

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

ADMINISTRATION

Fiscal Year 2009 Begins October 1 Is Your Child and Adult Care Food Program Application Approved?

Annually, you must let us know that you want to continue to participate in the Child and Adult Care Food Program (CACFP). The renewal application process occurs each year during August and September as the federal fiscal year begins October 1. The renewal application for fiscal year (FY) 2009 was due September 19, 2008.

The renewal application process includes submitting an updated Site Application(s), a Sponsor Application, and an Annual Budget and Management Plan as needed. Review the status of your 2009 application to ensure you received approval for the new fiscal year of the CACFP.

Governing Boards in the Child and Adult Care Food Program

An important management control in your organization is the governing board. All Child and Adult Care Food Program organizations except sole proprietorships are required to have a governing board.

A governing board:

- Determines the mission and purpose of the institution
- Provides critical oversight and accountability
- Ensures compliance with regulatory requirements
- Is responsible for policy setting, fiscal guidance, and ongoing governance

The governing board should thoroughly examine and evaluate the procedures the organization has in place to ensure compliance with CACFP regulatory requirements. As a result, the organization should provide training on Program regulations, policies, and procedures for board members. This training should be on a continuous basis to meet the changing needs and requirements of the Program.

Although a sole proprietorship is not required to have a governing board, the owner of the organization should be responsible for the same functions as the governing board (as indicated above).

It is important to note that CACFP regulations require the chairperson of the board and executive director (or the owner in the case of a sole proprietorship) to be responsible principals in the event an institution becomes seriously deficient. Therefore, the key

individuals listed on the CACFP Sponsor Application must be the actual individuals in these positions and they must be aware their names are on the CACFP Sponsor Application. In addition, a federal tax-exempt, not-for-profit organization **cannot** list the same individual as the executive director and the chairperson of the board on the CACFP Sponsor Application. You must make changes and updates throughout the year to individuals on the CACFP Sponsor Application through the Child Nutrition Application/Claims Entry System (ACES).

Financial Reporting Time!

Each year organizations report expenses associated with the operation of the Child and Adult Care Food Program. The fiscal year 2008 Annual Financial Report (AFR) is due Monday, December 15, 2008. The 2008 AFR reflects the expense activity for the food program from October 1, 2007, through September 30, 2008.

Federal Regulation 7CFR226.15(e)(13) states that each institution participating in the CACFP shall keep documentation of nonprofit food service. A nonprofit food service means CACFP reimbursement is 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 months to gather your annual information. To simplify this process, use the 2008 AFR Data Collection Spreadsheet; it is a Microsoft Excel tool available on our *Forms, Documents, and Resources* webpage at http://isbe.net/nutrition/htmls/forms_cacfp.htm.

To submit the AFR:

1. Submit all Claims for Reimbursement through September 2008.
2. Compile your yearly expense summary.
3. Log into *IWAS*, choose *System Listing*, enter *Child Nutrition ACES*, choose *Applications and Claims*, and then select the following options in the order listed.
 - a. *Applications*
 - b. *Sponsor*
 - c. *CACC*
 - d. *2008*
 - 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.

NOTE: Organizations not submitting an AFR by December 15, 2008, are seriously deficient.

The Question & Answer Corner

1) Q. Our institution's board chair and executive director have changed since submitting the current application. Do we need to update this information on the CACFP application?

A. *Yes. If your institution's board chair and/or executive director have changed, you must update your current CACFP application. In addition, if the mailing addresses of the board chair and/or executive director have changed, you must also update this information. To do this, open your CACFP Sponsor Application in Child Nutrition Application/Claims Entry System (ACES), make the necessary changes, and click Submit to ISBE. If these people are also authorized representatives, that information is read-only, you will need to click on the Request Change button to submit your request.*

2) Q. Does the Illinois State Board of Education license or approve independent consultants who offer CACFP services to child care centers?

