

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

Extending Categorical Eligibility to Households Receiving SNAP and TANF Benefits

On August 27, 2009, the United States Department of Agriculture (USDA) modified a policy related to categorical eligibility for free meals for a child with a Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) case number.

Categorical eligibility means a child is eligible for free meals when they receive SNAP or TANF benefits. The parent just has to list the valid case number on the Household Eligibility Application. If the parent also lists income, ignore the income. The children's eligibility is based only on the SNAP or TANF case number.

NEW POLICY • A Household Eligibility Application with a valid SNAP or TANF case number now allows **ALL children** in the family (listed on the application) to be categorically eligible for free meals.

OLD POLICY • In the past, if one child in the household received SNAP or TANF benefits but the other children in the same household were not receiving those benefits, a separate application was completed listing the household's income.

To implement this policy you are allowed to go back and review the Household Eligibility Applications with an effective date of July 1, 2009, or after. If you find an application that meets the new policy criteria above, you may adjust your claim.

New Fiscal Year, New Color

As the new 2010 fiscal year starts, please note the NEW bright print colors of orange and yellow on this *Mealtime Minutes* newsletter. This is intentional to help sponsors identify, as well as catalog the newsletters, by fiscal year.

2008–2009 *Mealtime Minutes* Index Posted

If you are looking for an article in a previous Mealtime Minutes, visit the posted Mealtime Minutes indexes to help you find it. Go to www.isbe.net/nutrition/htmls/newsletters.htm and click on the year you desire. The articles are sorted alphabetically by topic area; Administration, Policy Bulletin Board, Forms Forum, Training, and Food Service and Nutrition.

ADMINISTRATION

Fiscal Year 2010 Child and Adult Care Food Program Application Renewal

Every year you are required to submit a renewal application to participate in the Child and Adult Care Food Program. The fiscal year 2010 application is for the period of October 1, 2009, through September 30, 2010. The application has been available on Child Nutrition ACES since August and was due September 18, 2009. Please check to make sure all Site and Sponsor Applications are in the approved status. Also, read the approval letter. The letter can be found under the *Sponsor Links*, then *Document Archive*. Make sure the appropriate meal services are listed for each site, along with the capacity or enrollment.

If you have not submitted the application or the application is not approved your organization will not be allowed to claim meals for October 2009. Do not lose out on reimbursement; review the status of your 2010 application today!

Annual Financial Report Requirements for 2009

As the program year for fiscal year 2009 is completed, financial records need to be finalized and prepared for reporting. Each year by December 15, the Annual Financial Report (AFR) is required to be submitted online. The 2009 AFR reflects the expense activity for your food program from October 1, 2008, through September 30, 2009.

Federal regulation 7 CFR Part 226.15(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 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 months to gather your annual information. To simplify this process, use the *2009 AFR Data Collection Spreadsheet*; it is a Microsoft® Excel tool available under *Forms, Documents, and Resources*, then *Monthly Forms to Operate CACFP* on our web page at http://isbe.net/nutrition/htmls/forms_cacfp.htm.

To submit the AFR, submit all Claims for Reimbursement through September 2009. Then, compile all food program expense from October 1, 2008, through September 30, 2009. Next, log into *IWAS*, choose *System Listing*, enter *Child Nutrition ACES*, choose *Applications and Claims*, and

then select the following options in the order listed:

Search Type:	<i>Applications</i>
Application Type:	<i>Sponsor</i>
Search Criteria:	<Should be empty>
Program Type:	<i>CACC</i>
Program Year:	<i>2009</i>
Application Status:	<i>All</i>

Click on the blue *Search* button. Then, click on the *Links* drop-down menu and select *Annual Financial Report*. 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, 2009, may be declared seriously deficient.



H1N1 Virus

How does the 2009 H1N1 virus spread?

Flu viruses are spread mainly from person to person through coughing or sneezing by people with the H1N1 virus. Sometimes people may become infected by touching something—such as a surface or object—with flu viruses on it and then touching their mouth or nose.

What are the signs and symptoms of this virus?

The symptoms of 2009 H1N1 flu virus include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, and fatigue. A significant number of people who have been infected with this virus have also reported diarrhea and vomiting.

