

# 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

## IMPORTANT NOTICE—Household Income Eligibility Guidelines

On June 11, 2010, the USDA notified this agency that the Household Income Eligibility Guidelines for 2010-2011 have not been established because of the continued delay by Congress to publish the poverty guidelines. Therefore, until further notice the Household Income Eligibility Guidelines used from July 1, 2009, through June 30, 2010, should continue to be used to evaluate the Household Eligibility Applications that go into effect July 1, 2010. These applications shall be effective through June 30, 2011.

## Is the Summer Food Service Program Right for You?

Which Child Nutrition Program should you offer to children during the summer months? There is the Summer Food Service Program (SFSP) and the Child and Adult Care Food Program (CACFP). Here are some criteria to help you decide which program is better for you.

For those of you that operate the At-Risk After-School Snack/Supper Program, consider participating in the SFSP during the summer months because you are not allowed to claim meals through the CACFP during this time. There is only one exception, if the school used for area eligibility is a year-round school then your At-Risk After-School Snack/Supper Program is allowed to continue during the summer.

If you operate a licensed child care center, you must keep the children in the CACFP throughout the year. You are not allowed to change to the SFSP. **You also are not allowed to take the children from the child care center to eat at a SFSP site.**

If you expand your program in the summer months to a different group of children (for example, you offer programs to older children in another part of your building), you can operate the SFSP if located in an area where at least 50 percent of the children are receiving free and reduced-price meals in the National School Lunch Program.

If your facility offers both the CACFP and SFSP to children, you will be required to complete a *Clarification of Participation* form with your SFSP application to ensure that different children are participating in the programs.

At this time, the deadline to become a sponsor in SFSP has passed. However, you can still operate the SFSP as a site under an existing SFSP sponsor. If you would like a listing of current SFSP sponsors in your area or have questions regarding the SFSP please contact Amy Bianco at 800/545-7892.

## Staff Retires

The Division of Funding and Disbursements announces the retirement of Carol Curto from ISBE, effective this June. Carol processed Child Nutrition Claims for over 38 years. She will be missed as she starts a new chapter in her life. Best wishes to her.



## Keep your Email Addresses Updated

Since Child and Adult Care Food Program (CACFP) Application and Claim Entry System (ACES) is electronic, we use your email to contact you for all of your CACFP issues. Therefore, it is ESSENTIAL that we have your current email address otherwise you will miss important information. Please check the email addresses listed on the Sponsor Application for the Authorized Representative and Contact Person. Both of those persons should have received an email on June 1 announcing the CACFP Household Eligibility Application, and other documents were available on our website. If your email address has changed or has been incorrectly typed, click on the *Request Change* button to have this information updated. ISBE staff will make the change. Check the information the next time you are on Child Nutrition ACES.

### ADMINISTRATION

## Fiscal Year 2011 CACFP Application Renewal Process

The new 2011 fiscal year begins October 1, 2010. Every year institutions are required to renew their application to continue participating in the Child and Adult Care Food Program. The application should be available on Child Nutrition ACES around August 1, 2010. Single-site institutions with an agreement number beginning with 35- through 65- will be required to complete an Annual Budget this year, along with all sponsoring organizations.

If you receive Head Start funding, please complete the Site Application showing you offer a Head Start Program. The USDA requires ISBE to accurately report the number of child care institutions providing Head Start and participating in CACFP.

The instructions to complete the application will be posted on our website under *What's New?* when the application is available. An email will be sent to the Authorized Representative and Contact Person when the FY 2011 CACFP Application is ready for completion. There are no major changes to the application this year, follow the instructions and submit to ISBE as soon as possible.

## Electronic Direct Certification Process

You may want to try this new process; it is EASY.

**What is Direct Certification?** It is a simplified way to determine which children are eligible for free meal benefits based on the Supplemental Nutrition Assistance Program (SNAP) (formerly the Food Stamp Program) and/or the Temporary Assistance for Needy Families (TANF). Currently, if a family completes a Household Eligibility Application with a valid SNAP or TANF number

the application is approved in the free category. With Direct Certification you can check to see if a child is receiving those benefits with information provided directly by the agency administering those programs. Once you find a child through the Direct Certification process, a Household Eligibility Application does NOT have to be completed.

