

mealtime MINUTES

Your link to the Child and Adult Care Food Program

Illinois State Board of Education

Nutrition Programs

INSIDE This Issue

Visit Our Improved Division Website.....1
Free KidsFest!—Event Just Days Away.....1

ADMINISTRATION

Fiscal Year 2007 Child and Adult Care Food Program Application Is Due.....2
Department of Child and Family Services License Status2
The Serious Deficiency Process in the Child and Adult Care Food Program: Part 3—Responsible Individuals and Responsible Principals and the Appeal Process.....2
The Question and Answer Corner.....3
Claim Common Cent\$3

POLICY BULLETIN BOARD

Income Determination: Family Subistence Supplemental Allowance4
Training Topics for Monitoring Staff.....4
State-Wide Public Release4
Annual Financial Report Due Before December 154

TRAINING

Refresher Training for Institutions.....4

FOOD SERVICE AND NUTRITION

Fruit and Veggies—More Matters!5
USDA Recipes for Child Care Available Online.....5
Healthy Snacks for Any Mood5
Three Great Ways to Boost Students' Calcium, Magnesium, and Potassium Intake.....5

CALENDAR OF EVENTS



Visit Our Improved Division Website

Add a little more color and a lot more links and what do you get? An easier-to-use Nutrition Programs Division website! In an effort to keep you updated on the latest information and resources, we strive to improve our website on a regular basis. Please visit our improved division website and check out some of the newest additions, including updated forms. 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 through the year and updates will be announced in the Mealtime Minutes newsletter. And do not miss out on what is happening—remember to visit our newsletter, electronic calendar, and workshop/training pages regularly!

Free KidsFest!—Event Just Days Away

- Q.** What do you get when you mix 5,000 children K–8 graders, over 50 exhibitors and sponsors, and fun and entertainment for three days?
A. KidsFest-Chicago at the DuPage Expo in St. Charles, October 12–14, 2006.



Marshal arts exhibit



Jr. Chef Challenge participants



A giant pizza adorns the KidsFest entrance

Want to learn more about nutrition and physical activity for kids? Then do not miss this fun and free exposition for K-8 graders and their families this October at the DuPage Expo in St. Charles, Illinois being held October 12–14, 2006. It is not too late to plan to attend this non-stop fun and entertainment event coordinated by the Illinois Nutrition Education and Training Program (NET). This three-day event features exhibits, food tasting, demonstrations, and more! This year's primary sponsors include Sodexo and Radio Disney. Over 3,500 persons attended last year's event. Visit <http://www.kidseatwell.org/kidsfest/> for further information.

Fiscal Year 2007 Child and Adult Care Food Program Application Is Due

Have you submitted the CACFP renewal application for fiscal year (FY) 2007? Has it been approved? Or have you even started? To get started, follow the instructions available under *What's New?* on our division website at www.isbe.net/nutrition. Independent institutions with only one site are required to complete the Sponsor Application and Site Application for FY07. Those institutions that are seriously deficient must also complete the Annual Budget.

To make sure all parts of your application are approved, you need to check Child Nutrition Application and Claim Entry System (ACES). The Sponsor Application, Site Application(s), and Annual Budget and Management Plan, when applicable, must all be approved. If you have not received the approval letter via email, click on the *Links* and select *Document Archive*.

If you find any part of your application is in *Pending* status, please click on the word *Pending* to find out why. It may state 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, please call us to see if we received all the documents. Otherwise, the fewer phone calls we receive gives us more time to approve the applications—after all we have 800 Sponsor Applications; 1,800 Site Applications; 200 Annual Budgets; and 200 Management Plans, not to mention all the fire and health inspections to sort through. Whew! Your assistance is greatly appreciated.

Department of Children and Family Services License Status

When a child care center's license with the Department of Child and Family Services (DCFS) is going to expire, the center must make sure to complete all information necessary to update the license in a timely manner. DCFS places licenses into different status. For example, if DCFS has not received information prior to a license expiring, the status changes to Expired By System. This status is not considered valid and therefore the child care center cannot claim meals for CACFP reimbursement.

