar trainings and online module trainings are available at <a href="http://www.isbe.net/nutrition/htmls/workshops.htm">http://www.isbe.net/nutrition/htmls/workshops.htm</a> .
<b>View them any time and as often as needed!</b>

### **Proposed Rules for CACFP, Healthy, Hunger Free Kids Act of 2010**

The USDA released the Proposed Rules for the CACFP as related to the Healthy, Hunger-Free Kids Act of 2010. The purpose of this notice is to give interested persons an opportunity to participate in the rule making prior to the adoption of the final rules. Interested persons may comment on the proposed rules. To be assured of consideration, comments must be received on or before June 8, 2012.

The preferred method for providing comments is online at <http://www.regulations.gov>. Follow the online instructions for submitting comments. Other methods include by mail or hand delivery. The respective addresses can be found at [http://www.fns.usda.gov/cnd/care/regs-policy/policymemo/CACFP\\_Amendments\\_Rule.pdf](http://www.fns.usda.gov/cnd/care/regs-policy/policymemo/CACFP_Amendments_Rule.pdf).

## Question and Answer



**Q: Is breast milk creditable as milk for children 13 months of age and older, without a medical statement?**

**A: Yes.** Breast milk may be served in place of fluid milk in the CACFP. Breast milk may be served at meals, snacks or other appropriate times throughout the day.

**Q: Is infant formula creditable as milk for children 13 months of age and older without a medical statement?**

**A: No.** For a period of one month, when a child is weaning from infant formula to whole cow's milk between 12 and 13 months of age, meals that contain infant formula may be reimbursable. **However, unlike breast milk, infant formula is not an alternative type of milk.** Infant formula cannot be substituted to meet the fluid milk requirement for the CACFP meal pattern for children over the age of one year. Therefore, for a child 13 months of age and older who is not in this transitional stage, a Physician's Statement for Food Substitution is needed for a meal containing infant formula to be eligible for reimbursement.

**Q: Can an owner of a private for-profit child care center that breastfeeds her enrolled infant at the center, claim this meal for reimbursement?**

**A: Yes.** The owner may claim the meal because the owner's child is enrolled at the center.

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## Iron-fortified Infant Formulas Not Requiring Medical Statements

It is recommended that the center offer the type of formula that the infant's health care provider has suggested to the infant's parent (or guardian). If the child care facility offers a different type of formula, the infant's parent may decline the offered formula, and supply another type.

USDA Food and Nutrition Services provide the following list as a guide of products that do not require medical statements when offered to infants in the child nutrition programs. Although this list is not meant to be all-inclusive, it does include most of the brands of iron-fortified infant formula that are currently available to consumers. It does not represent our endorsement of these companies or their products.

USDA updates the list as it becomes aware of new information. Be sure to check with ISBE if you are not sure whether a type of infant formula requires a medical statement to be served in the infant meal pattern. The list is available at <http://www.fns.usda.gov/cnd/care/regs-policy/infantmeals/formulalist.htm>.

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## USDA Memo—Prohibition of Separation by Gender During Meals

Institutions may not separate children by gender in the service of program meals. This requirement also applies to children who do not consume program meals but are in a facility that receives federal funds from USDA. If you have further questions regarding this requirement, please contact CACFP staff at 800-545-7892.



## New Household Eligibility Guidance Available continued...

**Section 1** includes information about the Annual Enrollment Form. The parents or the center personnel may complete Sections 1 through 4 which includes the name of the child(ren) enrolled, days of week in attendance, times the child attends and meals received. The parent must review to ensure accuracy; then complete Section 5, sign and date Section 6. The center will review the completed enrollment form and must then enter the effective date in the lower left corner.

**Section 2** explains the Electronic Direct Certification System. If you are approved to participate in CACFP you may use Direct Certification as a simplified way to determine which children are eligible for free meal benefits based on the Supplemental Nutrition Assistance Program (SNAP) and/or the Temporary Assistance to Needy Families (TANF). Once you find a child(ren) through the Direct Certification process, a Household Eligibility Application is not necessary.

**Section 3** includes information regarding the updated Household Eligibility Application. This section includes the new Income Eligibility Guidelines effective July 1, 2012 through June 30, 2013. The income information is used when determining income eligibility on parent applications.

*Effective July 1, determining the effective dates or the length of the eligibility for the Household Eligibility Application and the child care representative section have changed. Be sure to read this section carefully.*

The child care representative responsible for reviewing the Household Eligibility Applications must complete the bottom of the application form, {ISBE 69-88 (5/12) Effective July 1, 2012}, which is marked as Child Care Representative Use ONLY, Sections A and B.

- Section A—Mark an X in the box for Free, Reduced or Denied and then mark an X for the reason, such as foster child, SNAP/TANF, or income.
- Section B— Have the person reviewing the information sign the application. Write the effective date of the application. Household applications are good for 12 months.

To determine the effective date, following these new requirements.