**What is the Electronic Direct Certification System?** The Illinois State Board of Education in cooperation with the Illinois Department of Human Services (IDHS), the agency administering SNAP and TANF, has developed an internet system which allows you to check children enrolled at your institution directly to the SNAP and TANF database. This system is the only method to identify children receiving SNAP or TANF benefits. The Direct Certification process can only be conducted via this electronic system on the internet.

**Three Different Ways to Directly Certify Children**—The system can be used in three different ways to obtain eligibility information for children within your institution. Below is a very brief overview of the three methods.

- 1) File Upload Match—Sponsor Match (All Institutions May Use this Method)

All institutions may upload a comma-delimited file with the child's first name, last name, and if available, gender, birth date, and an optional field for unique identifier (each record must have a carriage return between them) to the Electronic Direct Certification System. The *File Upload Match—Sponsor Match* will create a Sponsor Report which will identify children from the uploaded file that are receiving SNAP and/or TANF benefits.

- 2) Single Child Match (All Institutions May Use this Method)

All institutions may also search for a single child who receives SNAP or TANF benefits to determine free eligibility for the Child Nutrition Programs. This method allows individual children to be searched for in the system by entering either their Department of Human Services (DHS) case identification number or their first and last name and optional city. The Single Child Match will create a Single Child Lookup Report which will identify children receiving SNAP and/or TANF benefits.

- 3) Download Files—Annual Match (Only for Public Schools and Child Care Centers when Enrolled in ISBE Early Childhood Education Programs)

Public school districts and child care centers that are enrolled in ISBE Early Childhood Education Programs have access to ONE *Annual Report* each school year. The *Annual Report* is available around July 1. The *Annual Report* identifies children enrolled in the Student Information System (SIS) the previous school year for their district/center that are currently receiving SNAP or TANF benefits.

**Direct Certification Report**—No matter which of the three methods of Direct Certification you use, it will yield a Direct Certification Report. The report(s) created may provide exact matches and close matches. Institutions should go through both the exact matches and the close matches to determine whether those children listed are the children that are actually enrolled at your child care institution.

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**No Household Eligibility Applications**—When a child is identified on the Direct Certification Report, a Household Eligibility Application is NOT needed. The printed report is your documentation to claim that child for free meal and snack benefits. You are still required to have a CACFP Annual Enrollment Form on file to claim meals for any child, regardless of eligibility category

**You must read and follow the complete step-by-step instructions, provided in the CACFP Electronic Direct Certification System Guidance, which is available on our website at [www.isbe.net/nutrition](http://www.isbe.net/nutrition).**

## Household Eligibility Application

The Authorized Representative and Contact Person listed on your Sponsor Application should have received an email from ISBE on June 1, 2010, letting you know the Household Eligibility Application and parent letter were available on our webpage and there is a delay in releasing the 2010-2011 Household Income Guidelines.

Here are the changes to the Household Eligibility Application.

- Number 1—All household members must be listed, children's ages and identify children/persons with no income.
- Number 2—A SNAP or TANF case number can be listed for any household member which will allow all the children in the household to be categorically eligible for free meal benefits.
- Number 4—List only household members with income, the amount and frequency.
- Section B at the bottom of the application—Includes the *Temporary Approval* of an application for 45 days when the application shows zero income or a temporary reduction in income.

The Household Eligibility Application and parent letter have been translated to Spanish and available on our website. The USDA is updating the application into other different languages. We will post an announcement on our website when those are available.

The parent letter also includes a change, since the USDA had not been able to release the Household Income Guidelines due to delays in Congress. Therefore, the reduced-price income guidelines have been left off the parent letter.

