

# mealtime MINUTES

*Your link to the Child and Adult Care Food Program*

Illinois State Board of Education

Nutrition Programs

## INSIDE This Issue

### ADMINISTRATION

The Question and Answer Corner .....	1
Claim Common Cent\$—Overclaim and Interest Policy .....	2
Are You Using a Caterer? .....	2
Are You Planning to Renew Your Food Vendor Contract? .....	2
Spanish Translations of Child Nutrition Documents Available .....	2
The Serious Deficiency Process in the Child and Adult Care Food Program <i>Part 2—Four Elements in the Serious Deficiency Process</i> .....	2

### POLICY BULLETIN BOARD

Monitoring Requirement for Sponsoring Organizations .....	3
Fiscal Year 2007 Child and Adult Care Food Program Annual Application Renewal ..	4
Changes to the <i>Household Income Eligibility Information and Other Required Documents</i> Booklet .....	4

### TRAINING

Illinois Early Learning Standards .....	4
Bookmark Nutrition Programs' Electronic Calendar .....	5
Order or Download <i>What's Right for Young Children, Improving the Childcare Nutrition Environment</i> .....	5

### FOOD SERVICE AND NUTRITION

Important Notice Regarding the Illinois Nutrition Education and Training Loan Library .....	5
New! Sample Breakfast, Lunch, and Snack Menus Are Available on Web .....	5
Family-Style Meal Service .....	5
Kids Recipe Source .....	6

### CALENDAR OF EVENTS

## The Question & Answer Corner

### 1) Q—Do we have a new Child and Adult Care Food Program (CACFP) Annual Enrollment Form?

*A—Yes, the CACFP Annual Enrollment Form was changed to make it easier for parents to complete when they have more than one child at your center. If the information is the same for the second, third, or fourth child they can just mark the Same Day, Same Time, or Same Meals as Above boxes. You will notice the ethnic/racial categories have been updated to meet civil rights compliance. Also, you are required to enter an Effective Date in the bottom right corner. The effective date can be made retroactive back to the first day the child participates in CACFP as long as it occurs in the same month the form is received.*

### 2) Q—Why do At-Risk After-School Snack and Supper Programs have to submit fire and health inspections before the facility can be approved to participate in CACFP?

*A—Regulations require us to collect fire and health inspections every year to help ensure the safety of the children. The fire and health inspections must be current, in other words, the inspection had to take place in the last 12 months. Make sure your inspections are always up to date.*

### 3) Q—Is there a good way to schedule the three required monitoring reviews to ensure monitoring meets requirements?

*A—Dividing the year into three periods of time (four months each) might be helpful. Review all facilities during each one of those periods of time making sure six months does not lapse between reviews.*

## Claim Common Cent\$

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



## Overclaim and Interest Policy

Overpayments/overclaims of program funds may occur as a result of program reviews, audits, downward revised claims, or excess advance payments. Overclaims less than \$600 from program reviews or program audits will not be assessed. Overclaims less than \$50 from downward revised claims or excess advances will not be assessed.

You will be notified when an overclaim has occurred and how to repay the overclaim. If the funds are not repaid in full within 30 days of being notified of the overclaim, interest will be charged on the unpaid balance.

Please refer to the CACFP Overclaim and Interest Policy available on our website at [http://www.isbe.net/funding/pdf/CACFP\\_overclaim\\_policy.pdf](http://www.isbe.net/funding/pdf/CACFP_overclaim_policy.pdf) for complete details. If you have any questions regarding the overclaim or interest policy please contact Funding and Disbursements at 217/782-5256.

contract is not renewed, then the *Invitation for Bid and Contract* process must begin again.

Invitation for Bid and Contract packets can be received by contacting the Illinois State Board of Education (ISBE) office at 800/545-7892.

## Spanish Translations of Child Nutrition Documents Available

The following resources will be available in Spanish and posted on our website in August.

