

# mealtime MINUTES

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

Illinois State Board of Education

Nutrition Programs

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### CALENDAR OF EVENTS

## 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.

## Research on Child Care Centers and Wellness Environments

The National Food Service Management Institute (NFSMI) conducted a study to identify the perceptions, practices, and training needs to create and maintain a wellness environment in child care settings.

The factors identified by child care professionals included:

- Provide opportunities for active play
- Offer healthy food to children
- Provide an environment where children feel safe
- Provide meals and snacks meeting CACFP meal pattern requirements
- Provide safe indoor and outdoor play areas

The factors identified by 363 child care center directors indicated the following training needs:

- Funding and resources to support a healthy environment
- Addressing the needs of children with special food and nutrition needs
- Providing training for nutrition education information for parents
- Addressing the needs of children with disabilities

Contact the NFSMI at 800/321-3054 if you desire further information on this important study.

## ADMINISTRATION

## Fiscal Year 2010 Application Renewal

Fiscal year (FY) 2009 ends September 30, 2009, thus the new fiscal year begins October 1, 2009. Every fiscal year institutions are required to renew their Child and Adult Care Food Program application. If you were allowed to claim meals for FY2009 and would like to continue receiving reimbursement, you must complete a new application for FY2010. Plans are being made to have the CACFP annual application for FY2010 available on Child Nutrition ACES around August 1, 2009. If the 2010 application is not available at the time you try to roll it over, you will receive a message to try again.

later. We will also send a reminder postcard to all institutions informing them the renewal application is ready to be submitted.

#### Submit All the Electronic Application Documents

- *Single-site institutions with an agreement number beginning with 01 through 13 and beginning with 15 through 34* are required to submit:
  - Site Application
  - Annual Budget
  - Sponsor Application
  - Send in paper documents when you receive a computer message to do so.
- *All other single-site institutions* are required to submit:
  - Site Application
  - Sponsor Application
  - Send in paper documents when you receive a computer message to do so.
  - Since the budget is not required, you will notice in the Sponsor Application *Select a Link* drop-down menu, *Annual Budget—N/A for 2010 Single Site*, in red lettering.
- All sponsoring organizations with more than one site are required to submit:
  - Site Applications
  - Annual Budget
  - Sponsor Application
  - Management Plan
  - Send in paper documents when you receive a computer message to do so.

#### Application Approval Letter

The application approval letter is emailed to your IWAS 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 for 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. Go to your Sponsor Application, click on the *Select a Link* from the drop-down menu, and then select *Document Archives*. This will bring up the date(s) of all approval letter(s), click on the date and the approval letter will open. You will receive a new approval letter every time a new site is added or a change is made to the meal services. Print a copy of your FY2010 approval letter for your files.

## Household Income Eligibility Guidance and Other Required Information

The booklet containing the Household Income Eligibility Guidelines, Household Eligibility Application and parent letter, CACFP Annual Enrollment Form, and other required CACFP information will be mailed to all institutions and posted on our website under *What's New?*. Be sure to read the cover page and follow all requirements that apply to your program(s).

Information that changed this fiscal year:

- **Food Stamp Name Change**—The new name for the Food Stamp Program is the Supplemental Nutrition Assistance Program (SNAP). You may still see the old food stamp name on some documents that were printed prior to the name change.
- **Household Eligibility Application Changes**
  - When incomes are listed for two different pay periods, you must convert both incomes to yearly income. A yearly conversion table has replaced the monthly table on the Household Eligibility Application.
  - Another change on the application is that temporary approval of applications is no longer required.

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## Following Meal Pattern Requirements With Vended Meals

Participating in the Child and Adult Care Food Program requires your child care facility to serve meals that meet CACFP meal pattern requirements. When you purchase meals from a vendor, it is ultimately your responsibility to ensure you claim meals for reimbursement **only** when the children's meals meet CACFP meal pattern requirements. You **cannot** claim meals when they do not meet CACFP meal pattern requirements.

Your contract should clearly state meals must meet CACFP meal pattern requirements. When meals arrive at your facility, it is your responsibility to check the food items to ensure CACFP meal pattern requirements are met for each meal. If a delivered meal is short a food item or the portion is not large enough to meet the proper serving sizes for the ages of the children, you **cannot** claim the meal. You do not have to pay for meals that do not meet the terms of the contract. If you have food in storage or are able to quickly purchase enough food so the meal served to each child is reimbursable, you can claim the meal.