A. *No. Private consultants charging a fee for their services do so without any notification to the Illinois State Board of Education. This agency does not know who the private consultants are and therefore, does not know whether they ever attended CACFP training, or clearly understand CACFP requirements. When hiring a private consultant for CACFP services, you are doing so at your own risk. Do not confuse a private consultant with a sponsoring organization of unaffiliated child care centers allowed to charge a fee. There is a big difference. The sponsoring organization of unaffiliated child care centers charging a fee has an approved application with this agency and receives CACFP reimbursement from this agency that they then disburse to the child care centers under their sponsorship.*

3) Q. How should child care centers document that parents want to provide their own infant formula, rather than the use the type of formula provided by the center?

A. *All child care centers caring for infants MUST have parents complete an Infant Formula/Food Waiver Notification. There must be a waiver on file for EVERY infant in your care. When completed, the waiver shows exactly what each infant should receive, whether the parents want the center to provide the formula/food, or the parents provide it themselves. The waiver is available on our website in both English and Spanish.*

4) Q. Is there a limit to the amount of sugar that can be in a grain/bread product?

A. *No. The Meal Chart for Children for the grains/*

bread's criteria for determining acceptable grains/breads is based on if the product is enriched or whole-grain or made from enriched or whole-grain, meal or flour. However, when deciding which items to serve from the grains/breads chart, some foods listed may contain more sugar, salt, and/or fat than other items. This should be a consideration when deciding how often to serve them. When reviewing the grains/breads chart, some items are allowable only as a dessert for a snack while others are allowable only for breakfast and/or snack. Refer to the Grains/Breads Requirements that is part of the Meal Chart for Children for more details.

5) Q. We purchase and serve PediaSure® (a protein liquid and mineral drink for children) for lunch for a three-year-old child in our center. The child's doctor completed a *Medical Exception Statement for Food* form listing the food substitution. Can we claim this child for lunch?

A. Yes. Since you have a doctor's food substitution form on file with the food substitution listed and the center is purchasing and serving the substitute food item that the child is able to consume, you may claim this child's meal for reimbursement.

Head Start and Early Head Start Eligibility

All of you operating Head Start programs should already be aware that it is allowable to claim meals/snacks in the free category for all children enrolled in Head Start. This means there is no longer a need for the Household Eligibility Applications. Children enrolled in Early Head Start also qualify for free meals/snacks. This major change came about because of the recent passage of *The Improving Head Start for School Readiness Act of 2007* (Public Law 110-134). Current CACFP Annual Enrollment Forms, Head Start Master Lists signed by a Head Start official, and Meal Participation Records for each meal service must still be maintained.

Mileage Rate

When the purpose of travel is food program-related, the expense for mileage is an allowable expense to the CACFP. The mileage rate for automobile travel is **\$.505** per mile; this is the maximum amount per mile for CACFP-related travel. The mileage rate includes the full cost of operating a vehicle including fuel, depreciation, and maintenance. This does not include parking fees, toll charges, etc., which may be charged separately.

Meal Reimbursement Rates for July 1, 2008, Through June 30, 2009, Posted

The Child and Adult Care Food Program meal reimbursement rates are available on our website at <http://www.isbe.net/nutrition/>. Click on *Child and Adult Care Food Program* at the bottom of the page and you can access the reimbursement rates for centers on the next screen.

Claim Common Cent\$

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



Managing IWAS Accounts—Has Anyone Left Your Organization?

As you start a new fiscal/program year, we recommend you check your IWAS user accounts. IWAS is the ISBE Web Application Security online system used to file applications and Claims for Reimbursement for the Child Nutrition Programs.

Has anyone left your organization recently? Do they still have access to represent your organization through IWAS? Since you have signatory authority as the local IWAS administrator, you are responsible for all people who represent your organization through IWAS.

To view who has access to IWAS within your organization, complete the following:

1. After you log on as the local IWAS administrator, click on the *View Sign Ups* link on the left-hand side of the screen.
2. You can now search for users on this screen. If you press the *Search* button, a list of users under your sponsorship will appear. Click on the individual account holder for whom you wish to revoke access.
3. A list of systems for that IWAS user account will appear with a *Deactivate—All Listed Systems* button appearing at the bottom of the screen.
4. Click the *Deactivate—All Listed Systems* button to revoke access to all systems for that IWAS account holder.
5. Repeat the procedure for each IWAS account. Remember that an individual may have more than one IWAS account.