- CACFP Annual Enrollment Form
- Child Care Centers, Head Start, and School-Sponsored Pre-K Programs Fact Sheet
- Infant Meal Pattern Chart (or request printed copies)
- Meal Chart for Children Ages 1 to 12 Years (or request printed copies)

Email your request for Spanish meal charts to Sharon Hopson at [shopson@isbe.net](mailto:shopson@isbe.net). Or mail your request to

Illinois State Board of Education  
Nutrition Programs  
100 North First Street, W-270  
Springfield, Illinois 62777-0001

## Are You Using a Caterer?

Day care centers may use a vendor or caterer to prepare and deliver meals that are served to children. Recently, the Illinois Department of Agriculture requested we inform you that if you are using a caterer you should know that the caterer must remain with the food during the entire process of preparing/delivering/ serving the food. If you have concerns, please address this issue with your caterer.

## Are You Planning to Renew Your Food Vendor Contract?

USDA regulations require a formal *Invitation for Bid and Contract* process for private for-profit institutions spending more than \$10,000 to purchase food or not-for-profit institutions spending more than \$100,000. Once this process has been completed and the vendor contract signed, the contract can be renewed up to four consecutive years as long as the price does not increase above the consumer price index of 3.2 percent. If a

## The Serious Deficiency Process in the Child and Adult Care Food Program Part 2—Four Elements in the Serious Deficiency Process

Once problems have been identified as serious deficiencies in the Child and Adult Care Food Program, there are four elements in the serious deficiency process; the serious deficiency notice, the opportunity for corrective action, the evaluation of corrective action, and the resolution (closure of the serious deficiency status or termination).

### The Serious Deficiency Notice

The serious deficiency notice will explain the basis of the State Agency's action, notify an institution of its rights and responsibilities, and inform the institution of the consequences of a failure to correct the problem. In addition, the notice describes the serious deficiencies, identifies the responsible individuals and responsible principals, describes

the corrective action required, and specifies the due date(s) for corrective action. This notice must be sent to the institution via certified mail, return receipt (or equivalent private delivery service) fax, or email. The notice will help you understand the specific problems and provide the expectations for corrective action including timeframes. The determination of serious deficiency cannot be appealed.

### The Opportunity for Corrective Action

The primary goal of the serious deficiency process is to correct and eliminate the serious deficiency. It is the State Agency's responsibility to notify the institution and responsible principals and responsible individuals about serious deficiencies, establish timeframes for corrective action, and establish methods to evaluate and measure the success of corrective action but it is the institution's responsibility to correct the serious deficiency. Successful corrective action means that when implemented, the actions fully and permanently correct the problem to the State Agency's satisfaction within the timeframes established by the State Agency.

The responsibility for corrective action rests solely with the institution. For this reason, it is important that the serious deficiency is corrected within the required timeframes. Termination is the only outcome allowed by CACFP regulations when an institution fails to provide an acceptable Corrective Action Plan by the required due date or fails to correct the serious deficiency within the established time frame.

### Evaluation of Corrective Action

Since the primary goal of corrective action is to correct and eliminate the serious deficiency, the State Agency must evaluate the effectiveness of the corrective action to verify that the serious deficiency has been eliminated. This is accomplished by the review of the processes and procedures submitted as part of the Corrective Action Plan and the evaluation of any additional documentation required such as documentation of training activities. In addition, follow-up reviews and audits are sometimes used to verify that the serious deficiency is fully and permanently corrected. It is very important that the institution maintains documentation of the corrective actions taken and documentation that confirms the corrective actions are being maintained.

### Resolution

Once a serious deficiency has been established, there are only two possible outcomes. The first outcome would be the rescission of the serious deficiency status because the deficiency has been corrected. The second outcome would be termination because the serious deficiency has not been corrected.

When corrective action successfully resolves the serious deficiency the institution and responsible principals and responsible individuals are notified in writing that the serious deficiency status is removed. It is important to note that the corrective action must be maintained because a recurrence may result in termination and disqualification without further opportunity for corrective action.