Therefore, if your vendor delivers meals that do not meet the requirements for CACFP reimbursable meals, the vendor needs to be notified. Immediately send a certified letter to the vendor documenting exactly what food was delivered to your child care facility and what was missing or short; express all your concerns. Do this each time there is a problem. The vendor should take immediate action to correct the problem. In most cases, the vendor will be able to work with you to fix the situation.

If you continue to have problems with the vendor and have enough supporting documentation of the problem(s) and non-resolution of the problem(s), then you may terminate the contract with the vendor. Please refer to the termination clause in your food vendor contract. You may contact our office at 800/545-7892 for additional support for questions or concerns.

## Contact List for Your Child and Adult Care Food Program Questions

If you have questions regarding the Child and Adult Care Food Program, contact

### Nutrition Programs—

#### Illinois State Board of Education

Telephone 800/545-7892 (Illinois only) or  
217/782-2491

Fax 217/524-6124

Email address [cnp@isbe.net](mailto:cnp@isbe.net)

Internet address <http://www.isbe.net/nutrition>

If you have questions regarding claims for reimbursement, payments, and banking information, contact

### Funding and Disbursement Services—

#### Illinois State Board of Education

Telephone 217/782-5256

Fax 217/782-3910

Internet address <http://www.isbe.net/funding>

If you have questions regarding nutrition education and training services offered, contact

### Illinois Nutrition Education and Training

Telephone 800/466-7998 or 815/895-9227

Fax 815/895-2971

Internet address <http://www.kidseatwell.org>

If you would like to order materials from the loan library, contact

### Nutrition Education Loan Library

Telephone 800/545-7892 (Illinois only) or  
217/782-2491

Contact person Lindsay Blough

Email address [lblough@isbe.net](mailto:lblough@isbe.net)

If you need technical assistance with the Illinois Web Application Security, contact

### Call Center—

#### Illinois State Board of Education

Telephone 217/558-3600

Business hours Monday—Friday 7 a.m.  
to 5 p.m.

## Adding a New site

When you expand your organization with a new location, please add the new facility to your food program agreement. Open your *CACFP Sponsor Application* in the Child Nutrition Application/Claims Entry System. Click on *Add New Site* at the top of the page. Print the instructions available on the top of this page. Complete the new Site Application and click *Submit to ISBE*. The following documents must also be completed: Pre-Approval Visit Form, updating the program Budget, and updating the Management Plan. The instructions will provide the necessary information to successfully add the new site so you may begin to claim reimbursable meals served at this new location.

## The Question & Answer Corner

- 1) Q. Can more information be provided on why commercial fish sticks are not creditable for infants?  
A. *The USDA contacted a couple of manufacturers who indicated they do not recommend their products for infants. With frozen breaded fish sticks, preparation of the food item is mostly done so the liability would be with the manufacturer. Because the manufacturer cannot guarantee the fish sticks will not contain bone fragments, they state that these foods are not designed for infants.*
- 2) Q. We have four families that require different types of soy milk. They all have a *Medical Exception Statement for Food Substitution* form on file. Do we have to buy the soy milk or can they bring it in? If we buy it, can we limit it to one kind of soy milk?  
A. *If the children from the four families are NOT DISABLED, then the child care center is NOT required to purchase the special soy milk. Whether the center purchases it OR the parents offer to bring it in, the meals can be claimed for reimbursement because the center has Medical Exceptions Statements on file for those children.*
- 3) Q. How long do I have to request an appeal? How long do I have to submit written documents to the Administrative Review Official in support of my case?  
A. *An appeal is also known as an Administrative Review. The request for an Administrative Review (appeal) must be submitted in writing within 15 calendar days from the date the institution, responsible principals or individuals received the notice of action.*  
*In order to be considered for the Administrative Review (appeal), written documentation must be submitted to the Administrative Review Official within 30 calendar days from the date the institution, responsible principals or individuals received the notice of action.*  
*You can access a full copy of the Procedures for an Administrative Review (formerly called Appeal Procedure) at [http://www.isbe.net/nutrition/pdf/appeal\\_procedures.pdf](http://www.isbe.net/nutrition/pdf/appeal_procedures.pdf)*



## Claim Common Cent\$

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

### Claim Status in the Application and Claim Entry System

Do you know what status your claim is in and what that means? There are several different claim statuses for both the site claim and the sponsor claim. Once a site claim has been completed, click on the *Submit for Consolidation* at the bottom of the claim entry screen. If the site claim passes all edit checks, it will go into *submitted* status. After all your site claims are submitted, you must open the sponsor claim for that month, check all your figures, and if correct click on *Submit to ISBE* at the bottom of the sponsor claim screen. If the sponsor claim is submitted successfully, the sponsor claim status will show as *Approved*. Once you complete and submit the sponsor claim, the site claim will switch to a *consolidated* status. The claims will NOT be paid until the sponsor claim is successfully submitted. After we voucher the claims for payment, the sponsor claim status will change to *processed*.