What can I do to protect myself from getting sick?

It is recommended to have the H1N1 vaccination.

Also, take these everyday steps to protect your health:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the used tissue in the trash. It is also recommended to cough or sneeze into shirt sleeve or elbow, keeping hands free of germs.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
- Avoid touching your eyes, nose, or mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- If you are sick with flu-like illness, stay home for at least 24 hours after your fever is gone. (Your fever should be gone without the use of a fever-reducing medicine.) Keep away from others as much as possible to keep from making others sick.

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What household cleaning should be done to prevent the spread of influenza virus?

To prevent the spread of influenza virus it is important to keep surfaces (especially tables, surfaces in the restrooms, kitchen counters, and toys for children) clean by wiping them down with a household disinfectant or chlorine bleach according to directions on the product label.

Other Useful H1N1 Resources

- Centers for Disease Control and Prevention (<http://www.cdc.gov/h1n1flu/>)
- Illinois Department of Public Health (http://www.idph.state.il.us/h1n1_flu/index.htm)

The Question & Answer Corner

The following questions apply to the At-Risk After-School Snack/Supper Program

- Q.** We operate several At-Risk After-School Snack/Supper Programs. Are we required to use the same method to collect attendance at each location?

A. No, use the method that works best for the programs. You can use different methods in the same building. For example, in one building you could have three different types of programs operating, a classroom that assists with reading, a classroom that assists with math, and a large area for general tutoring and enrichment activities. The students in the reading and math classrooms may attend that program every day, so an enrollment roster listing all the student's names would work well; however, that method would be extremely cumbersome for the large group of students, a sign-in sheet would work much better.
- Q.** Why do we have to submit a fire and health inspection for the At-Risk After-School Snack/Supper Program every year when we renew our CACFP application?

A. The regulations require the building with the after-school program to meet safety and sanitation standards. This is to prevent children from being put into an unsafe environment; thus, we collect the fire and health inspections each year. The inspections must have been completed within the past 12 months; if there were findings they must be corrected. Department of Children and Family Services (DCFS)-licensed centers and public

- Q.** On days when school is not in session we begin our after-school program at 11 a.m. Normally, we serve At-Risk After-School Supper at 5 p.m. Do we have to stick with that same time frame?

A. No, on days when school is not in session, you can offer At-Risk After-School Snack/Supper Program at any time of the day. For example, if you begin at 11 a.m. you could serve the supper as a lunch. You could even start your program at 9 a.m. and serve the supper as a breakfast. Regardless of the time you serve the meal and the type of meal offered, it still must meet the meal pattern requirements for supper. Therefore, the breakfast or lunch menu would offer a meat/meat alternate, grain/bread, one fruit and one vegetable (or two of each), and a milk. Also, remember you can only claim one meal (supper) and one snack per child per day, so when you serve the supper early you cannot offer supper at the regular time to the same group of students.
- Q.** Are programs that operate during the summer vacation eligible for reimbursement?

A. The At-Risk After-School Snack/Supper Program may not be reimbursed during summer vacation. Organizations that wish to operate programs during the summer when school is not in session may receive reimbursement for meals and snacks through the Summer Food Service Program. There is one exception • If the school used for area eligibility operates on a year-round basis (this does NOT include schools offering summer school), the At-Risk After-School Snack/Supper Program may receive reimbursement all year to the extent these programs are set up to serve "on-track" children.




Claim Common Cent\$

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

Updated Instructions

The instructions for submitting your Claims for Reimbursement online through the Application and Claim Entry System (ACES) have been updated. A new question and answer section is at the end of the instructions and includes information on how to calculate statistical information reported on the claim. You can access the claim instructions at http://www.isbe.net/funding/pdf/cnp_online_claim_instruct.pdf.

Additionally, the instructions are available from directly within ACES. On each of the claim entry screens, there is a  in the upper-right corner of the screen. If you click on that symbol, you can access the instructions. We recommend

you print a copy of the instructions and keep them handy when submitting your claim each month.

REMINDER—October is the start of a new federal/program fiscal year. October claims are part of fiscal year (FY) 2010. September and prior claims are still FY2009. Be sure you are on the correct program year when filing your claims in ACES.