The moral of this story is—act quickly when you receive any notices from DCFS to keep your license in good standing. This agency receives electronic files from DCFS twice a month showing the status for all licenses.

The Serious Deficiency Process in the Child and Adult Care Food Program: *Part 3—Responsible Individuals and Responsible Principals and the Appeal Process*

This final article in the Serious Deficiency Process series will discuss responsible individuals and responsible principals and the appeal process as related to the serious deficiency process.

Responsible Individuals and Responsible Principals

When an institution is declared seriously deficient, it must be determined who is responsible for the serious deficiency. The Serious Deficiency Notice will name the responsible individuals and responsible principals that are being held accountable for the serious deficiency. A copy of the Serious Deficiency Notice is sent to each of the responsible individuals and responsible principals. In addition, the regulations require a copy of the Serious Deficiency Notice be sent to the institution's Executive Director and Board Chair even if they are not named as responsible principals.

The CACFP regulations define a responsible principal or responsible individual as:

- (a) A principal, whether compensated or uncompensated, who the State agency or Food and Nutrition Service (FNS) determines to be responsible for an institution's serious deficiency;
- (b) Any other individual employed by, or under contract with, an institution or sponsored center, who the State agency or FNS determines to be responsible for an institution's serious deficiency; or
- (c) An uncompensated individual who the State agency or FNS determines to be responsible for an institution's serious deficiency.

A responsible principal is any staff member who holds a management position within, or is an officer of, an institution or a sponsored center, including members of the institution's board of directors or the sponsored center's board of directors and is responsible for a serious deficiency. This person can be an officer, director, owner, key employee, controlling stock holder, or other person who is directly or indirectly responsible for the management and operation of the institution, whether or not the individual exercises that responsibility.

A responsible individual is any non-principal staff member associated with the institution's operation of the CACFP who bears responsibility for a serious deficiency. A responsible individual can be an employee, a contractor who receives compensation, or someone who is not compensated by the institution.

Institutions do not create or correct serious deficiencies—people do. If the institution is terminated for failing to correct

the serious deficiency, the institution and all responsible individuals and responsible principals will be placed on the National Disqualified List. As required by regulations, institutions identifiable with these individuals will be denied future participation in the CACFP unless the individuals' names are removed from the list.

The Appeal Process (Also Known as the Administrative Review)

Institutions can appeal any adverse action affecting the institution's CACFP participation or Claim for Reimbursement. In addition, responsible principals and responsible individuals proposed for disqualification also have the right to an appeal.

In cases of adverse action, the institution and responsible principals and responsible individuals are given written notice of the basis for the action including procedures on how to appeal. A detailed copy of the appeal procedures can be found on the Nutrition Programs website at http://www.isbe.net/nutrition/pdf/appeal_procedures.pdf.

If the adverse actions are appealed, it is important to follow the appeal procedures exactly because the failure to do so could result in the denial of your request for an appeal. In the event of an appeal request, the adverse actions will not take effect until the Administrative Review Official issues a decision on the appeals.

If there is not a request for an appeal, the institution's agreement will be terminated and the institution, responsible principals, and responsible individuals will be disqualified from future CACFP participation and placed on the National Disqualified List.

The Question and Answer Corner

- Q.** Since the small children in my center fill up so quickly, may I hold back the fruit normally served at lunch and give it to them later? The children would receive the vegetable during the meal.
- A.** *No, all food components, including the two different fruits and/or vegetables must be served as a unit. In other words, all foods meeting the meal pattern requirements for each meal must be served together. No food can be held back. The fruit/vegetable component for lunch or supper could be either a fruit and vegetable, or two vegetables, or two fruits.*

You may also want to look at the types of foods offered, the portion sizes provided, and the times for scheduled meals. Eating fresh fruits and vegetables takes a lot of effort and children can get tired with so much chewing, so offer a variety and included some canned or frozen fruits and vegetables, which are easier to chew. Check the portion sizes offered, maybe you are offering larger than the minimum portion sizes needed for CACFP. Also, check the timing of your meals—they should be at least two hours apart. Serving meals too close together does not allow the child to be hungry for the next meal service.