You should check the Application and Claim Entry System (ACES) periodically to ensure your claims are in the correct status. If either a site or a sponsor claim status is *not-submitted*, that means no claim has been submitted. If a site claim is in *submitted* status, you need to ensure the sponsor claim is submitted as soon as possible. If the sponsor claim is in *approved* or *processed* status, the site claim should be in *consolidated* status. The only exception would be if you have revised the site claim. Then it will again be in *submitted* status and you need to open the sponsor claim, click on the recalculate button to update your figures, and then resubmit the sponsor claim.

If you notice a site claim in *submitted* status when the sponsor claim is in *approved* or *consolidated* status and you have not changed any figures or intend to submit a revised claim, contact Carol Curto or Gladys Rothenberg at 217/782-5256.

### POLICY BULLETIN BOARD

## Help! We Have Been Declared Seriously Deficient—Now What Do We Do?

If you receive a notice of serious deficiency, you should consider this a wake-up call that there are serious problems in your operation of the CACFP. What do you do if you receive a Serious Deficiency Notice?

Serious Deficiency Notices are usually sent via United States Postal Service (USPS) certified mail with a return receipt. If the USPS attempts to deliver a certified letter to your institution, it is important that you accept the letter or pick it up at the post office. Your refusal of the letter or failure to pick it up does not relieve you of the responsibility to correct each serious deficiency by the due date. The Serious Deficiency Notice identifies the required cor-

rective action and due date for each serious deficiency. You have the responsibility of correcting each serious deficiency and completing each required corrective action by the due date. You must maintain documentation of the corrective actions taken and documentation that confirms the corrective actions are being maintained. Failure to correct each serious deficiency, complete each required corrective action by the due date, or respond to the Serious Deficiency Notice will result in your proposed termination and proposed disqualification from the CACFP.

If your serious deficiency status is rescinded, you have the responsibility to ensure the serious deficiency does not happen again. If the serious deficiency does happen again, you will be proposed for termination and proposed for disqualification without further opportunity for corrective action.

The main goal of the Serious Deficiency Process is to get CACFP problems quickly, completely, and permanently corrected to ensure the Program is operating correctly. In order to do that, you must directly address a serious deficiency when it arises, develop a system to correct the serious deficiency, and ensure you complete all required corrective actions identified in the Serious Deficiency Notice.

### FORMS FORUM

## Are You Keeping Monthly and Annual Documentation?

To ensure your institution is maintaining the correct CACFP documents, Nutrition Programs staff developed two checklists to assist you. These are the Monthly Documents Checklist (ISBE Form 69-03) and Annual Documents Checklist (ISBE Form 69-02). Each checklist specifies all the documents you are required to keep on file. You can download these tools at <http://isbe.net/nutrition/>. Click on the blue box for *Child and Adult Care Food Program*, then *Child Care Centers*, and *Forms, Documents, and Resources*. In that listing click on the heading, *Monthly Forms to Operate CACFP*. Stay organized with these monthly and annual documents checklist.

### TRAINING

## Do Not Forget Your Training Responsibilities

Every institution participating in the CACFP has two yearly mandatory training requirements, CACFP training and civil rights training. To make sure you complete this requirement, record each of the trainings on the Documentation of Training form (ISBE Form 67-25). This form provides the specific details required for the CACFP training. The requirements for the civil rights training can be found in the Household Income Eligibility Guidelines and Other Required Information booklet. Both trainings must be completed before the end of the current fiscal year, September 30, 2009.



# Training Available for Your Staff

We offer monthly *Refresher Training for Institutions Participating in the CACFP*. The training is for new staff with CACFP responsibilities or experienced staff that would like to update their CACFP skills. *Refresher Training for Institutions Participating in the CACFP* is available throughout the year at various locations around the state. This training provides an overview of the necessary components of a successful CACFP. Information from this training can be used to train your employees on CACFP procedures and requirements. Register online 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.

