

# mealtime MINUTES

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

Illinois State Board of Education

Nutrition Programs

## INSIDE This Issue

*And Justice for All Posters* .....1

### ADMINISTRATION

Free Meals for All Children Enrolled  
in Head Start.....1

Household Eligibility Information and  
Other CACFP Requirements Booklet....2

Fiscal Year 2009 Application Renewal ...2

Budget Planning .....2

The Question & Answer Corner.....2

Claim Common Cent\$ .....3

### FORMS FORUM

Monthly Milk Purchase Summary.....3

### TRAINING

Training Requirements .....4

### FOOD SERVICE AND NUTRITION

Fruit and Vegetable Resources  
From the Nutrition Education  
Loan Library!.....4

Interesting Website Addresses .....5

Spice it Up! .....5

Save Time Using the Recipe Finder  
Database .....5

With Hand Washing, Timing  
is Everything .....5

CALENDAR OF EVENTS .....6



## *And Justice for All* Posters

Part of the civil rights requirements is to display the *And Justice for All* poster at every Child and Adult Care Food Program (CACFP) facility. If you need copies of the poster, please email your request to [cnp@isbe.net](mailto:cnp@isbe.net), provide the number of posters needed, and the address for mailing.

### ADMINISTRATION

## Free Meals for All Children Enrolled in Head Start

The recent passage of *The Improving Head Start for School Readiness Act of 2007* (Public Law 110-134) changes the eligibility criteria for free meals in the Child and Adult Care Food Programs. Effective December 12, 2007, all children enrolled in Head Start programs are automatically eligible for free meals without further application or eligibility determination. Therefore, a child enrolled in Head Start whose household income is at or below the Head Start poverty level is automatically eligible for free meals.

Since we just received this information and this Act went into effect December 12, 2007, Head Start programs are being given the opportunity to revise the claims back to Wednesday, December 12, 2007. Meals claimed for children enrolled in Head Start in the paid and reduced-price categories can all be claimed free. The deadline to revise these claims is September 30, 2008.

The *Head Start–Master List of Enrolled Children* (ISBE Form 65-10) has been updated and should be used and maintained to document enrolled children. Continue to record meal participation at each meal service when it can be determined a child received a reimbursable meal. All reimbursable meals served to children enrolled in Head Start may be claimed at the free rate.

## Household Eligibility Information and Other CACFP Requirements Booklet

The booklet containing the household eligibility information will be mailed to all institutions and sites in July 2008. Please read the cover page and follow all requirements that apply to your program(s).

This year the new section *Training and Civil Rights Requirements* was added to the booklet. This section details mandatory training requirements and requirements to meet civil rights regulations.

## Fiscal Year 2009 Application Renewal

Every year institutions are required to renew their Child and Adult Care Food Program application. Plans are being made to have the CACFP annual application for fiscal year (FY) 2009 available on Child Nutrition ACES (Application and Claim Entry System) around August 1, 2008. If the application is not available at the time you try to roll it over to 2009; you will receive a message to try again later. We will also send a postcard to all institutions informing them the renewal application is ready to be submitted.

### Submitting the Electronic Application

For fiscal year 2009, all single-site institutions in Cook County will be required to submit a budget. If the budget is not required, institutions will only submit the Site and Sponsor Applications. Under the Select a Link drop-down menu, you will see *Annual Budget—N/A for 2009 Single Site*.

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

### Application Approval Letter

The approval letter for the online application is emailed to your IWAS (ISBE Web Application Security) inbox. It is emailed to all persons with IWAS access for that particular agreement number. Make sure you check the letter to verify each site was approved with the correct meal services and program dates.

If you do not receive the approval letter via email, it is also available through Child Nutrition ACES. Select *Document Archive* under 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.

## Budget Planning

Now is a great time to start planning for fiscal year 2009 food program expenses. Remember, a budget is a planning tool. It is a road map of where you want to go with your business during the upcoming year.

First, review all current income you receive. Project what you expect to receive next year based on these current numbers. Make adjustments for any changes in enrollment or tuition increases that you anticipate.

Secondly, review all your current expenses. Project your expenses for the next year based on these current expenses. Will you have any new expenses this next year? Take into consideration that price increases occurred this year especially with food expenses. Project out program expenses recognizing increases that have occurred or you anticipate may occur.

Finally, document all your considerations. Take notes as to how you arrived at your projected numbers. This will help you analyze any variations with actual expenses during the next year.

The budget for your food service is an important component to prepare for the next program year and an excellent tool for operating a financially successful business.

