Mealtime Minutes

Your Link to the Child and Adult Care Food Program

Illinois State Board of Education Nutrition Programs

INSIDE This Issue

This institution is an equal opportunity provider.

Household Eligibility Applications listing NO INCOME

There are three ways to approve a Household Eligibility Application, either with a:

1. SNAP/TANF (Supplemental Nutrition Assistance Program/Temporary Assistance for Needy Families) case number
2. Income
3. Foster child

This article is specifically addressing an income application with no income. Even though the Household Eligibility Application has no income, it is still considered an income application and the adult signing the application must also include their social security number.

The new format of the Household Eligibility Application allows a parent or guardian to mark two areas to show they do not have income. Part 1 includes a box to *Check if No Income* and Part 4 allows them to list a *zero in the income column*. No matter which way the Household Eligibility Application is completed showing the household has no income the application must still be signed by an adult and the social security number provided or the box marked *I do not have a social security number*.

Part 5 of the application only states if Part 4 is completed the signature and social security number must be provided. This is an oversight, Part 5 should state: SOCIAL SECURITY NUMBER AND SIGNATURE—An adult household member must sign the application. If Number 1 shows all household members have no income or Number 4 is completed above, the adult signing the form must also list his or her social security number or mark the box; *I do not have a social security number*.

Please make sure all applications listing no income or zero income are signed and include the social security number of the adult signing the application.

Reminder!

Update Email Addresses for the Authorized Representative and Contact Person on the Sponsor Application so your institution can receive messages from the Child and Adult Care Food Program.

Index of *Mealtime Minute* Articles

The index for fiscal year 2009 (October 2009 through July 2010) has been posted on our website. The index lists all the articles in the *Mealtime Minutes* for that period by category. You will find it at http://www.isbe.net/nutrition/htmls/newsletters.htm#meal.

ADMINISTRATION

Fiscal Year 2011 Begins October 1 – Is Your Child and Adult Care Food Program Application Approved?

In order to continue to receive reimbursement in the Child and Adult Care Food Program (CACFP), your organization must renew their CACFP application. It is that time of the year. The FY2011 renewal application has been available online since August. The federal fiscal year begins October 1 and the due date to submit the application was Friday, September 17, 2010. Is your CACFP application approved?

The renewal application process includes submitting an updated Site Application(s), a Sponsor Application, and also an Annual Budget and Management Plan when required. Review the status of your 2011 application to ensure you are approved for the new CACFP fiscal year. You cannot claim CACFP meals without an approved application. All applications in pending status must be reviewed by our staff before the end of October. If we need more information, you will be contacted.

Annual Financial Report Requirements for 2010

As fiscal year 2010 is completed, financial records need to be finalized and prepared for reporting. Each year, the Annual Financial Report (AFR) is required to be submitted online by December 15. The 2010 AFR reflects the expense activity for your food program from October 1, 2009 through September 30, 2010.

Federal regulation 7 CFR Part 226.15(e) (13) states that each institution participating in the CACFP shall keep documentation of their nonprofit food service. A nonprofit food service means that 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. Consider using the 2010 AFR Data Collection Spreadsheet; it is a Microsoft® Excel tool, available on our web site at http://www.isbe.net/nutrition/htmls/daycare_centers.htm, under F*orms, Documents and Resources*, then *Monthly Forms to Operate CACFP*, to compile your monthly information into one usable document.

To submit the AFR, you must first submit all Claims for Reimbursement through September 2010. Then, have your AFR Data Collection Spreadsheet accessible, 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:	*Applications*
Application Type:	*Sponsor*
Search Criteria:	<leave blank>
Program Type:	*CACC*
Program Year:	*2010*
Application Status:	*All*

Click on the blue *Search* button. 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, 2010 may be declared seriously deficient.

POLICY BULLETIN BOARD

Reimbursement Rates July 1, 2010, through June 30, 2011

The United States Department of Agriculture (USDA) has issued the following Child and Adult Care Food Program (CACFP) reimbursement rates.

	Breakfast	Lunch/ Supper	Supplement
Paid	$ .26	$ .26	$ .06
Reduced Price	$1.18	$2.32	$ .37
Free	$1.48	$2.72	$ .74

These rates are for children's meals offered at approved licensed child care centers, Pre-K programs, before/after-school programs, and emergency shelters. The reimbursement rates for a snack/supper in the At-Risk After-School Program are $0.74 for a snack and $2.72 for a supper.

The rate for cash-in-lieu of USDA commodities for each lunch and supper served to children under CACFP is $0.2025. You can access the meal reimbursement rates on our website at http://www.isbe.net/nutrition/pdf/daycare_reimbursement_fy11.pdf.

Mileage Rate Effective July 1, 2010

When the purpose of travel is food program related, the expense for mileage is an allowable expense to CACFP. The mileage rate for automobile travel is $.50 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.