If the serious deficiency can not be resolved, if actions taken by the institution do not fully and permanently correct the serious deficiency, or corrective action is not completed within the required timelines the institution and responsible individuals and responsible principals are notified in writing they are being proposed for termination and proposed for disqualification from the CACFP. The proposed termination and proposed disqualifications can be appealed.

The next issue of *Mealtime Minutes* will further cover two topics mentioned in this article—responsible individuals and responsible principals and appeals as related to the serious deficiency process.

## POLICY BULLETIN BOARD

### Monitoring Requirement for Sponsoring Organizations

Regulations state, *Each sponsoring organization must provide adequate supervisory and operational personnel for the effective management and monitoring of the program at all facilities it sponsors.* In order to meet this requirement, a sponsoring organization with facilities claiming more than one meal service, such as breakfasts, lunches, p.m. snacks, suppers, or weekend meals must provide oversight of all types of meal services being claimed by its facilities. Monitoring all meal service types is the only meaningful way for sponsors to ensure that CACFP requirements are being met, and that their facilities are accurately claiming meals for each type of meal service they provide.

It is important to clarify that the requirements to monitor all meal service types does not require a sponsor to annually conduct reviews of ALL of the meal services being claimed at EACH facility. It does mean that if you are claiming breakfast, lunch, and p.m. snack then you also need to be conducting reviews during each of those meal services. In other words, all your reviews CANNOT be for the same meal service.

Finally, it is important to emphasize that a facility review conducted DURING the indicated meal service time for breakfasts, lunches, p.m. snacks, suppers, or weekend meals need NOT always include the actual observation of a meal service. So if a monitor is conducting a review DURING the time supper is served, the monitor will know whether the usual number of children being claimed for supper was present during the supper times provided on the Site Application.



# Fiscal Year 2007 CACFP Annual Application Renewal

Every year institutions are required to renew their CACFP application. CACFP annual applications for fiscal year (FY) 2007 will be available on Child Nutrition Application and Claim Entry System (ACES) around August 1, 2006.

## Submitting Electronic Application

Fiscal year 2007 institutions with one site will submit only their Site and Sponsor Application. A budget does not have to be submitted electronically for FY07. Although a budget will not need to be submitted as part of the FY07 application renewal process, it remains a good business practice to create a budget each year for your institution. Please feel free to use your own budget forms or the budget spreadsheet is available on our website, [www.isbe.net/nutrition](http://www.isbe.net/nutrition); click on *Child and Adult Care Food Program*, and then click *Forms, Documents, and Resources*. Maintain a copy of your budget for your reference to analyze your financial statements each month.

The application requirements for sponsoring organizations with more than one site will remain the same. You will be required to first submit Site Applications, then the Annual Budget, Sponsor Application, and Management Plan.

## Application Approval Letter

The approval letter for the online application is emailed to each authorized representative and contact person listed on the Sponsor Application after the application is approved. If an email address is entered incorrectly on the Sponsor Application, the approval letter is undeliverable and returned to our office. Please double check the email addresses carefully before submitting the Sponsor Application. In addition to the approval letters, we use the email addresses to send important information throughout the fiscal year.

If you do not receive the approval letter via email it is also available through Child Nutrition ACES, select either your *Sponsor Application* or *Site Application*, then click *Select a Link* and choose *Document Archives* at the bottom of the list. This will bring up the date(s) of your approval letter(s), click on the date and your approval letter will open. Print a copy of your FY07 approval letter for your files.

## Changes to the Household Income Eligibility Information and Other Required Documents Booklet

The new *Household Income Eligibility Information and Other Required Documents Booklet* was mailed to all facilities and institutions in June. There are four major changes to booklet.