## The Question & Answer Corner

- 1) Q. Should the rebate check received under the Economic Stimulus Act of 2008 be included as income on the Household Eligibility Application?
  - A. *The rebate check is to be treated as any other one-time, lump-sum payment. It should not be included as income when determining eligibility on the Household Eligibility Application.*
- 2) Q. When determining income on Household Eligibility Applications, one parent listed their income as bimonthly, while another parent listed their income as semimonthly. What is the difference between the two?
  - A. *Bimonthly income and semimonthly income are the same. If a person received income bimonthly or semimonthly, they received income twice a month.*
- 3) Q. On a two-income Household Eligibility Application, one parent listed their income as received every two weeks while the other parent listed a weekly income. How should we approve this application?

A. When household incomes are listed using different pay periods, you must convert all income to monthly income using the conversion table listed in Section 1 on the bottom of the Household Eligibility Application. Add all monthly incomes together and compare the total income to the Household Income Eligibility Guidelines to determine if the application is approved free, reduced, or denied. Meals served to a child with a denied application are claimed in the paid category.

4) Q. A foster family has two foster children and one biological child of their own enrolled at the same child care center. Should all of the children be included on the same Household Eligibility Application?

A. No, a foster child is considered a household of ONE; no other members of the household are included on the application. Therefore separate applications have to be completed for each foster child, and another application would need to be completed for the biological child, listing all members of the household, excluding the foster children.

5) Q. How should we correct errors on the Household Eligibility Applications made by parents or CACFP staff?

A. Corrections made on the Household Eligibility application should be corrected by the person making the error. Follow standard accounting procedures when making corrections, draw a line through the error, write in the correct information, initial and date the corrected information. Do NOT use liquid paper to cover errors on a Household Eligibility Application.

6) Q. I am opening a second site. How do I add a site for the Child and Adult Care Food Program?

A. To add a new site, open your CACFP Sponsor Application in Child Nutrition Application/Claims Entry System (ACES). Click on Add New Site at the top of the page. Complete the new Site Application and click Submit to ISBE. Also at the top of the screen click on the instructions for adding a new site, there is more to adding a new site in CACFP than just submitting the new Site Application. For more details, review the April 2008 edition of the Mealtime Minutes. The instructions are also available on our website under Forms, Documents, and Resources.

7) Q. Can home-based Head Start children be claimed for reimbursement?

A. No, meals served to home-based Head Start children cannot be claimed for reimbursement when they are served at the home because the home is not an approved CACFP facility.

*But, let's look into this a little deeper. Often the home-based children are brought together for socialization. The meal or snack could be claimed if 1) the facility used for the socialization is included as an approved*

*CACFP site, 2) the children are listed on a Head Start master list, each child has a CACFP Annual Enrollment form on file, AND Meal Participation Records are completed for each meal service.*

## Claim Common Cent\$

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



## How to Calculate Average Daily Participation (ADP)

ADP is reported on each monthly site Claim for Reimbursement and should be calculated by taking the largest meal service (free meals + reduced meals + paid meals) and dividing by the number of serving days. You should **always** round up when reporting the ADP on your claim. For example, the largest meal service is lunch (free meals of 300, reduced meals of 210, and paid meals of 250 equal total lunches of 760), and the number of serving days is 21. The ADP calculation is 760 divided by 21 which equal 36.19. You would report ADP of 37 because you **always** round up.

Also, you must break out ADP in October and March and report a separate ADP for each of the programs listed below that you participate in:

- Outside School Hours
- Private for-Profit
- Head Start
- At-Risk After-School
- Homeless

Contact Gladys Rothenberg or Carol Curto at 217-782-5856 regarding any claim questions.

## FORMS FORUM

### Monthly Milk Purchase Summary

As a director of a center, how do you know enough milk is purchased for all the children to be served the correct portion of milk at the required meal services? Do you go into each classroom at each meal service and observe the serving of milk? That is a good idea, but probably not very realistic. One tool that is available for your use is the Monthly Milk Purchase Summary (ISBE Form 67-94).

This tool provides an analytical look at your monthly milk purchase as compared to the milk required for the reimbursable meals claimed. The meal services that require milk are breakfast, lunch, and supper. These are the only meal services included on this summary. If you serve milk



regularly at other meal services, you would anticipate always having more milk purchased than required for the analysis on this form.

This form relates to those meals served to children one year of age and older. Infants are required to have formula; thus, the infant meals would not be included as part of the reimbursable meals on this form.

If your monthly summary shows not enough milk was purchased, first look at the prior month's summary. If excess milk was purchased the prior month, review to see if a large milk purchase was made the last couple days of the month that may have actually been used this month. If this is not the situation, then talk to your teachers and observe the milk service. Make sure you have trained all teachers concerning the proper portion sizes of milk for each age group.