## FOOD SERVICE AND NUTRITION

### Trimming the Fat: Moving Toward Healthier Meals

The Dietary Guidelines for Americans tell us that most Americans need to decrease their intake of saturated fat and trans fats, and many need to decrease their dietary intake of cholesterol.

So what are the risks we hear so much about? We should all be concerned for our children, as well as ourselves, when evidence shows saturated fat, trans fat, and cholesterol increase the risk for heart disease.

Saturated fat is found mostly in foods from animals, but there are some plant products. Foods from animals include beef, beef fat, lamb, pork, lard, poultry fat, butter, cream, cheeses, and other dairy products made from whole and 2 percent milk. Foods from plants that contain saturated fat include coconut, coconut oil, palm oil and palm kernel oil (often called tropical oils), and cocoa butter.

Trans fat or trans-fatty acids (TFA) are found in small amounts in various animal products such as beef, pork, lamb, butter, and milk.

TFA are also formed during the process of making margarine, shortening, and cooking oils; and the foods made from these fats are a major source of TFA in our American diet. Some scientists believe they raise cholesterol levels more than saturated fats. TFA also tend to raise LDL (bad) cholesterol and lower HDL (good) cholesterol when used instead of other unsaturated fatty acids or natural oils.

People get cholesterol in two ways. The body—mainly the liver—produces varying amounts, usually about 1,000 milligrams a day. Foods also can contain cholesterol. Foods from animals (especially egg yolks, meat, poultry, shellfish, and whole- and reduced-fat milk and dairy products) contain it. Foods from plants (fruits, vegetables, grains, nuts, and seeds) do not contain cholesterol.

How do you think your center, after-school program, or emergency shelter is doing in meeting the dietary guidelines for saturated fat, trans fat, and cholesterol in the meals you serve?

The USDA recommends child nutrition staff offer foods with no trans fats. According to the dietary guidelines, “processed foods and oils provide approximately 80 percent of trans fats in the diet.” Here are some excellent ways to ensure meals contain less saturated fat, cholesterol, and trans fats:

- Serve only 1% and nonfat milk and milk products, except to children under 2 years of age.
- Read and compare Nutrition Facts labels. Choose foods lower in saturated fat, cholesterol, and trans fats.
- Buy products with less fat, saturated fat, cholesterol, and trans fats. Serve fewer high-fat breakfast meat products.
- Serve more lean meat, poultry, and fish products. Choose less breaded and processed meat products.
- Drain cooked meat.
- Use low-fat cheese in cooking. When purchasing prepared cheese sauces or mixes, choose those lowest in fat and saturated fat.
- Use reduced-fat or fat-free salad dressing for salads, and raw vegetables for dipping.
- Incorporate more legumes (dried beans and peas) into your lunch menus. Use pan sprays instead of fat to coat pans and try butter-flavored cooking sprays or seasoning instead of butter for flavor.
- Use fats that contain less saturated fat, trans fat, and cholesterol in food preparation like vegetable oils in place of solid shortening, margarine, and butter.
- Chill soups and remove the excess fat layer that settles at the top.

Make your move towards healthier meals in your facility today.





## Illinois State Board of Education

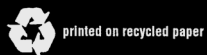
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Springfield, IL

RETURN SERVICE REQUESTED

mealtime

**MINUTES**

Your Link to the Child and Adult Care Food Program

## CALENDAR OF EVENTS

### JULY

- National Peach Month
- National Blueberry Month
- National Ice Cream Month
- New Reimbursement Rates Posted on Website
- 3 Independence Day Holiday—ISBE Office Closed
- 16 Refresher Training for Institutions Participating in the CACFP—Elgin
- 21 CACFP Orientation for New Institutions—Springfield

### AUGUST

- Get Acquainted With Kiwifruit Month
- Family Meal Month
- National Toddler Month
- 19 Refresher Training for Institutions Participating in the CACFP—Hillside
- 20 Refresher Training for Institutions Participating in the CACFP—Galesburg

### SEPTEMBER

- Food Allergy Awareness Month
- Ethnic Foods Month
- National 5-A-Day Month
- National Chicken Month
- National Food Safety Month®
- National Honey Month
- 7 Labor Day Holiday—ISBE Office Closed
- 17 Refresher Training for Institutions Participating in the CACFP—Oak Lawn

### OCTOBER

- Vegetarian Awareness Month
- National Apple Month
- 12 Columbus Day—ISBE Office Closed
- 15 Refresher Training for Institutions Participating in CACFP—Springfield