CACFP Annual Enrollment Form—CACFP Annual Enrollment Form was totally redesigned to make it easier for parents to

complete. The form allows parents with more than one child to mark a box showing the information above also applies to the next child. Also new to the form is an *Effective Date*. The effective date can be made retroactive back to the first day the child participated in CACFP as long as it was in the same month the enrollment form was received. The form no longer includes the annual renewal section. The ethnicity and race categories were also updated to meet civil rights requirements. CACFP Annual Enrollment Form is available on our website.

Food Stamp Certification Letter—The Food Stamp Certification Letter now includes an expiration date. The letter distributed in July 2006 by the Illinois Department of Human Services (IDHS) will expire July 31, 2007.

Household Income Eligibility Application—There are three changes to the new Household Income Eligibility (HIE) Application mailed to all facilities and institutions in June.

1. Number 4—Parents who list income need to also include how often the income is received.
2. Number 5—Ask the adult signing the application, when income is listed, to include their social security number, OR if the adult does not have a social security number, mark the box stating they do not have a social security number.
3. At the bottom are four sections, for *Child Care Representative Use Only*, the person will list the total household income and how often it is received. When household incomes are listed for different pay periods, all the income must be converted to monthly income. See the completed sample form provided in the *Household Income Eligibility Information and Other Required Documents* Booklet. When all income is listed for the same pay period, the total income can easily be compared to the corresponding column, annual, monthly, twice per month, every two weeks, and weekly income on the Household Income Eligibility Guidelines.

Summary of Civil Rights Requirements—The *Summary of Civil Rights Requirements* has been updated to meet *FNS Instruction 113-1, Civil Rights Compliance and Enforcement*. Follow all these requirements to comply with civil rights.

## TRAINING

### Illinois Early Learning Standards

Are you looking for ideas to help implement the Illinois Early Learning Standards in your early care and education program? To find related activities or background information linked to the Benchmarks associated with each Learning Standard, go to <http://illinoisearlylearning.org/standards/index.htm>.



## Bookmark Nutrition Programs' Electronic Calendar

If you are looking for the dates of training, special weeks, or other related events, then visit Nutrition Programs' electronic calendar at <http://webprod1.isbe.net/EventCalendar/eventcal.aspx> to see events, workshops, and more on a month-to-month basis! Important notices will be posted regularly.

## Order or Download *What's Right for Young Children, Improving the Childcare Nutrition Environment*

Have you been looking for fresh ideas to add visual impact your classrooms and cafeteria? Do you need new recipes? If yes, then visit [www.theideabox.com](http://www.theideabox.com) where parents and teachers will find activities, bulletin board ideas, parent letters, door designs, and recipes for classroom parties.

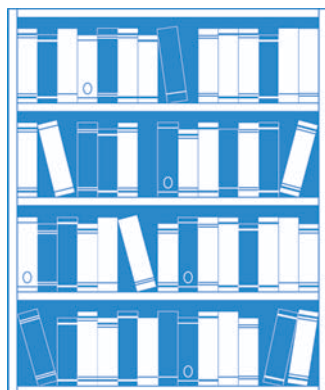
### FOOD SERVICE AND NUTRITION EDUCATION

## Important Notice Regarding the Illinois Nutrition Education and Training Loan Library

Expect a temporary closing of the Illinois Nutrition Education and Training (NET) Loan Library for inventory purposes and relocation this summer. If you have borrowed items recently, we would appreciate you returning them as soon as possible to the address below.

Illinois State Board of Education  
Illinois Nutrition Education Loan Library  
100 North First Street (C-021)  
Springfield, Illinois 62777-0001

Thank you for your consideration in this matter. If you have any questions, please contact this office at 800/545-7892 or 217/782-2491.