Maintain this summary form in your monthly CACFP folders. Remember, you are required to maintain your CACFP records for three years plus the current year.

This same milk calculation is used by our monitors to ensure your organization is purchasing enough milk.

## TRAINING

### Training Requirements

Child and Adult Care Food Program regulations require you train your CACFP staff each year on both CACFP and civil rights requirements. Many topics can be included for the annual CACFP training such as meal components, portion sizes, and procedure to correctly count meals. When developing your training, you may want to take advantage of some available resources.

*Refresher Training for Institutions Participating in CACFP* is available throughout the year at various locations around the state. This training will provide an overview of the necessary components of a successful CACFP program. Information from this training can be used to train your employees. Register online for this training at our website at <http://www.isbe.net/nutrition>, choose *Child and Adult Care Food Program* and then click on the yellow *Workshop/Training Schedule* box.

The website (<http://www.fns.usda.gov/cnd/care>) offered through the United States Department of Agriculture (USDA) Food Nutrition Service also provides various resources that may be useful for training your employees.

As for the civil rights training, it is a critical component of your annual training requirement. The USDA requires all centers to train CACFP staff concerning the civil rights of participants. Refer to Section 5 of the *2008-2009 Household Eligibility Information and Other CACFP Requirements* booklet for details.

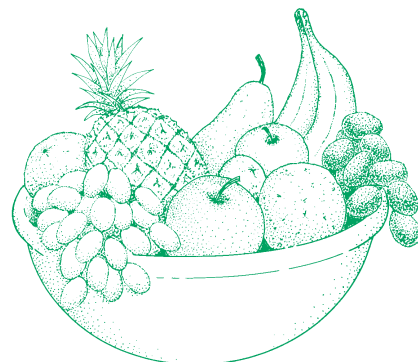
## FOOD SERVICE AND NUTRITION

### Fruit and Vegetable Resources From the Nutrition Education Loan Library!

Summertime is here and what does that make us think of? Child Nutrition Programs staff thinks of all the wonderful fruits and vegetables available and how we can introduce them to children. The Nutrition Education Loan Library has many materials available to help teach children about how important eating healthy foods can be. Below is a listing of a few of the materials we have available:

1. *The Fruit Flies' Picnic* is a tale that teaches children about the importance of eating a variety of fruit. It also explores some less traditional fruits with cartoon-style illustrations and kid-friendly dialogue.
2. *From the Garden, A Counting Book About Growing Food* shows children how a family creates a tasty salad with fruits and vegetables from the garden as they count from 1–12.
3. *The Vegetable Show* is committed to helping young diners develop a friendly attitude toward good food and vegetables. See Eeny-Weeny Zucchini, the world's strongest squash. Thrill to the magic created by Bud the Spud! Hold your breath as the Tip-Top Tomato Twins perform daring feats! Join the vegettes as they sing the grand finale.
4. *Eat A Rainbow: Fruits & Vegetables* is a music video designed to keep children active while learning to eat a rainbow of fruits and vegetables each day.
5. *Nutrition and Exercise With Jack the Apple, Getting Active With Jack the Apple* is a wonderful video series that teaches young children, their caregivers, and parents the benefits of eating five servings of fruits and vegetables a day; healthy snacking; and how to improve physical activity habits. A facilitator's guide, parent handouts, and follow-up activities are included.

Have a great summer and make sure to visit our website to find more materials available from the Nutrition Education Loan Library at [www.kidseatwell.org](http://www.kidseatwell.org).



## Interesting Website Addresses

We thought you might enjoy checking out the websites listed below. The websites offer fun information, games, and/or recipes.

These websites provide information about different types of foods.

- *The incredible edible egg*™—A site dedicated to eggs  
<http://www.incredibleegg.org/>
- *Pork 4 Kids*®—A site about pork and raising pigs  
<http://www.pork4kids.com/>
- *Dole*® *SuperKids*—A site about fruits and vegetables  
<http://www.dolesuperkids.com/#banana>

These websites provide information about agriculture, farms, or nutrition.

- *Farm Service Agency*—A site from USDA's Farm Service Agency (FSA) about farms and agriculture  
<http://content.fsa.usda.gov/FSAKIDS/>
- *Farm Bureau Kids*®—A site from the Iowa Farm Bureau Federation about agriculture  
<http://www.farmbureaukids.com/index.html>
- *Nutrition Explorations*—A site from the National Dairy Council® about nutrition  
<http://www.nutritionexplorations.org/kids/main.asp>

## SPICE IT UP! In 2009

Inventory your spice racks to see if you have the spices and herbs listed in the spice chart below.