We just received word from the USDA that the July 1, 2009, to June 30, 2010, Household Income Eligibility Guidelines should be used to approve Household Eligibility Application as of July 1, 2010. Distribute the Household Eligibility Application and parent letter to all parents/guardians whose children did not qualify through the Electronic Direct Certification System. Collect all the completed applications and determine the eligibility category, free, reduced-price, or paid using the 2009-2010 Household Income Eligibility Guidelines. These applications are good through June 30, 2011.

# The Question & Answer Corner

- Q.** When does a Household Eligibility Application really expire? An application was dated and returned to the center on June 12, 2009, the effective date was made June 1, 2009 because the child attended as of that date. What is the actual date the application will expire? Is the application good until June 30, 2010?

**A.** *The regulation, 7 CFR Part 226.23(f) states that free and reduced-price eligibility information must be updated annually and may not be more than 12 months old. However, this regulation was intended to mean that the Household Eligibility Application should be considered current and valid until the last day of the month in which the form was dated one year earlier. This means that if an application was received on June 12, 2009, it is considered valid until the last day of June 2010. Therefore, that application was technically good for 13 months; June 1, 2009, through June 30, 2010.*
- Q.** A new baby has just enrolled at our center; we already care for his two siblings. How do we handle the Household Eligibility Application and the CACFP Annual Enrollment Form for the new baby?

**A.** *Add the infant to the existing CACFP Annual Enrollment Form, which is not a problem. For the Household Eligibility Application you can have the parent complete a new one or add the baby to the originally completed application for the other two children. If you add the baby to the original Household Eligibility Application, you must do the following:*

  - *Contact the parent to see if any information has changed on the application, including income and the additional household member.*
  - *Re-evaluate the Household Eligibility Application using the new household size and any changes in income made by parent.*
  - *If the meal benefits category changes, it changes for all children in the family on the same date.*
  - *The expiration date for the application remains the same.*

*Be sure to add the infant to the master list and designated eligibility category.*
- Q.** Let's use the same scenario above except the two older children were approved using the Electronic Direct Certification System. How do we approve the infant?

A. Again you would add the infant to the existing CACFP Annual Enrollment Form which will show the other siblings in the family. Since both of the older children matched to the Electronic Direct Certification System, they were approved for free meal benefits. Extended Categorical Eligibility allows the infant to be given free meal benefits, also. List the infant on the Master List of Enrolled Children enter the effective date for the CACFP Annual Enrollment Form (first day infant attended center), effective date of the Electronic Direct Certification (first day infant attended center), mark the box for Extended Categorical Eligibility, and mark the free CACFP eligibility box.



## Claim Common Cent\$

Funding & Disbursement Services Division  
Phone 217.782.5256 • Fax 217.782.3910

### Do You Have Back-Up Staff Trained?

Summer time means vacation time for many people. Do you have more than one person trained on how to submit the monthly reimbursement claim? All organizations should have more than one person who knows how to submit the claims through the online web system. If one person is on vacation, becomes ill, or is otherwise unable to complete the claim, then the back-up staff person can submit the claim for your organization. Instructions for the claim submission process can be found on the claim screens themselves by clicking on the blue question mark in the upper right hand corner of the claim screen. The instructions are also available from our website at the following link: [http://www.isbe.net/funding/pdf/cnp\\_online\\_claim\\_instruct.pdf](http://www.isbe.net/funding/pdf/cnp_online_claim_instruct.pdf)

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

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

If you have any questions on the claim submission process please contact Gladys Rothenberg at 217/782-5256.

## POLICY BULLETIN BOARD

### Which Food Vendor Contract Form Should You Use?

USDA regulations require all organizations participating in the Child and Adult Care Food Program to follow formal bid procedures if their food purchase contract will exceed \$100,000. Once a contract is established using the formal bid process, the contract can be renewed up to four consecutive years as long as the price does not increase above the consumer price index. This year the allowable rate of increase

is 3.2 percent. If a contract is not renewed, then the *Invitation for Bid and Contract* process must begin again. After operating with the same contract for five years, the contract cannot be renewed and must be re-bid.