If you have any questions regarding claims, please contact Carol Curto or Gladys Rothenberg at 217-782-5256 or via email at ccurto@isbe.net or grothenb@isbe.net

POLICY BULLETIN BOARD

Reimbursement Rates July 1, 2009, Through June 30, 2010

The United States Department of Agriculture (USDA) has issued the following Child and Adult Care Food Program (CACFP) reimbursement rates. These rates are for children's meals offered at an approved licensed child care center, Pre-K program, before/after-school program, and emergency shelter.

	Breakfast	Lunch/Supper	Supplement
Paid	\$.26	\$.25	\$.06
Reduced-Price	\$1.16	\$2.28	\$.37
Free	\$1.46	\$2.68	\$.74

The reimbursement rates for a snack/supper in the At-Risk After-School Program are \$0.74 for a snack and \$2.68 for a supper.

The rate for cash-in-lieu of USDA commodities for each lunch and supper served to children under the CACFP is \$0.1950. You can also access the meal reimbursement rates on our website at http://www.isbe.net/nutrition/pdf/daycare_reimbursement.pdf.

New Mileage Rate Effective July 1, 2009

When the purpose of travel is CACFP related, the expense for mileage is an allowable expense to the CACFP. The mileage rate for automobile travel is \$.550 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 are separate expenses to the program.

FORMS FORUM

Meal Participation Record

Proper documentation is vital to accurately claiming reimbursable meals in the Child and Adult Care Food

Program. The Meal Participation Record (MPR) is the form used to record meals served to every child.

Step 1 • Prepare MPR Forms for the Month

The blank MPR forms developed by this agency are ISBE 68-75 for centers and ISBE 69-04 for emergency shelters. These forms are available on our website under *Monthly Forms to Operate CACFP*. You need to complete the following information:

- Meal type
- Name of the site (classroom)
- Month and year
- Days of the month the site will be open
- List last and first names of each child enrolled

You can type this information on the form and save it to your computer; you have now created a template that can easily be updated for the next month and saved again to your computer. Complete this step prior to the beginning of the month so everyone has their forms on the first day of the month to record early meal services.

Step 2 • Record Meal Counts

When the children are eating and you can see that a child has received a reimbursable meal that is the time to mark their name on the MPR for the day. Make sure you record the meal on the correct MPR. You should have one MPR for each meal service; double-check to ensure you mark the correct meal form. Some centers color code their MPRs, yellow represents the morning breakfast, pink could be used for lunch, blue for afternoon snack, etc. Keep these records in a safe place; on a clip board would be a good place. The first day a child is served a reimbursable meal, a "1" can be placed in the appropriate day. The second day a child is served a reimbursable meal, a "2" can be placed on that day and this continues on through the month. If a child is not present for a meal, that day can remain blank or an "X" can be placed in that day's box. If a mistake is made, a simple drawn line through is the best choice for making a correction versus correction fluid or trying to cross out the mistake.

Step 3 • Count the Number of Meals Served Daily

After children's meals are recorded on the MPR each day, count the number of meals served and record at the bottom of the form.

Step 4 • Tallying Meal Counts at the End of Month

At the end of the month, each MPR is collected and reviewed. Meals are counted for every child listed on the form and written in the proper claiming category, free, reduced-price, or paid. Only appropriate staff should have access to the eligibility information of the children; this information should be kept confidential. Add the total number of *free* meals and write the total at the bottom the page; do the same with the *reduced-price* and *paid* columns. Add the daily meal counts across the bottom of the page; this number should equal the totals in the free, reduced-price, and paid columns.

Step 5 • Meal Recap

If a site chooses, the Meal Recap sheet is available to simplify the consolidation of meal counts. You need to create a Meal Recap sheet for each meal service. Record the free, reduced-price, and paid totals from each MPR by meal service on the Meal Recap sheet; this will help you generate the grand total of free, reduced-price, and paid meals for each meal service. These totals are then transferred to the monthly site-based Claims for Reimbursement.

All MPRs and Meal Recap sheets must be kept for three years plus the current year.

If the organization has more than one site, the block claiming procedure must be completed at the bottom of each MPR prior to submitting the claim.

TRAINING

What Topics Should We Include in Training?

