

mealtime MINUTES

Your link to the Child and Adult Care Food Program

Illinois State Board of Education

Nutrition Programs

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Glenda Bequette

Welcome New Nutrition Programs Staff

Glenda has been with the Illinois State Board of Education (ISBE) for many years in the area of Curriculum & Instruction—Technology. She brings many years of grant experience with her and will be working in the day care homes section of the Child and Adult Care Food Program.

ADMINISTRATION

Fiscal Year 2008 Child and Adult Care Food Program Renewal Application Was Due September 21, 2007

Have you submitted the CACFP renewal application for fiscal year 2008? Has it been approved? If you are not sure, check Child Nutrition ACES. The Sponsor Application, Site Application(s), Annual Budget, and Management Plan (when applicable) must all be approved. If you did not receive the approval letter in your IWAS inbox, click on the *Sponsor Application Links* and select *Document Archive*.

If you find any part of your application in *Pending* status, click on the word *Pending* to find out why. It may say you were supposed to submit documents to this office; did you send them in with your agreement number written on them?

If all your application documents are not approved by the end of October and we have not called you, you should call to see if we received all the documents. Otherwise, the fewer phone calls we receive gives us more time to concentrate on approving the applications. Your assistance is greatly appreciated.

Annual Financial Report Due Before December 17

The 2007 Annual Financial Report (AFR) must be submitted prior to Monday, December 17. The fiscal year 2007 AFR is to be completed for the time period of October 1, 2006, through September 30, 2007.

Federal Regulations 7CFR226.15(e)(13) states that each institution participating in the Child and Adult Care Food Program (CACFP) shall keep documentation of nonprofit food service. A nonprofit food service means CACFP reimbursement is used only for the food service operation. The Monthly Profit (or Loss) Summary is one tool that helps you collect this information on a monthly basis. Add each line item from each of the twelve Monthly Profit (or Loss) Summary reports to gather your annual information. To simplify this process, use the 2007 AFR Data Collection

continued on following page

ADMINISTRATION

Spreadsheet; it is a Microsoft Excel® tool available on our Forms, Documents, and *Resources* webpage.

To submit the AFR:

1. Submit all reimbursement claims through September 2007.
2. Compile your yearly expense summary.
3. Log into IWAS, enter *Child Nutrition ACES*, and then select the following options in the order listed.
 - a. *Applications*
 - b. *Sponsor*
 - c. *CACC*
 - d. *2007*
 - e. *All*
 - f. Click on the blue *Search* button
 - g. Click on the *Links* drop-down menu and select *Annual Financial Report*
4. Enter all CACFP expenses and press the *Submit to ISBE* button at the bottom of the form.

Claim Common Cent\$

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



The following guidelines and tips will help ensure a timely claim payment.

- You must submit a claim for each site and then a sponsor claim to consolidate all the site claims. You will not get paid until the sponsor claim is submitted.
- Check to be sure each program the site is supposed to be approved for is showing on the site claim. If a program is missing, you must update your Site Application.
- The programs and claims run on a federal fiscal year of October through September. This means September and prior claims are fiscal year (FY) 2007, and October and after claims are FY2008. Be sure you select the correct fiscal year when filing your claims online.
- Know your agreement number—When you call our office with questions, the first thing we will ask for is your agreement number (also known as your region-county-district-type/RCDT code or sponsor ID). This eleven-digit code identifies your organization.

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

Updated Forms Available on Our Website

We have updated several forms and placed them on our website. Please make sure to always use the most current format available for any form. To access forms online, go to <http://www.isbe.net/nutrition/>, then click on the blue box titled *Child and Adult Care Food Program*, then choose the link

Forms, Documents and Resources. Forms are updated throughout the year and will be announced in the Mealtimes Minutes. Here are the most recent updates.

- *Infant Formula/Food Waiver Notification*_The infant waiver form was totally rewritten in hopes of making infant feeding requirements clearer to child care center staff; our program requirements known to parents; and allow parents to choose what they want their infant to receive.
- *Documentation of Training Form*_All institutions must conduct CACFP training for key staff from every facility prior to beginning CACFP operations and annually thereafter. Also, all institutions are required to conduct civil rights training annually for all supervisors of frontline staff and for all frontline staff who interact with children and their parents.
- *Program and Nonprogram Adult Food Service Participation*_This form was developed to help you keep track of adult meals. Remember, adult meals must be recorded but CANNOT be claimed for reimbursement.

