

# mealtime MINUTES

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

Illinois State Board of Education

Nutrition Programs

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## Expect *Mealtime Minutes* in Your Mailbox This October!

Watch for the *Mealtime Minutes* newsletter in your mailboxes this October. In addition, you may also download current and archived issues at [www.isbe.net/nutrition](http://www.isbe.net/nutrition).

## View *Meeting the Special Needs of Children* Video Online

View the National Food Service Management Institute's (NFSMI) one-hour satellite seminar via a streaming video at <http://www.nfsmi.org/Education/Satellite/ss39/satinfo.html>. The program is based on NFSMI's *Handbook for Children With Special Food and Nutrition Needs*. The handouts are available at the same website under *Print Materials*. Find the streaming video under Webcast.

### ADMINISTRATION

## Fiscal Year 2008 Child and Adult Care Food Program Annual Application Renewal

Each year institutions are required to renew their Child and Adult Care Food Program (CACFP) application. The CACFP annual application for fiscal year (FY) 2008 will be available on Child Nutrition ACES around August 1, 2007. If the application is not available at the time you try to roll it over, you will receive a message to try again later.

### Submitting the Electronic Application

Fiscal year 2008 institutions with one site and outside Cook County will be required to submit a budget. Next fiscal year (FY09) institutions with one site and within Cook County will be required to submit a budget. If the budget is not required to be submitted, institutions will only submit the Site and Sponsor Application and the Annual Budget link under the Select a Link drop-down menu will read "Annual Budget—Not Required for FY08."

Even if your institution is not required to submit a budget as part of the application renewal process, it is a good business practice to create a budget each year for your institution. You may use your own budget forms or the budget spreadsheet at [www.isbe.net/nutrition](http://www.isbe.net/nutrition). Click on *Child and Adult Care Food Program*, and then click *Forms, Documents, and Resources*. Be sure to maintain a copy of your budget for your records.

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

### Application Approval Letter

The approval letter for the online application is emailed to your ISBE Web Application Security (IWAS) inbox. It is emailed to all persons with IWAS access for that particular agreement number.

If you do not receive the approval letter via email, it is also available through Child Nutrition ACES. Select the Document Archive link in the Select a Link drop down menu. This will bring up the date(s) of your approval letter(s), click on the date and the approval letter will open. Print a copy of your FY08 approval letter for your files.

## Civil Rights Complaint Procedures

Allegations of discrimination are a very serious matter and the USDA has mapped out a detailed procedure including timelines and responsibilities. These detailed procedures are available in full on our website [www.isbe.net/nutrition](http://www.isbe.net/nutrition) within the USDA's Civil Rights Compliance and Enforcement document.

All complaints alleging discrimination on the basis of race, color, national origin, age, sex, and disability either written or verbal, must be processed within the time frames established by the department of regulations and agreements. Any person alleging discrimination has the right to file a complaint within 180 days of the alleged discriminatory action. Once that complaint is made, the FNS has five working days to mail the complaint to the USDA Office of Civil Rights (OCR), 1400 Independence Avenue SW, Washington, D.C. 20250-9410. The remaining responsibilities lie with the USDA OCR. They in turn have 90 days to process the complaint and determine the corrective action to be taken. During that 90 day period the USDA OCR will prepare and issue letters of acknowledgement to the complainants and contact them in order to gather facts related to the complaint. Those facts will then be reviewed and a case decision letter issued to inform the complainant of closure of the case or any follow-up action needed.

In the event a complaint is made verbally or in person and that person refuses to place a written allegation, the person to whom the allegations are made must write up the complaint for that individual. Any verbal or written allegation of discrimination that indicates an FNS program is being conducted or administered out of compliance will be investigated. The USDA OCR takes discrimination allegations seriously and will gather facts to refute or substantiate all allegations.