Every year your organization is required to conduct CACFP training for key individuals with CACFP responsibilities both at the administrative level and at each facility participating in the CACFP. Did you know there are specific topics that should be included in this training? These topics include:

- Meal Pattern Requirements (children and infants): Discuss the food components, serving sizes, and what is included in a reimbursable meal
- Meal Counts: Discuss the form used to record meal counts, when to record meal counts, and how to take accurate daily meal counts
- Claim Submission and Review Procedures: Explain that a claim is submitted only after all records are checked thoroughly to prevent possible errors
- Record Keeping Requirements: Review all the record keeping requirements such as Household Eligibility Applications, milk analysis, and maintaining a non-profit food service
- Reimbursement System: Explain the different reimbursement rates and how the organization receives federal funds for serving reimbursable meals

There are many more topics that could be included for CACFP training. Remember to provide training annually to key individuals and cover the important topics so all persons involved with the CACFP fully understand the requirements of the Program and can fulfill their responsibilities. Keep a record of all trainings using the *Document of Training Form (ISBE 67-25) (July 2008)*, available on our website.

Refresher Training for Institutions Participating in the CACFP

Do you need a little brushing up on CACFP processes, or do you have a new employee? A quick and thorough way to get good training is to register and attend a *Refresher Training*

for Institutions Participating in the CACFP. These trainings are offered every month somewhere in the state. We recommend someone from your organization attends 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

Illinois Rates High for Overweight Children

Look at the children in your center; do you have many that may be overweight? The latest National Survey of Children's Health, based on 2007 data and conducted by the Centers for Disease Control and Prevention, shows childhood obesity in Illinois (at or above the 95th percentile for body mass index). Illinois ranks fourth nationally for obese children, following only Mississippi, Georgia, and Kentucky. The report found one in five Illinois children—20.7 percent—is obese. Another 14.2 percent are overweight.

The report recommends a national strategy to combat obesity that would include preventive services related to weight and nutrition, increasing community nutrition and exercise programs, providing better food to students, making healthy food more affordable, and increasing physical activity at the facility.

As a director of a child care center, you are in a perfect setting to teach good nutrition and proper exercise to young children making a positive impact on them as they start to make their own food choices. Nutrition education materials can be borrowed through the Nutrition Education Loan Library. Take advantage of this great resource at www.kidseatwell.org.

Modified from Chicago Tribune article, July 1, 2009.

Food Service Sanitation Certification

Have you checked the expiration date on your food service sanitation certificate? Do not let it expire. Contact your local health department for more information.

New Team Nutrition Resources for Child Care Providers

Team Nutrition has several new resources to assist child care centers in providing quality nutrition education to preschoolers and their parents. There are MyPyramid for Preschoolers resources, newsletters for parents, as well as several new books on eating healthy. To see what is available now and what is coming, go to http://healthymeals.nal.usda.govhsmrs/TN_Newsletters/TN_Preschool.html.



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MINUTES

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CALENDAR OF EVENTS

OCTOBER 2009

Vegetarian Month

Visit <http://www.isbe.net/nutrition/> to view and download the October issue of Mealtime Minutes and archived copies.

- 12 Columbus Day—ISBE Office Closed
- 15 Refresher Training for Institutions Participating in the CACFP—Springfield

NOVEMBER 2009

Family Stories Month

National Pomegranate Month

Peanut Butter Lover's Month

- 11 Veteran's Day—ISBE Office Closed
- 12 Refresher Training for Institutions Participating in the CACFP—Hillside
- 18 CACFP Orientation for New Institutions—Springfield
- 26–27 Thanksgiving Day Holidays—ISBE Office Closed

DECEMBER 2009

Safe Toys & Gifts Month

Stress-Free Family Holidays Month

- 10 Refresher Training for Institutions Participating in CACFP—Collinsville
- 24 Christmas Day—ISBE Office Closed

JANUARY 2010

Family Fit Lifestyle Month

Visit <http://www.isbe.net/nutrition/> to view and download the January issue of Mealtime Minutes and archived copies.

- 1 New Year's Day Holiday—ISBE Office Closed
- 12 CACFP Orientation for New Institutions—Springfield
- 18 Martin Luther King Jr. Day—ISBE Office Closed