- Q.** A parent didn't receive the Food Stamp Certification Letter. She completed the Household Income Eligibility Application but the number she provided for food stamps does not meet the criteria for a valid number. She insists her child receives food stamps. What do we do?
- A.** *There is an exception to the food stamp number; she may have received a transitional food stamp number. She should have received an official letter from an IDHS office or case worker telling her she will receive food stamps. This letter is different than the Food Stamp Certification Letter. The official letter will state the child is receiving food stamps and/or TANF cash benefits. The child listed on the letter is eligible for free meals. Only that child listed on the official letter is eligible even if there are other siblings in the same household.*

The facility should attach the official letter to the Household Income Eligibility Application. The application is the document we need for Child Nutrition and the attached letter justifies why the child is approved for free meals with an "invalid" food stamp number.

- Q.** How should parents fill out an enrollment form when their work schedule (and child care needs) varies from one week to the next?
- A.** *When parents work swing or rotating shifts, they should indicate on the enrollment forms that they work multiple shifts, and that their children would be in care for different hours on different days. Although their schedules may be unpredictable, parents should estimate the hours and days they expect their children will most often be in care.*

Claim Common Cent\$

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



How to Calculate Average Daily Participation

Average daily participation (ADP) is reported on each monthly site claim and should be calculated by taking the highest meal service (free meals + reduced meals + paid meals) and dividing by the number of serving days. You should always round up when reporting the ADP on your claim. For example, the highest meal service is lunch (free meals of 300, reduced meals of 210, paid meals of 250, equals total lunches of 760), and the number of serving days is 21. The ADP calculation is 760 divided by 21 which equals 36.19. You would report ADP of 37 because you always round up.

Also, you must break out ADP in October and March and report for the programs listed below:

- ☛ Outside School Hours
- ☛ Private for-Profit
- ☛ Head Start
- ☛ At-Risk After-School
- ☛ Homeless

A few other reminders as we start the new fiscal year:

- ☛ Submit your claims by the 10th of the following month
- ☛ Submit your sponsor Claim for Reimbursement after submitting all your site Claims for Reimbursement (even

if you have only one site, you must still submit a sponsor Claim for Reimbursement)

- The fiscal year runs October through September so September 2006 is FY06 and October 2006 is FY07.

Contact Gladys Rothenberg or Carol Curto at 217/782-5856 regarding any claim questions.

POLICY BULLETIN BOARD

Income Determination: Family Subsistence Supplemental Allowance

The Department of Defense pays certain member of the armed forces and their families a Family Subsistence Supplemental Allowance (FSSA) to help increase the household income. However, for the purpose of determining income on the CACFP Household Income Eligibility Application the FSSA must NOT be treated as income in determining eligibility for free and reduced-price meals.

Training Topics for Monitoring Staff

When you get ready to train your staff with monitoring responsibilities, remember the training must include instruction appropriate to the level of staff experience and duties on Child and Adult Care Food Program meal patterns, meal counts, claims submission and claim review procedures, record keeping requirements, and an explanation of the Program's reimbursement system. Keep written records to document all trainings. Use the Annual Training form available on our website since it includes all the information needed to document training.

State-Wide Public Release

This year renewing institutions will not have to supply the Program Announcement to the newspaper. To meet the requirements of the Child and Adult Care Food Program regulations, the Illinois State Board of Education, Nutrition Programs Division will issue a state-wide Child and Adult Care Food Program Announcement on behalf of all renewing child care institutions for fiscal year 2007. This announcement will be sent to newspapers throughout the state of Illinois. If you still want to send the Program Announcement to the local newspaper to inform the community about your program, feel free to do so. If you wish to view the Program Announcement, go to our website at www.isbe.net/nutrition. Click on the blue box titled *Child and Adult Care Food Program*. The announcement will be listed with the other CACFP items identified by a blue arrow.