For other information regarding IWAS, access the IWAS User Guide and/or IWAS training video on the IWAS login page. IWAS is located in the top bar of the ISBE webpage at <http://www.isbe.net/>

POLICY BULLETIN BOARD

To Bid or Not To Bid, That Is the Question!

Regulations had required for-profit organizations to bid contracts for purchases exceeding \$10,000, and not-for-profit organizations to bid contracts for purchases exceeding \$100,000. A recent change to the regulations requires all organizations participating in the Child and Adult Care Food Program to follow formal bid procedures if the contract will exceed \$100,000.

What is required if the contract will not exceed \$100,000? You may always use the formal bid procedures for any contract. However, if the contract will not be for more than \$100,000 and you choose not to use the formal bid procedures, you may use the Small Purchase Agreement Procedures.

Small Purchase Agreement procedures include the following steps:

1. Develop a written purchase description of the services/items
2. Contact potential vendors to receive quotes/bids
3. Document vendor names, contact date, time, and method of contact
4. Record all quotes/bids received and any notification from vendors declining to bid
5. Evaluate quotes/bids for requirements and award lowest bidder
6. Send copy of signed contract to Illinois State Board of Education
7. Maintain documentation in your CACFP folder

More detailed instructions and prototype contract forms are available at www.isbe.net/nutrition by choosing the blue box labeled *Child and Adult Care Food Program*, then choosing the *Forms, Documents, and Resources link*.

FORMS FORUM

User-Friendly Forms

Check out our website for updated forms that allow the user to type, save, and update any information for future use. These forms should be helpful in operating the CACFP. For example, the Master List of Enrolled Children for November 2008, allows you to type in the names of the children and then you may create an updated version for December; retyping the entire document is no longer necessary.

In order to use this new feature, you must have Adobe® Reader® 9 on your computer. Go to <http://www.adobe.com/products/reader/> and click on *Get Adobe® Reader® 9*; this software is **FREE**. On the next screen, click *Download Now*. After the software is downloaded you are required to **INSTALL**—do not forget this step!

A listing of the user-friendly forms follows:

- Edit Checks 1 and 2 (ISBE Form 65-09)
- Meal Participation Record (ISBE Form 68-75)
- Meal Participation Record for Emergency Shelter (ISBE Form 69-04)
- Total Meals Recap (ISBE Form 67-22)
- Master List of Enrolled Children (ISBE Form 67- 95)
- Head Start Master List (ISBE Form 65-10)
- Master List for Emergency Shelter (ISBE Form 67-92)
- Infant Formula/Food Waiver Notification (ISBE IFWN)
- Documentation of Training Form (ISBE Form 67-25)
- Menu Form (ISBE Form 65-11A)
- 21-Day Cycle Menu Form (ISBE Form 65-11B)

Food Vendor Contract Forms UPDATE

The April 2008 *Mealtime Minutes* highlighted our various food vendor contract forms, since then there has been a change. In August 2008, the regulations changed to require all organi-

zations with contracts over \$100,000 to use formal bid procedures. Previously, for-profit organizations were required to use formal bid procedures for contracts over \$10,000. For more details on obtaining a food vendor contract, see the *To Bid or Not to Bid . . .* article in this issue under *Policy Bulletin Board*.

TRAINING

Civil Rights Training

Do not forget to complete your civil rights training for all front-line staff each year. Beginning with the FY2009 Sponsor Application, you are required to answer whether this training was completed and if not, when it will be conducted. You need to record this training on the *Documentation of Training Form* and maintain for your files. For information on what is required in civil rights training, refer to Section 5 in the green *Household Eligibility Information and Other CACFP Requirements*. This resource is available at <http://www.isbe.net/nutrition/>; click on *Child and Adult Care Food Program* and then select *Forms, Documents, and Resources*.