The Question & Answer Corner

In the July 2007 *Mealtimes Minutes*, we answered question #1 below. We would like to provide a little more clarification.

- 1) 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 the full portions of both the milk and juice. For example, a breakfast menu for children 3 to 5 years of age might include 1/2 cup apple juice, 1/3 cup oat Os cereal, and 3/4 cup milk. You would need a glass to hold the juice, and if another glass is NOT used for the 3/4 cup milk, a large enough bowl must be provided to accommodate the full serving of cereal and full serving of milk. If a menu offered 1/2 cup apple juice, 1 ounce blueberry muffin, and 3/4 cup milk, you would be required to have two glasses to hold the full portions for milk and juice. You cannot hold back one of the beverages until the glass is empty, before offering the second one. Remember for snacks, juice may not be served when milk is the only other component.*
- 2) Q. Where should CACFP records be stored?
 - A. *The records should be stored where they can be easily accessed. They should NOT be stored in the trunk of a car or at a residence because only the person owning those properties can get to the records—and what if the car is destroyed in an accident or that person is hospitalized? How would you get the records?*

CACFP records must be available at a reasonable time and place, such as during a scheduled review. Prior to a review, each institution is notified as to the CACFP records that need to be available. If the records are not available during a review, you have 24 hours to produce the records. If the records are not available at that time, the monitor will determine the records do not exist. All meals claimed without proper supporting documentation will be deducted from the claim month. Missing household eligibility documentation will require meals to be taken back to the beginning of the fiscal year (October 1), date of enrollment, or the previous effective application. Please do not put yourself in a situation like this. Find a safe storage area for CACFP records.

3) Q. The CACFP reimbursement that my center receives does not cover all my food expenses. The CACFP reimbursement my center receives does not cover all my food expenses. Is it necessary for us to submit the Annual Financial Report (AFR)? Is it necessary for us to submit the Annual Financial Report (AFR)?

A. Yes, the AFR is required from each institution participating in the CACFP. This form documents the nonprofit food service program administered by your organization. Yes, the AFR is required from each institution participating in the CACFP. This form documents the nonprofit food service program being administered by your organization.

4) Q. Is my corporation required to maintain a good standing status with the Illinois Secretary of State's Office in order to participate in the CACFP?

A. Yes. A good standing status with the Illinois Secretary of State's Office provides assurance that a corporation is authorized to transact business in Illinois and all fees, taxes, and penalties owed to the state are paid. If your organization's status is currently listed as any status other than good standing" you must take immediate steps to correct this problem. If you are a corporation, please take a few minutes to access the online link (http://www.cyberdriveillinois.com/departments/business_services/corp.html) to review your status on the Secretary of State's website.

5) Q. Is it acceptable for my CACFP funds to be involuntarily withheld to pay delinquent expenses owed to the State of Illinois or the Internal Revenue Service (IRS)?

A. No. CACFP regulations, 7 CFR 226.6(b)(2)(vii), require organizations participating in CACFP to be financially viable. This includes remaining in good standing with the State of Illinois and the IRS. FNS 796-2, Revision 3, states only expenses associated with the administration and operation of CACFP can be paid for with CACFP funds. You are responsible for complying with the requirements in this publication regarding CACFP financial management issues. Any delinquent expenses owed to the State of Illinois or the IRS (and any penalties incurred) cannot be paid with CACFP reimbursement. Your organization can be declared seriously deficient when CACFP funds are involuntarily withheld.

6) Q. What kind of training is required and how often must I conduct training for staff to meet CACFP regulations?

A. There are two different requirements to meet CACFP regulations.

a. CACFP Training Mandatory training on CACFP policies and procedures must be conducted annually for key staff with CACFP responsibilities. Key staff includes the owner of private for-profit child care center, director, cook, and other persons with CACFP record keeping responsibilities. The training can be individualized for each person specific to their job responsibilities or conducted as group training so everyone can learn from the information presented. Training must be conducted annually and for any new facility added to CACFP.