And Justice for All Posters

Part of the civil rights requirements is to display the *And Justice for All* poster at every Child and Adult Care Food Program (CACFP) facility. If you need copies of the poster, please email your request to cnp@isbe.net; provide the number of posters needed, and the mailing address.

Crediting Foods Guide

Is the cream cheese on your bagels a reimbursable item for CACFP? What about fig bar cookies or popcorn? These are a few of the many questions answered in the *Crediting Foods Guide* available at http://www.isbe.net/nutrition/pdf/crediting_foods.pdf. This is an excellent, easy-to-use resource to determine how foods contribute toward the meal requirements.

Another resource available to you is *The Food Buying Guide (FBG) for Child Nutrition Programs* (http://www.fns.usda.gov/tn/resources/foodbuying-guide.html) which is the main resource used to decide the contribution foods make toward the meal requirements. The same rules apply for foods prepared on site or purchased commercially.

Remember when planning your menus that creditable foods are those foods that may be counted toward meeting the requirements for a reimbursable meal.

Non-creditable foods are not creditable toward the meal pattern. Non-creditable foods do not meet the requirements for any component in the meal pattern. However, non-creditable foods may supply calories, which help meet the energy needs of participants and may contribute additional protein, vitamins, and minerals. They can be used to supplement the required meal components, to improve acceptability, and to satisfy appetites.

CLAIMS COMMON CENTS

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

As you start submitting claims for the 2010-11 school year, remember that the programs and claims run on a Federal Fiscal Year (FY) of October through September. This means that September and prior claims are **FY 2010**; and claims for October and months after are **FY 2011**. Be sure you select the correct Program Year when filing your claims online.

If the status of the site claim says 'consolidated' or there are numbers already filled in on the claim, it is very likely that you are in the wrong fiscal year. Double-check the Program Year field on the gold bar on the left side of the screen.

If a site claim is not available for a certain month or fields are missing from the claim screen for a program that the site participates in, you will need to update the site application to make the necessary changes.

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

FORMS FORUM

Documentation of Training Form

Each institution participating in CACFP must annually complete training on CACFP and civil rights. The training must be documented with the date, location, instructor, agenda, and name of participants. The Documentation of Training form (ISBE 67-25) was created to record all of this necessary training information.

Key staff should be trained on CACFP requirements. Key staff includes the owner of a private, for-profit child care center, director, cook, and persons with CACFP record keeping responsibilities. Also, did you know there are specific topics that should be included in the CACFP 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 any possible errors
- Recordkeeping Requirements—review all the recordkeeping 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 other important CACFP topics, especially those that deal with the specific procedures your institution has implemented to administer CACFP correctly.

Civil rights training also must be conducted for this same group of staff. Civil rights information is available on our website at http://www.isbe.net/nutrition/htmls/civil_rights.htm. Staff that should be trained on civil rights includes both frontline staff who interact with participants and personnel who supervise frontline staff.

The training for CACFP and civil rights must be reported each year on the CACFP Sponsor Application.

The Question & Answer Corner

Q. We have a family of five in our center, which is trying to fill out their household eligibility application. They have three children in the household, which includes one foster child and two biological children. How many applications does this family need to complete?

A. *Two. One application for the foster child because a foster child is the legal ward of the state and may be eligible for free or reduced-priced benefits regardless of the foster family's income. A foster child is considered a household of one and therefore only reports their personal-use income, not the household's income. The foster parents' household with a family size of four fills out the second application. Since each foster child is a household of one, a foster child is not included in the foster parents' household as a member.*

Q. During the year, you may learn (for example, from the household) that, although one child in the family was directly certified, additional children in the family are not receiving free meal benefits. When would free meal benefits begin for the additional children who were not identified through the direct certification process?

A. *Benefits would begin on the date these children are certified as eligible. The children are not eligible for retroactive benefits, and you cannot claim free meals for these children retroactively. This also applies to children who become eligible for SNAP or TANF benefits or who*

submit an application with a case number during the year.

Q. If I approve a Head Start child as free in July, and add them to our Head Start master list but the parent does not complete the enrollment form until August 1, when may I start claiming that child in the CACFP?

A. *Since you did not have an approved enrollment form for the child until August 1, you may not claim that child in the CACFP until August 1.*

Q. May we use our subsidized billing sheets or the Illinois Department of Human Services Child Care Certificate Report to determine the number of children eligible for free meals rather than collecting Household Eligibility Applications?

A. *No. Subsidized billing sheets or Illinois Department of Human Services Child Care Certificate Reports are only used to document your eligibility to participate as a for-profit facility in the CACFP each month.*

Q. If a child is categorically eligible for free meals based on enrollment in Head Start, is eligibility extended to other children in the household?

A. *No. This policy applies only to children receiving SNAP or TANF benefits.*

TRAINING

Learn How to Color Your Meals Healthy

A quality childhood program supports the health of children. What better place to promote children's health than through the meals you serve?