## Budget Fun

It is budget time again! Now is the time to start making your plans for the 2008 Child and Adult Care Food Program year beginning October 1, 2007. What are the costs involved in your food program? When do you incur labor costs related to serving meals to your children? How much money does it take to serve nutritious meals?

Begin with your financial statements and Monthly Profit (or Loss) Summaries from the past 12 months. Review your actual expenses related to your food program. (Your Annual Financial Report [AFR] Data Collection Spreadsheet would also have these amounts.) Consider what changes might impact the next federal fiscal year such as increased enrollment, additional staffing, employee payroll increases, greater food costs, and higher utility bills. For example, review your current food costs. If you are increasing your enrollment, your food costs will increase from last year.

Budget the food costs higher than this year's actual expenses. Also, consider food costs increasing due to the continual rise in fuel costs.

Next, use a worksheet to capture your plans. Our *Forms, Documents, and Resources* webpage contains worksheet pages that can be printed or a Microsoft Excel spreadsheet that you can save to your computer. These forms allow you to capture your budgeted expenses. The Excel spreadsheet calculates the totals automatically which allows for quicker projections. If you want to see the impact of projected changes to your budget, you can save the budget into several different files. For example, one file might show the impact of increasing your enrollment by 20 more children. Another file might show the increase of children and the increase of additional staff.

Finally, complete your budget numbers and maintain for your records. You may be required to submit your food program budget online when you complete your CACFP application renewal process during August/September. Remember to record your assumptions used to project next year's expenses. This information will help you compare your actual expenses to your budget during the year to help watch for any unexpected expenses or costs that need to be controlled.

## The Question & Answer Corner

- 1.Q. Can a child care center require parents to provide their own personal infant formula that was given to them through the Woman, Infants and Children (WIC) Program?
  - A. *A parent cannot be required or strongly encouraged to bring infant formula or formula they receive from WIC to the child care facility. It is the child care facility's responsibility to have iron-fortified infant formula available to enrolled infants. If parents want to bring in their own formula they can, but the child care facility still has to let the parent know a center-provided infant formula is available. If the parent then wants to refuse the formula, they must sign a waiver indicating they were offered the formula but have declined. The responsibility of providing other infant food that meets the meal pattern is the responsibility of the child care facility.*
- 2.Q. Why are we required to keep meal counts for adult meals?
  - A. *The CACFP regulations require you to keep meal counts for both program and non-program adults*

who eat CACFP-purchased food. A program adult is someone who works or volunteers to help with CACFP. A non-program adult must pay for their meal or the institution may pay for the meal with other sources of revenue. Adult meals cannot be claimed for reimbursement.

- 3.Q.** A parent listed a food stamp number on their application. Don't they need the Food Stamp Certification Letter?
- A.** A parent may not have received or may have misplaced the Food Stamp Certification Letter; therefore, they will need to complete a Household Eligibility Application and provide the food stamp number. Follow the instructions on how to approve a food stamp application to make sure the number is valid.
- 4.Q.** Do we need to give two glasses if offering both milk and juice?
- A.** If you are offering both milk and juice at the same meal service there has to be some kind of tableware to hold both the milk and juice. For example, a breakfast menu for children 3 to 5 years might include apple juice, oat Os cereal, and milk. You would need a glass for the juice and a bowl for the cereal and milk. If a menu offered apple juice, blueberry muffin, and milk, you would be required to have two glasses, one for the milk and one for the juice. You **cannot** hold back one of the beverages until the glass is empty, before offering the second one. Remember, juice may not be served as part of a snack when milk is the only other component.
- 5.Q.** Does a director of a child care center need to attend a CACFP training each year?
- A.** There is also mandatory training that all CACFP institutions must conduct for all key individuals. As a director of a child care center you may be the one who is responsible for conducting that training. You need to ensure all key staff receives ongoing training. Key staff includes the owner of private for-profit child care center, director, cook, and other persons with CACFP record keeping responsibilities. Sponsoring organizations with more than one CACFP facility must ensure key staffs from their institution, each sponsored center, and all monitors are trained annually. The training should be appropriate to the level of staff experience and their duties.