Annual Financial Report Due Before December 15

The 2006 Annual Financial Report (AFR) is required to be completed after you submit your September 2006 Claim for Reimbursement and before the deadline of Friday, December 15. The fiscal year 2006 AFR is to be completed for the time period of October 1, 2005, through September 30, 2006. Federal Regulations 7 CFR Part 226.15(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 CACFP food service operation. The Monthly Profit (or Loss) Summary is one tool that helps you collect this information on a monthly basis. Use the AFR Data Collection Worksheet for the yearly gathering of expenses for FY2006 (both forms are on our website). To submit your AFR, log into *IWAS* (ISBE Web Application Security) and go to *Child Nutrition ACES*. In the Search Criteria select *Applications, Sponsor, CACC, 2006, and All*; click *Search*. Choose the *Annual Financial Report* from the Links drop-down menu. Enter the actual expenses associated with operating CACFP for the fiscal year and press the *Submit to ISBE* button at the bottom of the form.

TRAINING

Refresher Training for Institutions Participating in the Child and Adult Care Food Program

Refresher Training for Institutions Participating in Child and Adult Care Food Program (R-TIPs in CACFP) are being scheduled. The trainings will be presented monthly, alternating between locations in northern and central/southern Illinois. This training will cover 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.; the training will start at 12 noon and end at 4:30 p.m.

Register on our website at 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. Space is limited to the first 50 people registered. Register no more than two people from your organization. If registration is full, you need to register for training at a later date.

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

Do not confuse the R-TIPs in CACFP with the New Sponsor Orientation Training. The New Sponsors Orientation Training is for institutions that have never participated in CACFP. That training does not target existing CACFP institutions.

Fruit and Veggies—More Matters!

Whether it is fresh, frozen, dried, or canned, it appears more fruits and veggies are important in our diets according to the Produce for Better Health (PBH) message which is now providing more emphasis on all forms of fruits and vegetables, including canned. A number is not included in the message, however, the message communicates more is better than less. A new brand identity was announced this spring at a PBH Board of Trustees meeting, *Fruit and Veggies: More Matters*. The *Fruit and Veggies: More Matters* theme will replace the 5 A Day campaign, next year. Visit http://www.steel.org/news/newsletters/2006_04/cfa.htm to learn more about *Fruit and Veggies: More Matters*.

USDA Recipes for Child Care Available Online

Alphabetically by Recipe Name

It is October; have you ever considered served pumpkin pudding? Then visit http://www.nfsmi.org/Information/cc_recipe_index_alpha.htm and look under P for a pumpkin pudding recipe. These updated recipes have been filed alphabetically. They originated from the 1999 publication *Child Care Recipes: Food for Health and Fun From USDA's Child and Adult Care Food Program*. These recipes have been standardized, edited for consistency, analyzed for nutrient content, and updated with Critical Control Point (CCP) information based on the 2005 *Food Code Supplement* and 2001 *Food Buying Guide for Child Nutrition Programs*.

Healthy Snacks for Any Mood

Share this information on moods and choosing healthful snacks with your children! Increase the variety of foods your children eat by offering a variety in snacks. Match the mood with the snack. If a child's snacking mood is:

Thirsty! Offer cold skim or low-fat milk, mineral water with lime, chilled vegetable juice, or chilled fruit juice (apple, grape, grapefruit, orange, pineapple, or raspberry).

Smooth! Offer yogurt, banana, papaya, mango, custard, cottage cheese, or a "fruit smoothie." (Fruit smoothie recipe: Blend one cup of skim milk, three ice cubes, your favorite fresh fruit, and a dash of vanilla, cinnamon, and nutmeg in a blender.)

Crunchy! Offer raw vegetables (asparagus, bell pepper, broccoli, cabbage, carrots, cauliflower, celery, or zucchini), apples, corn on the cob, unbuttered popcorn, puffed-rice cakes, or wheat crackers.