Illinois NET worked with the Illinois Association for the Education of Young Children to create *Color My Meals Healthy*. This fun and hands-on training will show you how to plan and make healthy meals and snacks. Hear how to add more fruits and veggies to menus. Learn how to identify whole grains, low sodium and lowfat foods. Find out how to save money when buying healthy foods with ideas provided.

Visit www.KidsEatWell.org or call 800-466-7998 to schedule *Color My Meals Healthy* at your center.

Register for the half-day seminar, *Healthy Child Care Training*, hosted by Western Illinois University (203 Knoblauch Hall, Macomb) on Saturday, October 16. The Illinois Nutrition Education and Training Program will present *Color My Meals Healthy* and *Got Dirt? Growing Healthy Kids* from 9:00a.m.-2:30p.m. There is a $12 registration fee (covers the cost of breakfast and lunch).

Contact Penny Corder at PS-Corder@wiu.edu or call 309-298-1085 to register. Make checks payable to Western Illinois University. Mail checks to Western Illinois University, Department of Dietetics, Fashion Merchandising and Hospitality, 1 University Circle, Knoblauch Hall 140, Macomb, IL 61455. No credit cards accepted.

Refresher Training for Institutions Participating in the CACFP

Do you have a new staff member or an employee that would like an update on the Child and Adult Care Food Program (CACFP) requirements? Attend a Refresher Training for Institutions Participating in the CACFP. These trainings are offered every month at varying locations in the state. We recommend someone from your organization attend one of these trainings annually. These trainings are an excellent way for you or your staff to receive information about the program, but remember they do not count as the required annual CACFP training of your own staff. Registration for the workshop is required and can be accessed at http://webprod1.isbe.net/cnscalendar/asp/eventlist.asp.
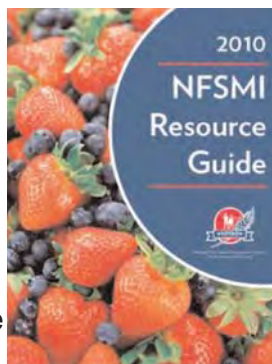
FOOD SERVICE AND NUTRITION

2010 National Food Service Management Institute's Resource Guide

Of the many services that the National Food Service Management Institute (NFSMI) provides, information is critical to support the Child Nutrition Programs. Permanently authorized 16 years ago,

the NFSMI continues to provide current research, information and training and education opportunities. One example of their valuable services is the 2010 NFSMI resource guide that contains over 400 resources free to download. Therefore, to use the items for educational purposes, bookmark, then either download or view the 2010 National Food Service Management Institute's Resource Guide at http://www.nfsmi.org/documentlibraryfiles/PDF/20100209034627.pdf. The resources are categorized by subject area, specifically:

- Breakfast Lunch Training Modules
- CACFP (Child and Adult Care Food Program)
- Competencies, Knowledge and Skills
- Customer Service
- Equipment/ Facility Design
- Financial Management
- Food Production
- Food Safety
- Food Service Management
- Human Resource Management
- Menu Planning
- Nutrient Analysis
- Procurement
- Recipes
- Research
- Satellite Seminars
- School Nutrition Program
- Spanish Language Materials
- Special Nutrition Needs
- USDA Foods (formerly Commodities)

For further information about NFSMI's services, contact them at 800/321-3054, or via email at nfsmi@olemiss.edu.

You may reference the NFSMI website through our http://www.isbe.net/nutrition/htmls/child_adult.htm link as well.

Hand Washing Activity Sheet for Children

A new hand washing activity sheet for young children available in both English and Spanish is available on the University of Nebraska-Lincoln website, http://food.unl.edu/web/safety/handwashing. You can download and use in your educational activities.

This accompanies an English/ Spanish hand washing poster already available on the Web. We hope these are helpful to you in promoting hand washing as we enter the colds and flu season!

Grow It, Try It, Like It!

Grow It, Try It, like It! Preschool Fun with Fruits and Vegetables is a garden-themed nutrition education kit for child care center staff that introduces children to: three fruits - peaches, strawberries, and cantaloupe, and three vegetables - spinach, sweet potatoes, and crookneck squash.

The kit includes seven booklets featuring three fruits and vegetables with fun activities through the imaginary garden at Tasty Acres Farm that can be used to introduce any fruit or vegetable! It also has a CD-ROM with Supplemental Information and a DVD with Cool Puppy Pup's Picnic and Lunch Parties.

Each set of lessons in the six fruit or vegetable booklets contain: hands-on activities, planting activities, and nutrition education activities that introduce MyPyramid for Preschoolers. Use the kit to promote learning at home with fun parent/child activities and family-sized recipes that give tips for cooking with children.

Available: one copy per Child Care Center only, upon request through **Team Nutrition**.

Illinois State Board of Education
100 North First Street • Springfield, Illinois 62777-0001
www.isbe.net

Pat Quinn
Governor

Jesse H. Ruiz
Chairman

Dr. Christopher Koch, Ed.D.
State Superintendent of Education