If the contract will be less than \$100,000 annually, you may use the formal bid procedures or you may use the Small Purchase Agreement Procedures. The sponsor should contact at least three (3) vendors and obtain competitive price quotations from them. Unlike sealed bidding, where bid prices must be considered firm and final, negotiation of prices and terms with one or more of the suppliers contacted is permitted. Whether written or telephone contact is made, all information and prices discussed should be documented in the agency's files. Small purchase methods are not appropriate when a sponsor divides a unified contract requirement into smaller purchases in order to bring each individual purchase to less than \$100,000.

Our website [http://www.isbe.net/nutrition/htmls/forms\\_cacfp\\_vendors.htm](http://www.isbe.net/nutrition/htmls/forms_cacfp_vendors.htm) contains the following contract forms:

**School Agreement to Furnish Food Service (ISBE Form 68-62)**—This form is used when contracting with a school district for purchasing meals.

**Small Purchase Agreement for Procurement of Vended Meals (ISBE Form 67-89)**—This form is used when a child care institution will have less than \$100,000 in annual vended meal purchases. When using this contract form, also complete the Certification Regarding Debarment form.

**Renewal of Competitively Bid Vended Meal Contracts (ISBE Form 67-90)**—This form should be used by child care institutions that are renewing a contract that was obtained using formal bid procedures.

**Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Cover Transitions (ISBE Form 85-34)**—This form must be signed each year by the food vendor. School districts are exempt from completing this document when they are the vendor.

**Invitation for Bid and Contract for Purchased Meals (ISBE Form 66-99)**—This form is used by institutions whose annual meal purchases are more than \$100,000 or those that want to competitively bid the contract.

## FORMS FORUM

### Documenting Your For-Profit Eligibility Each Month

All for-profit child care centers must meet the 25 percent for-profit eligibility requirement each month before they can claim meals for reimbursement. A for-profit child care center can use one of the following two methods to meet this requirement.

1. A for-profit center has at least 25 percent of their license capacity or enrollment receiving subsidized child care payments from the Illinois Department of Human Services (IDHS) or Illinois Department of Children and Family Services (DCFS).
2. A for-profit center has at least 25 percent of the enrolled children or licensed capacity approved to receive free or reduced-price meals based on Household Eligibility Applications.

Document your for-profit eligibility each month using the *Documentation of For-Profit Eligibility* (ISBE Form 67-91). This form instructs the center to record the eligibility method used, the capacity or enrollment and the percent of children eligible. In addition to maintaining the ISBE 67-91 form each month, the center must maintain the for-profit documentation used, either the subsidized childcare payments, and/or DCFS payment records, or Household Eligibility Applications used to meet the for-profit eligibility. Before filing your claim each month, ensure your center meets its 25% for-profit eligibility. Maintain your paper documentation for three years plus the current fiscal year to back-up what you claimed for reimbursement.

## TRAINING

### Refresher Training for Institutions Participating in the CACFP

Every year your organization is required to conduct CACFP training. Do you need to brush up on CACFP requirements or do you have a new employee? A good way to get CACFP training is to attend a Refresher Training for Institutions Participating in the CACFP. These trainings are offered monthly at varying locations in the state. We recommend someone from your organization attend one of these trainings annually. Registration for the workshop is required and can be accessed at <http://webprod1.isbe.net/cns/calendar/asp/eventlist.asp>.

## FOOD SERVICE AND NUTRITION

### Adapting Vegetarian Diets to the Child Care Food Program

Families may choose a vegetarian lifestyle for a variety of reasons related to health, culture, ethnicity, religion, the environment, or concern for animals. Regardless of the reason, what would you do if a parent told you they were raising their child as a vegetarian? Could the meals meet the CACFP meal pattern requirements? Some vegetarians are very strict; others will eat some animal products. The vegetarian diet includes plant foods but excludes many foods of animal origin, especially red meat, and could also restrict poultry, and fish. The first thing you need to ask a parent is what kind of vegetarian diet is your child following. Most vegetarian diets will fall into one of the following categories:

- Lacto-ovo-vegetarians consume dairy products, eggs, and all plant-based foods including grains, vegetables, fruits, legumes (dry beans, peas, and lentils), soy products, nuts, and seeds in their diets.
- Lacto-vegetarians include milk and dairy products in their diet, as well as all plant-based foods.
- Vegans eat only plant-based foods. This is most restrictive of all vegetarian diets, eating only plant products.