## Claim Common Cent\$

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



### Submitting Claims

Please be sure to submit your claims in a timely manner. Claims are due ten days after the end of the claiming month. For example, the July 2007 claim is due by August 10, 2007. You must submit your site claims and then a sponsor claim which consolidates the site claim(s). Even if you have only one site, you must submit both a site and a sponsor claim. The claim payment process will not begin until your sponsor claim is submitted.

We will send out reminder letters in the mail if your claim is not filed in a timely manner. The letters will be addressed to the authorized sponsor representative as listed on the sponsor application. Please ensure that the letter gets to the attention of the personnel responsible for submitting the claim.

If you have any claim questions please contact Carol Curto or Gladys Rothenberg in Funding & Disbursements at 217/782-5256

## POLICY BULLETIN BOARD

### Household Eligibility Information Booklet

The booklet, *Household Eligibility Information and Other Required Documents*, was mailed to all child care facilities and sponsoring organizations the middle of May 2007. You cannot miss this booklet and you will not lose it on your desk—it is HOT PINK! Make sure you read the front cover and complete all requirements for the type of CACFP program(s) you operate. Keep the booklet available to refer to throughout the year.

### Responsibilities of a Multi-Site Sponsoring Organization

An institution participating in CACFP with more than one facility is called a sponsoring organization. As a sponsoring organization your institution has more responsibilities than a single site institution. To make sure you are fulfilling all responsibilities, here is a list of your obligations.

**Annual Budget**—The Annual Budget is part of the application to participate in CACFP. The budget must list all food service expenses, both administrative and operation, expected for the upcoming fiscal year. The budget also requires how you will spend the anticipated CACFP reimbursement and whether your institution has other sources of revenue when expenses exceed CACFP reimbursement.

**Management Plan**—The Management Plan is part of the application to participate in CACFP, which covers how your institution operates and how CACFP procedures are implemented. The information on the Management Plan must be followed on a daily basis exactly as you specified. If the information needs to be updated during the year, please make the changes. The Management Plan status will be set to “waiting for approval.” Please notify us so we can review it and set it back to “approved.”

**Adequate Staffing**—Each sponsoring organization must provide adequate staffing, both supervisory and operational personnel, for the effective management and monitoring of all CACFP facilities.

**Monitoring**—Monitoring is required by all sponsoring organizations. This self-assessment ensures all your facilities are operating according to the Management Plan and all other CACFP requirements. Problems found during the review must be corrected immediately. Conducting your own monitoring should eliminate violations when your institution has a CACFP Administrative Review. There are specific criteria that must be followed when conducting a review.

- Each child care center must be reviewed at least three times within a fiscal year, with no more than six months between each review. You may want to consider scheduling your reviews within trimesters: the first trimester, October through January; the second trimester, February through May; and the third trimester, June through September. This will guarantee you complete regularly scheduled reviews.
- At least two of the three reviews must be unannounced.
- At least one unannounced review must observe a meal service.
- When adding a new child care center to CACFP, a *Preapproval Visit Form for Sponsors* (ISBE Form 67-60) must be completed prior to beginning CACFP.
- When a new child care center begins CACFP, a review must be conducted within the first four weeks of operating CACFP.
- Monitoring staff must complete the appropriate forms when conducting reviews. The *Monitor Review Form for Sponsors* (ISBE Form 67-59) and *Monitor Review for At-Risk After-School Snack/Supper Program* (ISBE Form 67-77) are available on our website under *Forms, Documents and Resources*. Document all findings and ensure problems are corrected.
- Sponsoring organizations are required to conduct unannounced follow-up reviews when one or more serious deficiencies are identified.
- Sponsoring organizations should schedule reviews at different times of the day and on weekends, when meals are claimed. Every review should not be conducted at the same time of day.
- Sponsoring organizations that discover in a child care center, conduct or conditions that pose an imminent threat to the health or safety of children or the public must immediately notify the appropriate State or local licensing or health authorities and take action that is consistent with the recommendations and requirements of those authorities.
- Provide each center written notification of the right of the sponsoring organization, the Illinois State Board of Education, the USDA, and other State and Federal officials to make announced or unannounced reviews of their operations during the center's normal hours of operation. Centers must be notified that anyone making such reviews must show photo identification that demonstrates they are employees of one of these entities