## New! Sample Breakfast, Lunch, and Snack Menus Are Available on Web

Do you ever run out of ideas when you are trying to plan your breakfast, lunch and snack menus? Well, we developed some menus for you to try. We have also included two different blank fill-in menu planning templates for you to plan your own menus. You type in the menu items and print it off the website to use at your facility. Go to our website at [www.isbe.net/nutrition](http://www.isbe.net/nutrition); select *Child and Adult Care Food Program*; then select *Forms, Documents, and Resources*; then scroll down to *Menu Planning Forms and Sample Menus* where you may choose from any of these four *NEW* items.

- **Menu Form** (ISBE Form 65-11A)—This fill-in menu planning template can be used to help plan breakfast, lunch, and snack menus.
- **21-Day Cycle Menu Form** (ISBE Form 65-11B)—This fill-in cycle menu planning template can be used to help plan breakfast, lunch, and snack cycle menus for a 21-day cycle.
- **Sample Snack Menus**—Ten weeks of sample snack menus that meet the Child and Adult Care Food Program meal pattern requirements for children ages 3–5 years old.
- **Sample 21-Day Cycle Menu**—A sample cycle menu for breakfast, lunch, and snack that meets the Child and Adult Care Food Program Meal Pattern requirements for children ages 3–5 years.

## Family-Style Meal Service

Family-style meal service is not anything new; however, it is time to provide a short refresher article. When a child care center serves family-style meals there are specific procedures staff must follow to implement this meal service correctly.

Family-style meal service allows children to serve themselves from bowls that are passed around the table while adults supervise. Unlike other methods of food service that require adults to pre-plate full portions of every component, family-style allows latitude in the amount each child takes because more food is immediately available on the table for the children to have more if they wish.

The following are specific requirements set by USDA for family-style meal service.

1. Enough food must be prepared and placed on each table to provide the full required portions of each of the food components for all children at the table and to accommodate supervising adults if they eat with the children.

# CALENDAR OF EVENTS

- Each child makes choices in selecting the foods they desire and the amount they want to take. Children should initially be offered or told they can take the full required portion of each meal component.
- If a child initially refuses or does not take the full required portion of a food component, the supervising adult should offer the food to the child again.

When implementing family-style meal service an adult may need to assist children with balancing the food on the serving utensil and getting it to their plate. This is fine. The amount of assistance needed will vary from child to child depending on their age and level of coordination. It will also depend on the type of food; for example, children are able to serve themselves a piece of chicken much easier than spaghetti with meat sauce.

When it is not possible or practical to offer all food items family-style, you may want to serve part of the food family-style, this manner is particularly useful when smaller children are being served or when a new food item is being introduced. The food items not served family-style would then be served in full portions by the adults.

Family-style meal service allows children to establish good eating habits by taking only enough food to satisfy their hunger. Family-style meal service also provides a further opportunity to encourage a pleasant eating environment to support and promote mealtime as a learning experience. If your center does not serve family-style—try it!

And remember, anytime an adult serves a food item, the full portion must be given.

## Kids Recipe Source

What do the following have in common: frozen yogurt pops, homemade peanut butter, incredible edible veggie bowls. These are some of the recipes for kids located at the <http://kidshealth.org/kid/recipes/index.html>.

Visit the website for recipes for kids, recipes for kids with special needs, vegetarian recipes, and more!



JULY  
2006

- National Blueberry Month
- National Baked Bean month
- National Hot Dog Month
- New Reimbursement Rates Mailed to Sponsors
- 4 Independence Day—ISBE Office Holiday
- 16 National Ice Cream Day

AUGUST  
2006

- Family Meal Month
- Get Acquainted With Kiwi Fruit Month
- National Toddler Month

SEPTEMBER  
2006

- National 5 A Day Month—visit [www.5aday.com](http://www.5aday.com) for further information
- National Biscuit Month
- National Chicken Month
- National Ethnic Food Month
- National Food Safety Education Month
- National Honey Month
- National Mushroom Month
- National Potato Month
- National Rice Month
- 4 Labor Day—ISBE Office Holiday

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Illinois State Board of Education

Making Illinois Schools *Second to None*

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