Juicy! Offer fresh fruit (berries, cantaloupe, grapes, grapefruit, kiwi, nectarine, orange, peach, pear, plum, or watermelon), a frozen juice pop, or a tomato.

Fun! Offer frozen fruit such as frozen grapes or frozen bananas.

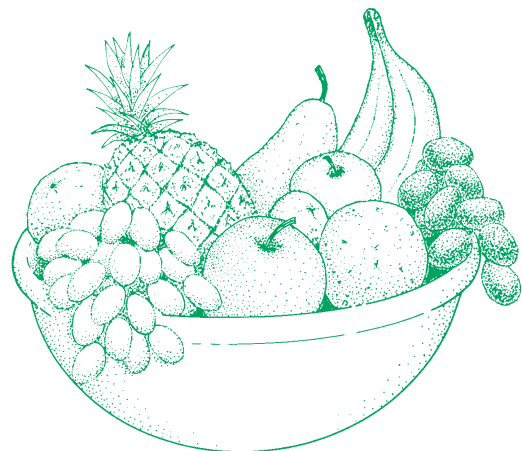
Really hungry! Offer hard-boiled eggs, granola, a sandwich, cereal with milk, a bran muffin, peanut butter (on crackers or bread), or cheese.

Three Great Ways to Boost Students' Calcium, Magnesium, and Potassium Intake

Calcium, magnesium, and potassium are nutrients that children and adolescents typically do not consume enough of. Each of these minerals plays an important role in children's health. Calcium and magnesium are needed for building bones in children as they grow, while potassium and magnesium keep muscles and nerves in top form. Over several years, under-consuming these minerals can lead to significant health problems like osteoporosis, heart disease, or high blood pressure.

The good news is that preventing these problems can and should start at an early age. It is imperative that you encourage the intake of foods containing high levels of calcium, magnesium, and potassium. Here are some practical ways to include rich sources of these minerals in your menus.

- 🍌 **Banana or melon pops:** Fresh bananas or cantaloupe cut in half, dipped in orange juice, and rolled in chopped nuts.
- 🍌 **Baked cheese fries:** Sliced potato, top with cheese, and bake in oven.
- 🍌 **Fruit smoothie:** Blend together pineapple juice (or milk), banana, strawberries, and ice.
- 🍌 **Yogurt parfait:** Layer vanilla yogurt with blueberries, strawberries, raspberries, pineapple, and top with chopped nuts.
- 🍌 **Mini-pizzas:** On an English muffin, spread tomato paste or pizza sauce and add chopped broccoli, shredded carrots, diced peppers, and top with mozzarella cheese. Bake in oven at 450°F for 7–10 minutes or until cheese melts.



CALENDAR OF EVENTS

OCTOBER
2006

View www.isbe.net/nutrition to download the July issue of Mealttime Minutes

Child Health Month

9 Columbus Day Holiday—ISBE Office Closed

12–14 KidsFest-Chicago—DuPage Expo in St. Charles

DECEMBER
2006

25 Christmas Day Holiday—ISBE Office Closed

NOVEMBER
2006

10 Veteran's Day Holiday—ISBE Office Closed

13–19 American Education Week

16 Child Care Centers New Sponsor Orientation—Springfield

23–24 Thanksgiving Day Holidays—ISBE Office Closed

JANUARY
2007

2 New Year's Day Holiday—ISBE Office Closed



Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001
www.isbe.net

Rod R. Blagojevich
Governor

Jesse H. Ruiz
Chairman

Dr. Randy J. Dunn
State Superintendent of Education

An Equal Opportunity/Affirmative Action Employer and Provider
Printed by the Authority of the State of Illinois • October 2006 150 PRT3402720 No. 761



PRESORTED
STANDARD
U.S. POSTAGE
PAID
Permit No.
805
Springfield, IL

RETURN SERVICE REQUESTED

mealttime
MINUTES

Your link to the Child and Adult Care Food Program