**Block Claiming**—The sponsoring organization must implement a block claiming edit check monthly for every meal service claimed by each facility. Block claiming means a claim for reimbursement submitted by a facility on which the number of meals claimed for one or more meal types (breakfast, lunch, snack, and supper) is identical for 15 consecutive days within the claiming month. Each time block claiming is identified at a facility, the sponsoring organization must implement the following.

- Conduct an unannounced follow-up review within 60 days each time a facility submits a block claim.
- The unannounced review should determine the cause of the block claim.
- If a valid reason can be identified and well documented, the sponsoring organization would be exempt from conducting additional unannounced follow-up reviews to that facility for 12 months. Valid reasons for block claiming

are: 1) drop-in care and always filled to capacity; or 2) facility accepts children even when sick. You may find other reasons for block claiming, document them carefully.

- If problems are discovered meal adjusts must be made to the claim and documentation maintained.

**Edit Check 1 and 2**—Edit Check 1 and 2 must be included in processing each facility's claim to ensure meal types and meal counts are accurate. Edit Check 1 requires sponsoring organizations to verify each facility has been approved to serve the types of meals claimed. Edit Check 2 requires sponsoring organizations to verify more meals are never claimed than the possible maximum. The form, Edit Check 1 and 2 (ISBE Form 65-09), is available on our website.

**Training**—All institutions regardless of their size must conduct CACFP training for key staff from every facility prior to beginning CACFP operations and annually thereafter. This is mandatory training. Key staff includes owner of private for-profit child care center, director, cook, monitors, and persons with record keeping responsibilities. Record all training on the Documentation of Training form (ISBE Form 67-25) available on our website.

**Disbursement of Funds**—CACFP reimbursement must be disbursed to child care centers within five working days of receipt from the Illinois State Board of Education.

So that is your list of duties when you become a multi-sponsoring organization. Make sure you complete each and every one.

## ***Infant Formula/Food Waiver Notification Document***

The *Infant Formula Waiver Notification* document has been updated. On the former document there was only one question that asked the parent/guardian if they wanted to decline the formula offered by the child care center. We found parents/guardians were coaxed or persuaded into signing this document and bringing in infant formula and baby food they purchased or received from Women, Infants, and Children (WIC). This is not allowed. All child care centers in CACFP must offer program meals to all eligible children, including infants, who are enrolled for care in their facility.

The new document called *Infant Formula/Food Waiver Notification* requires the child care center to list the infant formula, infant cereal, and type of baby food offered by the center. It also asks the parents what they currently feed their infant and asks them whether they want to receive the center infant formula, infant cereal, and baby food, or bring their own from home.

Remember, in CACFP you agreed not to discriminate against any child based on race, color, national origin, sex, age, or disability. If you tell a parent you will care for their three-year-old child and provide them meals, and you will care for their three-month-old infant but will not buy the formula or food—this is age discrimination.

Please begin using the *Infant Formula/Food Waiver Notification* document when enrolling all new infants at your center. The form is available on our website at [www.isbe.net/nutrition](http://www.isbe.net/nutrition), click on *Forms, Documents and Resources*. The Infant Meal Pattern Chart will be printed with the new waiver form and mailed to all infant centers this month.