- Semi-vegetarian is the least restrictive. It is sometimes called “flexitarian.” A person follows mostly a plant-based diet but may include small amounts of chicken and/or fish.

There are ways to make minor adjustments to recipes and menus and still meet the child’s nutritional needs, vegetarian lifestyle, and CACFP Meal Pattern Requirements. The food components for the CACFP Meal Pattern Requirements include the meat/meat alternates, grains/breads, fruits/vegetables, and milk. There should not be a problem for vegetarians to eat foods from the grain/bread or the fruit/vegetable groups. The two food groups that are the biggest concern are the meat/meat alternate and milk groups. However, many alternate meat products may be offered in CACFP. Check out the *Crediting Foods Guide* posted on our website for ideas. Meat alternates that make easy menu substitutions include beans, peas, lentils, sunflower seeds, nuts, nut butter, boiled eggs, cheese, or yogurt. The last food group that may be a concern for the vegetarian is the milk group. If a vegetarian does not drink animal milk there is no substitution for milk. Therefore, a child who does not drink animal milk will need a Medical Exception Statement from a recognized medical authority stating animal milk must be avoided and list a substitute, such as fortified soy or rice milk. With the Medical Exception Statement on file, you may claim the meals for reimbursement, even though soy and rice milk are not substitutions for animal milk in CACFP, but meets the medical request.

Also, here is a special note—the CACFP meal pattern specifies that nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement. Whole nuts and seeds pose a choking hazard to young children. Ask the family to provide details on the type of vegetarian diet they follow. Ask them to make a written list of food preferences and restrictions.

Resource: *Mealtime Memos for Child Care* No. 3, 2010

### Great Web Links for Child Care Centers!

Check out these two websites. They have wonderful information for you and the children in your care.

The Happy, Healthy & Well (HHW) toolkit was developed for use with child care and early childhood education staff to support adopting healthy nutrition and physical activity behaviors in the child care work environment. Research has shown that staff is more likely to promote healthy habits if they have adopted these behaviors themselves.

Check out this link, <http://cwh.berkeley.edu/resource/happy-healthy-well-worksite-wellness-child-care-centers-english-spanish>

On the USDA web page under *Current Initiatives and Resources* you will find *The Stomach Bug Book* to help train your staff on what they need to know about stomach illness to protect themselves and the other children in the center. Check out this link, [http://www.fns.usda.gov/fns/food\\_safety.htm](http://www.fns.usda.gov/fns/food_safety.htm)



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# MINUTES

Your Link to the Child and Adult Care Food Program

## CALENDAR OF EVENTS

### JULY 2010

*National Peach Month*  
*National Blueberry Month*  
*National Ice Cream Month*  
*New Reimbursement Rates Posted on Website*



- 5 **Independence Day Holiday—  
ISBE Office Closed**
- 15 Refresher Training for Institutions  
Participating in the CACFP—Hillside
- 20 Refresher Training for Institutions  
Participating in the CACFP—Galesburg
- 22 CACFP Orientation for New Institutions—  
Marion  
Refresher Training for Institutions  
Participating in the CACFP—Marion

### AUGUST 2010

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

### SEPTEMBER 2010

- Food Allergy Awareness Month*  
*Ethnic Foods Month*  
*National 5-A-Day Month*  
*National Chicken Month*  
*National Food Safety Month®*  
*National Honey Month*
- 6 **Labor Day Holiday—ISBE Office  
Closed**
  - 16 CACFP Orientation for New  
Institutions—Springfield
  - 23 Refresher Training for Institutions  
Participating in the CACFP—  
Oak Lawn

### OCTOBER 2010

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