Training Available for Your Staff

Did you know we offer *Refresher Training for Institutions Participating in CACFP*? The training is for new staff with CACFP responsibilities or experienced staff that could use some brushing up on their CACFP skills. You can register for the training at <http://www.isbe.net/nutrition/>.

Make Meals That Hit the Mark—Focusing on Fruits and Veggies

The Dietary Guidelines for Americans recommend children eat 1–2 cups of fruits and 1–2½ cups of veggies every day. Why is it so important for children to eat fruits and veggies? Fruits and vegetables are both important sources of vitamins and minerals that many children are already not getting enough of, like potassium, magnesium, and Vitamin E. Fruits and vegetables also help decrease the risk of diseases.

You are probably asking, “This is all great information, but what are some fun, new ways I can prepare and serve fruits and veggies to children?” Here are some quick and easy ways to add fruits and vegetables to your meals and snacks:

- Make a “dip-it” lunch with an assortment of cut-up fruits (e.g., apples, pears, bananas, and strawberries) and vegetables (e.g., carrots, zucchini, jicama, peppers, cucumber “boats,” and broccoli “trees”), a serving of protein-rich dip (e.g., hummus, cottage cheese, yogurt, nut butters, or bean dip), and whole grain crackers.

- Have a “create your own potato, sandwich, or burrito” where the children can put together their own creation. Offer a variety of vegetable toppings that children can select from to make their own creation such as broccoli, spinach, Romaine lettuce, tomatoes, onions, corn, or peppers.
- Serve baked sweet potato wedges or coins.
- Add a variety of vegetables to soup or chili.
- Top a bowl of cereal or yogurt with fresh or dried fruits like strawberries, blueberries, raisins, or cranberries.
- Serve 100 percent fruit or vegetable juice with meals or snacks.
- Top waffles or French toast with applesauce.
- *Ants-on-a-log* can be celery with cream cheese or pea nut butter topped with raisins.

For more information on how to plan healthy meals, schedule the new *Color My Meals Healthy* training from the Illinois Nutrition Education and Training (NET) Program that will be available in Spring 2009. This training program will help you plan and create meals with “kid appeal” using more fruits and vegetables, whole grain products, lean meats and meat alternates, and fat-free or low-fat milk products.

FOOD SERVICE AND NUTRITION

Fruits and Vegetables Fit Into Any Budget

Almost Everyone Needs to Eat More Fruits and Vegetables. Fruits and vegetables are important to promoting good health. To get the amount recommended, most children and adults need to increase the amount of fruits and vegetables they currently eat every day. The Child and Adult Care Food Program requires a serving of fruit, vegetable, or juice for breakfast; and two fruits, or two vegetables or one of each for a reimbursable lunch and supper. You can select a fruit and vegetable as one of the two components for a snack.

The following tips can help you save money while you shop for more fresh fruits and vegetables.

Before you ever leave to go shopping, plan your weekly meals and snacks. Look through your freezer and dry storage to see what fruits and vegetables you have available to use. Look for store ads and use the ads when planning your weekly shopping list. Plan to buy the fruits and vegetables that are on sale and use them in the meals and snacks for that week. *Think variety!* Add a new fruit or vegetable at least once a month to your planned menus and highlight that item with a fun demonstration and taste test for the children.

After you shop, use fresh fruits and vegetables within a few days after shopping and use frozen and canned fruits and vegetables as needed. Refer to the *Use by Date* for frozen and canned products to maintain the best quality product. While you shop, purchase fresh fruits and vegetables in

season when at their peak and when they tend to be less expensive. That is also the best time of the year to introduce new items to the children in your facility.

Buy whole fruits and vegetables instead of pre-cut or pre-packaged, which tend to be more expensive. However, cut and serve your fresh fruits and vegetables in easy-to-eat portion sizes rather than giving children whole pieces. Children are more likely to consume more fresh fruits and vegetables if served in easy-to-eat portions.