Sponsoring organizations with more than one CACFP facility must ensure key staff from their institution, key staff from each sponsored center, and all monitors are trained annually and any new facility prior to beginning CACFP. The training should be appropriate to the level of staff experience and their duties. This training must include, at a minimum, instruction on CACFP meal patterns requirements (the infant meal pattern when applicable), meal counts procedures, submission of monthly claims, an explanation of how CACFP reimburses for meals, and other record keeping requirements. The monitors must also be trained on what to look for during a review and how to complete a review document.

b. Civil Rights Training Training on civil rights requirements is mandatory so all persons involved in all levels of CACFP understand these requirements. For information on civil rights, refer to our website at www.isbe.net/nutrition and click on Child and Adult Care Food Program.

To document your training, complete *Documentation of Training* form (ISBE Form 67-25).

POLICY BULLETIN BOARD

The Serious Deficiency Process in the Child and Adult Care Food Program

Part 1—What Problems Are Serious Deficiencies?

The Serious Deficiency Process is used in order to ensure institutions fully and permanently correct Program deficiencies. If your institution receives a serious deficiency notice (sent via certified mail), this notice should be a "wake up" call that there are serious problems in the operation of the Program and immediate action is required to correct the problems.

Serious deficiencies are commonly identified through reviews, audits, as the result of complaints, or by information provided from other divisions in the State Agency or other State Agencies.

Federal regulations identify problems that are considered serious deficiencies; however, the list is not all inclusive. A problem is considered a serious deficiency when the problem

impacts one of the three major areas that is necessary for successful program operations—financial viability and financial management, administrative capability, and program accountability (commonly referred to as VCA).

The most common reasons institutions are declared seriously deficient are:

- The results of a review or audit indicate serious deficiencies.
- An institution fails to repay CACFP a debt within the required timelines.
- A complaint is received regarding an institution or facility.
- An institution fails to meet A-133 Audit requirements.
- An institution fails to respond or adequately respond to a review or audit.
- An institution has had involuntary withholding of CACFP funds (state or federal).

Once problems have been identified as serious deficiencies, there are four elements in the Serious Deficiency Process: serious deficiency notification, corrective action, evaluation of corrective action, and resolution (closure of the seriously deficient status or termination). These four elements will be discussed in the next issue of Mealtime Minutes.

Meal Times

The times meals are served is collected on the Site Application. Please report the correct meal service times. If you have two meal service times for the same meal/snack (for example, you serve an afternoon snack to the young children at the child care center and again to the school-age children when they arrive), list the begin time of the first meal service and the end time of the last meal service.



Meal Reimbursement Rates for July 1, 2007, Through June 30, 2008, Posted Online

The Child and Adult Care Food Program meal reimbursement rates are posted on our website at <http://www.isbe.net/nutrition>. The current rates are posted as soon as this office receives them.

TRAINING

Refresher Training for Institutions Participating in CACFP

Refresher Training for Institutions Participating in Child and Adult Care Food Program are scheduled monthly through September 2008. The training alternates between locations in northern and central/southern Illinois. This training covers record keeping requirements including eligibility determination, meal counts, meal pattern requirements, financial reporting and analysis, and other CACFP requirements. Registration will begin at 11:30 a.m., with the training starting at 12 noon and ending at 4:30 p.m.

Register on our website at <http://www.isbe.net/nutrition>, click on the blue box for the *Child and Adult Care Food Program* at the bottom of the screen, and then click on the yellow box

Workshop/Training Schedule. You will see a list of different trainings events, dates, and locations. Make sure you register for the right training and register each person who will attend. Space is limited at each location; if registration is full, register for training at a later date.

Make sure you eat lunch before attending the training. Beverages will be provided during the break. Since room temperatures are unpredictable, we recommend you wear layers so you can be more comfortable.

FOOD SERVICE AND NUTRITION

Fresh Apple Cider Safety



Pasteurizing apple cider helps kill dangerous bacteria without noticeably affecting the flavor of the product.

Unpasteurized apple cider may contain the dangerous *E. coli* bacteria (*E. coli* O157:H7), which can cause serious illness.

While the risk of fresh (unpasteurized) apple cider becoming contaminated by *E. coli* O157:H7 is low, certain people are at greater risk of complications from food-borne pathogens, especially children, the elderly, and people with a weakened immune system. These individuals should take precautions to protect themselves from any food that might be contaminated. This includes boiling unpasteurized apple cider or only drinking pasteurized cider or juice.