Reference the chart when preparing foods to improve flavor, taste, and appeal for your customers. The ratio to using dried herbs to fresh is one to three. To ensure freshness, store dried herbs and spices away from light and heat in airtight containers.



SPICE CHART									
	Beef	Breads	Chicken	Fish	Meat	Salads	Soups	Snacks	Veg
Basil				✓	✓	✓	✓		✓
Cinnamon		✓				✓		✓	✓
Chili Powder				✓		✓	✓		✓
Cloves						✓	✓		✓
Dill Weed/ Seed				✓		✓	✓		✓
Ginger					✓	✓	✓		✓
Marjoram	✓		✓	✓		✓	✓		✓
Nutmeg					✓			✓	✓
Oregano			✓			✓	✓		✓
Parsley				✓	✓	✓			✓
Rosemary				✓	✓	✓			✓
Sage			✓		✓	✓	✓		✓
Thyme			✓	✓		✓			✓

Source: modified [http://hin.nhlbi.nih.gov/nhbpep\\_kit/herbs.htm](http://hin.nhlbi.nih.gov/nhbpep_kit/herbs.htm)

## Save Time Using the Recipe Finder Database

The Food Stamp Nutrition Education Connection offers a convenient service, the Recipe Finder database at <http://recipefinder.nal.usda.gov/>. A nutrition education category lists recipes by the following topics.

- Eat calcium-rich foods
- Eat more fruits and vegetables
- Eat whole grains
- Eat less saturated fat, trans fat, and cholesterol

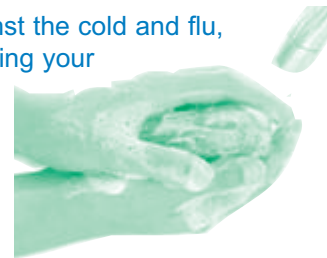
## With Hand Washing, Timing is Everything

*A review of surveillance data for U.S. food-borne disease outbreaks over a five-year period (1988–1992) by the Centers for Disease Control and Prevention found that of 2874 outbreaks, contributing factors were reported in 1435 cases and that poor personal hygiene was a contributing factor in over a third (514) of the outbreaks.*

*Nancy H. Bean et al., [Journal of Food Protection](#), Vol. 60, No. 10, 1997; 1265-1286.*

*Food Safety Education, FSIS, September 1998*

Touted as the best prevention against the cold and flu, hand washing is underrated. Washing your hands correctly and frequently is important. Research shows we should wash our hands with soap and water for 15 to 30 seconds, which is about the time it takes to sing Happy Birthday to You.



For effective hand washing, follow these steps:

- Remove any rings or other jewelry
- Use warm water and wet your hands thoroughly
- Use soap (1-3 mL) and lather very well
- Scrub your hands, between your fingers, wrists, and forearms with soap for ten seconds
- Scrub under your nails
- Rinse thoroughly
- Turn off the taps/faucets with a paper towel
- Dry your hands with a single use towel or air dryer
- Protect your hands from touching dirty surfaces as you leave the bathroom

# CALENDAR OF EVENTS

J U L Y  2008		National Peach Month
		National Blueberry Month
		National Ice Cream Month
		New Reimbursement Rates Posted on Website
	4	Independence Day—ISBE Office Closed
	10	CACFP Orientation for New Institutions—Springfield
17	Refresher Training for Institutions Participating in CACFP—Oak Lawn	
17-19	National Association for Family Child Care Conference—Chicago ( <a href="http://www.nafcc.org/conferences/2008Chicago.asp">http://www.nafcc.org/conferences/2008Chicago.asp</a> )	

A U G U S T  2008		Get Acquainted With Kiwifruit Month
		Family Meal Month
		National Toddler Month
	21	Refresher Training for Institutions Participating in CACFP—Springfield

S E P T E M B E R  2008		Food Allergy Awareness Month
		Ethnic Foods Month
		National 5 A Day Month
		National Chicken Month
		National Honey Month
	1	Labor Day—ISBE Office Closed
	16	CACFP Orientation for New Institutions—Springfield
	18	Refresher Training for Institutions Participating in CACFP—Oak Lawn

O C T O B E R  2008		Vegetarian Awareness Month
		National Apple Month
	13	Columbus Day—ISBE Office Closed
	16	Refresher Training for Institutions Participating in CACFP—Collinsville



## Illinois State Board of Education

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

**Rod R. Blagojevich**  
Governor

**Jesse H. Ruiz**  
Chairman

**Christopher A. Koch, Ed.D.**  
State Superintendent of Education

An Equal Opportunity/Affirmative Action Employer and Provider  
Printed by the Authority of the State of Illinois • July 2008 2200 PRT3433037 No. 761



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

RETURN SERVICE REQUESTED