Consider frozen and canned fruits and vegetables if fresh are too expensive. Frozen and canned foods keep longer than fresh and still provide a good source of vitamins and minerals. However, still try to provide a variety of fresh fruits and vegetables in season throughout the year to encourage eating more fresh items.

Shop smartly. Look out for added sugar in canned fruits; look for fruit packed in water or juice.

Consider generic or store brands instead of name brands. Store brands tend to cost less and many times are the same product as the more expensive name brand or have similar taste and nutrition. *Buy in bulk* or in larger bags of frozen fruits and vegetables. If you have the storage space, they may be a better bargain and you can use them as needed. Buy canned or dried beans and use them in place of meat in recipes. Beans tend to be less expensive. Add beans to your traditional recipes made with meat such as chili, soups, and Mexican dishes like burritos. Beans are also a good source of fiber.

Many fresh fruits and vegetables are available year round, but their cost will be higher and the quality may be less when it is not their peak season. Therefore, choose fruits and vegetables in season. Bananas, bell peppers, carrots, and onions are available year round. However, peaches, for example, are at their peak during June through September. Apples are best from September through May each year. Tomatoes are always best if purchased June through August.

For more tips and information, visit <http://www.fruitsandveggiesmatter.gov/> and *A Guide to Buying Fruits and Vegetables* at <http://www.utextension.utk.edu/publications/spfiles/SP527.pdf>.

Fruit and Vegetable of the Month

Try something new this year in the classroom; feature a fruit and vegetable every month with the help of the Department of Health and Human Services, Centers for Disease Control and Prevention at <http://www.fruitsandveggiesmatter.gov/month/>. You can learn about persimmons, rhizomes, exotic fruits, and much more! Create an art project by having children draw the fruit and display the drawings in hallways and classrooms. Using the fruit or vegetable of the month teach the history and how to prepare foods. Remember, taste samples of the fruit and vegetable of the month can really create an enjoyable taste sensation.

Download Allergic Reaction Poster

With the increase in incidences of food allergies, it is important to educate your staff to be able to identify the symptoms, what to do in case a reaction occurs, and to prevent reactions. Download and prominently post the Allergic Reaction poster developed in June 2007, at http://kidshealth.org/Page-Manager.jsp?lic=1&article_set=36693&cat_id=20221.

This information provided by KidsHealth, one of the largest resources online for medically reviewed health information written for parents, kids, and teens. For more articles like this one, visit KidsHealth.org or TeensHealth.org © 1995–2008. The Nemours Foundation. All rights reserved

New Fiscal Year, New Color

By now, you may have noticed the new look to this issue of the *Mealttime Minutes*. In order to help differentiate the *Mealttime Minutes* newsletter by fiscal year, we intend to print each year's issues in a different color. You will easily be able to identify the four issues for each fiscal year.



Illinois State Board of Education

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CALENDAR OF EVENTS

OCTOBER

View <http://www.isbe.net/nutrition/> to download the October issue of *Mealttime Minutes* and archived copies.

- 13 Columbus Day—ISBE Office Closed
- 22 Refresher Training for Institutions Participating in CACFP—Collinsville

NOVEMBER

- 4 General Election Day—ISBE Office Closed
- 11 Veteran's Day—ISBE Office Closed
- 19 CACFP Orientation for New Institutions—Springfield
- 20 Refresher Training for Institutions Participating in CACFP—Arlington Heights
- 27–28 Thanksgiving Day Holidays—ISBE Office Closed

DECEMBER

- 11 Refresher Training for Institutions Participating in CACFP—Springfield
- 25 Christmas Day—ISBE Office Closed

JANUARY

Access <http://www.isbe.net/nutrition/> to download the January issue of *Mealttime Minutes* and archived copies.

- 1 New Year's Day Holiday—ISBE Office Closed
- 12 Refresher Training for Institutions Participating in CACFP—Oak Lawn
- 19 Martin Luther King Jr. Day—ISBE Office Closed

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MINUTES

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