Some kinds of juice and cider have not been pasteurized and may contain harmful bacteria. *Children on field trips to apple cider mills or farm markets should not drink unpasteurized cider*. Unpasteurized or untreated juice is normally found in the refrigerated sections of grocery stores, health-food stores, cider mills, or farm markets. Such juices must include this wording on the label: *WARNING: This product has not been pasteurized and therefore, may contain harmful bacteria that can cause serious illness in children, the elderly, and persons with weakened immune systems.*

If you cannot tell whether a juice has been processed to destroy harmful bacteria, either do not use the product or boil it to kill any harmful bacteria. The symptoms of *E. coli* O157:H7 can include stomach cramps, vomiting, fever, diarrhea, and possibly bloody diarrhea, and can occur within two to ten days of consuming contaminated food. These symptoms may be followed by conditions that can cause kidney failure, a need for kidney dialysis, or even death.

Cider which is contaminated by *E. coli* O157:H7 does not look, smell, or taste different from normal apple cider.

Focus on Fiber Needs

Are children and adults in America eating enough fiber? How can we improve our dietary fiber consumption and why should we even try?

Why do we need to consume fiber-rich foods? Fiber helps to improve the health of the digestive system, lower cholesterol, and fill us up. Dietary fiber is plant material that our body cannot digest, but is important for normal bowel function. One

advantage of eating fiber-rich foods is that these foods usually contribute other important minerals and vitamins. The two classifications of fiber are soluble and insoluble. Fruits, vegetables, whole-grain and fortified foods, whole grain cereals, beans, and legumes are good sources of both soluble and insoluble dietary fiber. To help reduce cholesterol, eat soluble fiber which includes oat bran, oatmeal, beans, peas, rice bran, barley, citrus fruits, strawberries, or apple pulp. Insoluble fiber promotes a healthy digestive system; these foods include whole-wheat breads, wheat cereals, wheat bran, rye, rice, most other grains, cabbage, beets, carrots, brussel sprouts, turnips, cauliflower, and apple skins.

What are our needs? For children, one formula is to take the child's age and add five. For example, a four-year old would need nine grams a day (age 4 + 5). This formula applies to children through the age of 15. For persons over age 15, most organizations recommend adults get 25 to 30 grams a day. Presently we get on average, 15 grams. Another formula is to consume 14 grams of fiber per 1,000 calories daily.

Is it possible for us to increase our fiber intake? Certainly! Fortunately, food manufacturers continue to develop and offer higher-fiber food formulations to the public. Cereal manufacturers are providing whole wheat in their cereals. Grocery stores offer new and different fruits and vegetables. Remember to add variety in your fiber food choices to maximize your fiber intake. To increase fiber in your diet, consider the following practices:

- Choose fiber-rich snack choices, such as nuts, fresh fruits and veggies, and whole-grains.
- Add nuts, bran, dried fruit, and wheat germ to cereals and baked goods.
- In baked products, use whole wheat flour. Begin by using 25 percent, and gradually increasing the ratio of whole wheat to white flour. Add wheat germ, bran, or bulgur to baked goods.
- Become a label reader! Read the Nutrition Facts label.

Dietary fiber, in grams, is listed on food packaging under *Total Carbohydrates* on the Nutrition Facts label. Read labels carefully. High-fiber foods contain 5 grams or more of fiber per serving. Good sources of fiber are foods that provide 2.5 to 4.9 grams per serving. When reading the Nutrition Facts label, be cautious to read the serving size so when you are comparing two products, you are comparing similar serving sizes.

Some examples of good sources of fiber include the following:

- 1/2 cup cooked navy beans (9.5 grams)
- 1/2 cup cooked lima beans (6.6 grams)
- 1 medium baked sweet potato with peel (4.8 grams)
- 1/2 cup cooked green peas (4.4 grams)
- 1 medium raw pear with skin (4 grams)
- 1 medium baked potato with skin (3.8 grams)
- 1 ounce almonds (3.3 grams)
- 1 medium raw apple with skin (3.3 grams)
- 1/2 cup raisins (3 grams)
- 1/4 cup baked beans (3 grams)
- 1 medium orange (3 grams)
- 1 medium banana (3 grams)

Another resource available to identify and compare food sources of fiber is available at <http://www.health.gov/dietaryguidelines/dga2005/document/html/appendixB.htm>. Scroll to Appendix B-8 (Food Sources of Dietary Fiber) of the *Dietary Guidelines for Americans 2005* which lists over 50 food items.