## Workshops, Workshops, Workshops

If you would like to receive training on the Child and Adult Care Food Program, it is available in a different format this year. Last June we completed ten statewide CACFP workshops. You may have noticed this year that we have not scheduled the same type of annual summer workshops. At the June 2006 trainings, participants filled out an evaluation giving us feedback on the type of trainings desired for future workshops. Overwhelmingly the evaluations stated that you needed additional training on regulatory issues. Since there are no new USDA regulations to disseminate this fiscal year, we are offering the *Refresher Training for Institutions Participating in CACFP* in lieu of summer workshops.

The *Refresher Training for Institutions Participating in CACFP* was developed to refresh your knowledge of or assist a new employee with CACFP procedures. Each training location covers all the basics of Household Eligibility Application approval, menu planning, and required record keeping. These work sessions are offered free of charge and are four hours in length.

We have scheduled the locations for *Refresher Trainings for Institutions Participating in CACFP* through September 2007; however, the same training will continue to be offered through next year; locations just need to be secured. So watch for the upcoming dates. The training is available each month in different parts of the state.

You must pre-register for training online. Check out the training locations on our website at <http://www.isbe.net/nutrition>, click on *Child and Adult Care Food Program* in the blue box, click on *Workshop/Training Schedule* in the yellow box, find the *Refresher Training for Institutions Participating in CACFP*, then select the date and location you would like to attend. The *Event Details* screen provides all information about the upcoming training, including access to a driving map. Print the map so you can find your way to the location and not be late. At the bottom of the screen click *Register for This Event*. Complete the registration form. Make sure the information is accurate, double check your email address and phone number. A message will immediately appear on the screen thanking you for registering. You will also receive an email from [webmaster@isbe.net](mailto:webmaster@isbe.net) at the email address you provided confirming your registration and providing details about the training. **Each person attending must register.** The online registration is required so we can plan for the appropriate number of participants. Space is available on a first come-first serve basis. If the training has to be cancelled, we will contact you at the email address or phone number provided on the registration form. Again, make sure this information is correct. Please contact us at 800/545-7892 with questions.

## New Color Me Healthy Training Available Soon!

*Color Me Healthy* is a health education program for preschool that was developed by the North Carolina Cooperative Extension Service. This program provides fun, innovative, interactive learning opportunities on physical activity and healthy eating. *Color Me Healthy* uses color, music, and exploration of the senses to teach children that healthy food and physical activity are fun! Participating child care sites receive one *Color Me Healthy* kit. To schedule training on this evidence-based program, please contact the Illinois Nutrition Education and Training Program at 800/466-7998.

### FOOD SERVICE AND NUTRITION

## Combination Dishes

One of the main goals of the Child and Adult Care Food Program (CACFP) is to improve the health and nutrition of children in the Program. Creditable foods are the mainstay of the program; they are foods that may be counted toward meeting the requirements for a reimbursable meal.

There are many foods to choose from to meet program requirements such as fresh fruits and vegetables, cheese, eggs, yogurt, chicken, and whole grain breads and cereals. However, there are some foods that need special consideration before adding to your menus. Those are combination dishes that contain foods from more than one food group. It is recommended that combination dishes be credited for only one or two meal pattern components.

Some of the more popular main dish commercially prepared combination products include such items as ravioli, beef stew, egg rolls, meat or cheese pizza, potpies, fish sticks, chicken nuggets, corn dogs, and meat burritos.

To determine if a prepackaged commercially prepared combination dish meets requirements, it **must** meet one of the following criteria; otherwise it cannot be included in a reimbursable meal.

- The food has a CN label
- OR
- The food has a product formulation sheet or product analysis sheet signed by an official of the manufacturer (not a salesperson) stating the amount of meat/meat alternate, fruit/ vegetable, and/or grains/breads in the product.

If you are contemplating purchasing CN-labeled products, the CN Labeling Program is a voluntary Federal labeling program for the Child Nutrition Programs. Main dish products which contribute to the meat/meat alternate component of the meal pattern requirements are available with CN labels. Juice and juice drink products which contain at least 50 percent full-strength juice by volume also may be available with CN labels.