- Effective Date – New Child – The effective date for a new enrollee is the first day the child participated in CACFP, as long as it occurred in the same month that the HEA was received. HEA's are valid until the last day of the month in which the form was dated one year prior. For example, a HEA made effective November 12, 2012 is valid until November 31, 2013.
- Effective Date – Renewing Child – The child care representative may distribute HEA's to renewing families up to 30 days before the expiration date of the current HEA. For example, if a current HEA expires on June 30, 2012, you may distribute an HEA to the family as early as June 1, 2012. The new HEA should be received and processed in June. The effective date should be marked July 1, 2012. The HEA will be valid until June 30, 2013.

**Section 4** of the guidance includes required annual training on the CACFP, civil rights requirements and **Section 5** includes other required documents.

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## Do You Have Back-up? continued...



The instructions are also available from our website at the following link:

[http://www.isbe.net/funding/pdf/cnp\\_online\\_claim\\_instruct.pdf](http://www.isbe.net/funding/pdf/cnp_online_claim_instruct.pdf).

Claims should be submitted by the 10th of the month following the claim month (i.e. June claims should be submitted by July 10). Claims submitted more than 60 calendar days after the end of the claiming month cannot be paid. Not having a back-up person trained or encountering computer problems because you waited until the last day to submit your claim are not valid reasons for late claims.

Don't forget to remind your back-up person that the claim submission process has two parts; first you submit your site claim(s) and then you must submit a sponsor claim that consolidates all the site information. Payments will not be processed until the sponsor claim has been submitted.

If you have any questions on the claim submission process please contact Sharon Hopson or Nicole Richards at 217-782-5256.

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## Nutrition Education and Training Services Changing—Effective July 1

The Illinois Nutrition Education and Training Program will be changing effective July 1, 2012. Many nutrition education resources, training opportunities, lesson plans and other related resources are available on the Internet. Consider bookmarking the following suggested websites:

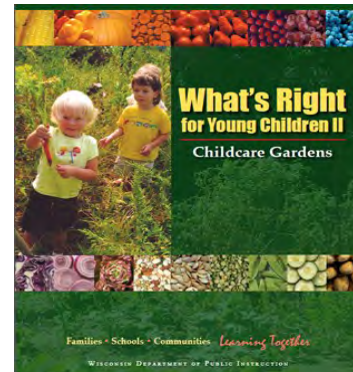
- USDA's Team Nutrition Resource Library— <http://teamnutrition.usda.gov/library.html>
  - MyPlate—<http://teamnutrition.usda.gov/myplate.html>
  - National Food Service Management Institute—[www.nfsmi.org](http://www.nfsmi.org)
  - Illinois Early Learning Project—<http://illinoisearlylearning.org/newsletter/2012-05.htm>
  - Eat Smart. Play Hard.® —<http://teamnutrition.usda.gov/Resources/eatsmartmaterials.html>
  - Midwest Dairy Council— [www.midwestdairy.com](http://www.midwestdairy.com) tools for schools, <http://www.midwestdairy.com/0t7p13/tools-for-schools/>
  - St. Louis District Dairy Council—<http://www.stldairyCouncil.org/Education/>
  - University of Illinois Cooperative Extension—<http://web.extension.illinois.edu/state/>
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## Check it out! Resources, Publications, Media Clips

### What's Right for Young Children II, Childcare Gardens

We know that good nutrition helps children grow, develop and learn from birth onward. With two-thirds of mothers of young and school-aged children in the workforce, good childhood nutrition has become a team effort. Childcare providers, for many children, have become a critical part of the "good nutrition team," and need to cultivate good nutrition practices that link children and families to healthy behaviors and lifestyles.

This packet provides childcare sites with ideas and resources to improve the childcare nutrition environment through fruit and vegetable gardening. You may view the packet at <http://dpi.state.wi.us/ne/pdf/ne-garden-bk.pdf>.



### My Plate, The New Food Guide Musical

For a fresh take on the My Plate program, watch this fun and colorful musical! It is available at <http://www.youtube.com/watch?v=DDpOU07ICXQ>.

### Model Policies for Creating a Healthy Nutrition and Physical Activity Environment in Child Care Settings



Child care centers serve an important role in helping young children develop good eating and physical activity habits. Adults who work with young children can create environments to help children develop healthy eating and physical activity behaviors. This manual is designed to be a resource to centers as they work to improve their nutrition and physical activity environment. This information can be used by all types of child care facilities, large or small, urban or rural. The manual is available at [http://health.mo.gov/living/dnhs\\_pdfs/ChildCareModelPolicies.pdf](http://health.mo.gov/living/dnhs_pdfs/ChildCareModelPolicies.pdf).

### What's in Season? Fresh Fruits and Vegetables Chart

The USDA website has a great resource at <http://healthymeals.nal.usda.gov/features-month/whats-season>. It is a chart of when a wide variety of fruits and vegetables are in season. Also, if you click on a particular food item, it will take you to recipes and other fun food ideas and information that you can try or use at your center!

Questions or comments? Email us at [cnp@isbe.net](mailto:cnp@isbe.net) or call 800/545-7892 or 217/782-2491

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