New Items Available Through the Nutrition Education Loan Library

Visit the online catalog at <http://www.kidseatwell.org> for the items listed below and additional nutrition, wellness, and food safety materials. If you have questions regarding our Nutrition Education Loan Library call us at 800/545-7892 or contact us via email at cnp@isbe.net.

1152 Childhood Obesity: Preventing Obesity Volumes 1 and 2 (Ages Birth–6)—Volume I: Feeding Your Baby (Birth–1) provides information about age appropriate food choices for babies and the importance of positive, nurturing eating experiences. *Volume II: Young Children Eating Right (Ages 1 to 6)* provides information related to nutritious eating and healthy lifestyles. Also included are tasty snack and meal ideas, along with how to deal with choosy eaters.

1161 Color Me Healthy—Color Me Healthy is a nutrition and physical activity program for children ages four and five that is designed to stimulate all the senses of young children: touch, smell, sight, sound and, of course, taste. Components of Color Me Healthy include: a teacher's guide, reproducible parent newsletters, three posters, four sets of picture cards, hand stamps, and original music (tape and CD).

1211 Serve Safe 2006—The National Restaurant Association Education Foundation—The information in this book will help you apply critical food safety practices. This book can be used to learn food safety principles, teach your team, sharpen your training skills, and evaluate your current food safety practices.

1224 Gluten-Free Food for Kids—This is a wonderful book for food service personnel or child care workers who are preparing meals for children with an allergy to gluten. This book contains over 150 family-tested recipes of gluten-free foods for kids. The author also provides information on celiac disease, advice for managing meals, trouble-shooting for bakers, and more.

1234 MyPyramid for Kids—Level 1—The U.S. Department of Agriculture (USDA) has developed these lessons to help teach young children about MyPyramid. The lessons feature a graphic developed specifically for young children titled MyPyramid for Kids. They are designed to integrate nutrition and science, math, health, and language arts. Physical activity is also emphasized.

1235 Start Smart Eating and Reading—Fun-filled breakfast, nutrition, and reading program for K–2nd grade students. This nutrition curriculum is filled with fun games, lessons, coloring pages, and songs to make learning about food and nutrition fun. There are handouts, tips for teachers, and resources.

1239 Recharge—ReCharge! is a new after-school program designed to help children learn about and practice good nutrition and physical activity habits through fun, team-based strategies. It focuses on four core concepts: Energy In, Energy Out, Teamwork, and Goal-setting.

Team Nutrition Event Calendar



Planning special events keeps your food service operation fun and exciting for your children. Visit the Team Nutrition website (<http://teammnutrition.usda.gov/>)

(<http://teammnutrition.usda.gov/Resources/Calendar/index.htm>) for a month-to-month event calendar.

Taste the Colors Lesson Plan

Taste the Colors is a simple 20-minute lesson plan for children ages 3–4, encouraging them to touch and taste fruits and vegetables and describe their colors, shapes, sizes, and smell. It is posted at <http://www.fns.usda.gov/eatsmart/playhard/collection/PowerPlans/Kids/tastecolors.pdf>.

Mealtime Minutes Indexes Online

Have you been looking for an article you recall reading in a former *Mealtime Minutes*? One easy way to find that particular article is to reference the indexes posted at <http://www.isbe.net/nutrition>. The article listings are based by topics: administration, training, policy bulletin board, food service and nutrition, and other. Please note also that *Mealtime Minutes* issues are posted from 2003 through most recent issue.



Illinois State Board of Education

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CALENDAR OF EVENTS

N O V 2007	12	Veterans' Day Holiday—ISBE Office Closed
	11-17	American Education Week
	13	Refresher Training for Institutions Participating in the CACFP—Oak Lawn
	15	Orientation for New Institutions—Springfield
	22-23	Thanksgiving Day Holidays—ISBE Office Closed

D E C 2007	13	Refresher Training for Institutions Participating in the CACFP—Springfield
	25	Christmas Day—ISBE Office Closed

J A N 2008		View http://www.isbe.net/nutrition to download the January issue of Mealtime Minutes and archived copies.
	1	Year's Day Holiday—ISBE Office Closed
	15	Orientation for New Institutions—Springfield
	17	Refresher Training for Institutions Participating in the CACFP—Oak Lawn

F E B 2008	12	Lincoln's Birthday—ISBE Office Closed
	14	Refresher Training for Institutions Participating in the CACFP—Collinsville
	18	President's Day—ISBE Office Closed
	29	Leap Year Day



RETURN SERVICE REQUESTED