A CN label statement clearly identifies the contribution of a product toward the meal pattern requirements. It protects people from exaggerated claims about a product. While a CN-labeled product is guaranteed to contain a certain

quantity of food, it does not indicate the quality of the food. Neither does it mean the foods are safer to eat or free of pathogens or allergens. Costs of CN-labeled products should be similar to non-CN-labeled products. When you compare the cost between two meat products one which is CN-labeled and one that is not CN-labeled, it should be based on the cost per ounce or pound that contributes to the meal pattern requirements, not on the product cost per ounce or pound.

If you do not have a CN-labeled product to determine the creditability of your prepackaged, commercially-prepared combination dish, you may use a product formulation sheet or product analysis sheet. These also state the meal component serving size of a product.

No two product formulation sheets or product analysis sheets look the same but will all contain a stated amount of meat/meal alternate, bread/grain, and/or fruit/vegetable component. They must be signed by an official of the manufacturer, not a salesperson. You should call the 800 number on the packaging to receive the Manufacturer's Analysis Sheet for that product. If you have the UPC code from the product, most manufacturers can provide you with the correct information needed which is the creditable amount of food in that product.

Once you have the product analysis sheets you can make useful observations. You may even decide that the commercially prepared prepackaged foods may not be the best value for your food dollar.

# CALENDAR OF EVENTS

|                            |    |  |
|----------------------------|----|--|
| <b>J<br/>U<br/>L<br/>Y</b> |    | Visit <a href="http://www.isbe.net/nutrition">www.isbe.net/nutrition</a> to download the July issue of <i>Mealtime Minutes</i> |
|                            |    | National Baked Bean Month  |
|                            |    | National Blueberry Month   |
|                            |    | National Hot Dog Month   |
|                            |    | National Ice Cream Month   |
| 2007                       | 4  | New Reimbursement Rates Posted on Website<br>Independence Day—Illinois State Board of Education (ISBE)<br>Office Closed        |
|                            | 18 | Child and Adult Care Food Program Orientation for New Institutions—Springfield   |
|                            | 19 | Refresher Training for Institutions Participating in CACFP—Springfield   |

|                      |    |  |
|----------------------|----|--|
| <b>A<br/>U<br/>G</b> |    | Family Meal Month  |
|                      |    | Get Acquainted With Kiwifruit Month                                    |
|                      |    | National Toddler Month   |
| 2007                 | 15 | Refresher Training for Institutions Participating in CACFP—Springfield |

|                            |      |  |                               |
|----------------------------|------|--|-------------------------------|
| <b>S<br/>E<br/>P<br/>T</b> |      | National 5 A Day Month   | National Honey Month          |
|                            |      | National Biscuit Month   | National Mushroom Month       |
|                            |      | National Chicken Month   | National Potato Month         |
|                            |      | National Ethnic Food Month   | National Rice Month           |
|                            |      | National Food Safety Education Month®  |                               |
|                            | 2007 | 3  | Labor Day—ISBE Office Holiday |
| 19                         |      | Refresher Training for Institutions Participating in CACFP—Springfield         |                               |
| 19                         |      | Child and Adult Care Food Program Orientation for New Institutions—Springfield |                               |

|                      |      |  |
|----------------------|------|--|
| <b>O<br/>C<br/>T</b> |      | Watch your mail for the October issue of <i>Mealtime Minutes</i> or visit <a href="http://www.isbe.net/nutrition">www.isbe.net/nutrition</a> to download |
|                      |      | Child Health Month   |
|                      | 2007 | 8  |
| 16                   |      | World Food Day   |



## Illinois State Board of Education

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Printed by the Authority of the State of Illinois July 20 2007 5950 PR 192729 20 N 76 161



REVENUE SERVICE REQUESTED