



**CLAIM DUE DATE CHANGES**

In June 2011, the United States Department of Agriculture (USDA) provided clarification to the Child Nutrition Program Regulations and 60-90 Day Claim Guidance in regards to claim due dates. Previously, the Illinois State Board of Education (ISBE) instructed program sponsors that all original claims must be submitted within 60 calendar days after the end of the claiming month and that upward revised claims must be submitted within 90 calendar days after the end of the claiming month in order to be paid with program funds.

*Your Link to the Child and Adult Care Food Program*

USDA has clarified that Federal regulations require

ALL valid final claims to be submitted no later than 60 calendar days following the last day of the full month covered by the claim. This means that all original claims and upward revisions are due within 60 calendar days. Downward revisions may continue to be submitted at any time.

**Effective with October 2011 claims, all original claims and upward revised claims must be submitted by sponsors within 60 calendar days of the end of the claiming month in order to be paid with program funds.**

**Illinois State Board of Education  
Nutrition Programs**

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**CLAIM DUE DATES**

<u>Claim Month</u>	<u>Due Date</u>
October	December 30
November	January 29
December	March 1 (Feb. 29 if leap year)
January	April 1 (March 31 if leap year)
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29

If you have any claim questions please contact Funding & Disbursements staff at 217/782-5256.

This institution is an equal opportunity provider.

## New Federal Regulations for Independent Board of Directors

In order to comply with the participation requirements of the food program, you must ensure that the makeup of your board of directors meets the new federal requirements.

A board of directors is a group of elected or appointed members who together oversee the activities of an organization. This new regulation applies to any non-profit or for-profit organization that is required by law to have a board of directors.

What is the definition of an independent governing board? An institution's governing board of directors must meet on a regular basis and have the authority to hire and fire the institution's executive director (i.e., the board must be independent of the executive director's control).

If you have a small for-profit child care business and are not required by law to have a board of directors, this regulation does not pertain to you. Sole proprietorships are exempt from this requirement, also.

## ADMINISTRATION

### CACFP Fiscal Year 2012 Application

Have you submitted your renewal application for the fiscal year beginning October 1, 2011? Every year your organization must renew its CACFP application in order to continue to receive reimbursement. The renewal application process includes submitting an updated Site Application(s), a Sponsor Application, and also an Annual Budget and Management Plan when required. You cannot claim CACFP meals without an approved application.

### Annual Financial Report 2011

The Child and Adult Care Food Program (CACFP) Annual Financial Report (AFR) will be available for completion once institutions submit the September 2011 claim. All CACFP institutions must complete an AFR every year. The AFR is due no later than December 15, 2011, and it must be completed online, via IWAS and Child Nutrition ACES.

For step by step instructions on how to complete the AFR, please visit the ISBE website at [www.isbe.net/nutrition/htmls/daycare\\_centers.htm](http://www.isbe.net/nutrition/htmls/daycare_centers.htm).

The AFR documents your non-profit food service program, as required by Federal regulations. All institutions are required to operate a non-profit food service program, which means CACFP reimbursement is used only for the food service operation.

The information used to complete the AFR should come directly from the Monthly Profit or Loss Summary forms. In addition, the AFR Data Collection Spreadsheet can be used to compile your Profit and Loss Summaries from each month. Both of these forms are available at the website listed above.

The AFR is not part of your annual application renewal process. If you fail to submit the AFR by December 15th each year, your institution could be declared seriously deficient in the operation of the program, which could lead to termination from the program. Please complete the Annual Financial Report by December 15!

### Join *Mealtimes Minutes* Newsletter Listserv

To receive quarterly notices of *Mealtimes Minutes* newsletter link, join *Mealtimes Minutes* newsletter listserv. Email: [mtm@list.isbe.net](mailto:mtm@list.isbe.net) and type only the email address to be added in the message section. A confirmation will be sent to the email address provided. For questions regarding Listserv, please email [cnp@isbe.net](mailto:cnp@isbe.net).

## POLICY BULLETIN BOARD

### NEW Monitoring Requirement

A new regulation now requires sponsoring organizations (with multiple sites) to vary the timing of unannounced reviews, so the reviews are unpredictable to the sponsored facilities. Regulations continue to require sponsors to conduct three reviews per year, two of which must be unannounced. One of the unannounced reviews must include observation of a meal service. No more than six months may elapse between reviews.

Unannounced reviews are an effective tool in ensuring Program integrity. They give sponsors the opportunity to document how the facility operates on any given

day and to offer technical assistance. In addition, they offer a first-hand opportunity to detect and identify areas of mismanagement, such as inaccurate meal counts, problems with recordkeeping, menu and enrollment discrepancies, and allow sponsors to initiate immediate corrective action.

However, unannounced reviews that follow a consistent pattern (for example, unannounced reviews that always occur during the third week of any given month, observe only lunches during the entire month, or never occur during the first week of the month when claims are being processed) undermine the intent of the Program's unannounced review requirements. Sponsors are less likely to uncover management deficiencies and Program abuse if facilities can anticipate when their "unannounced" sponsor review is due to occur.

Therefore, sponsors now must ensure that the timing of unannounced reviews is varied in a way that would ensure they are unpredictable to the facilities.

Beginning October 1, 2011, the Illinois State Board of Education will evaluate the timing and pattern of the facility reviews conducted by the sponsor to ensure that they are not predictable, and are in compliance with this requirement.

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## Consumer Price Index

For those facilities that purchase meals from a vendor, please be aware that the Consumer Price Index (CPI) only applies to a contract that can be renewed. The only contract for CACFP that can be renewed is the Invitation for Bid and Contract. Small Purchase Agreements and School Agreements must be re-negotiated every year, thus there is no price increase limit.

Institutions operating on a bid contract have the option to renew the contract each year for up to four years. Renewal of the contract is based on the institution and vendor agreeing on a new price that does not exceed the CPI for the given year. Currently, the CPI is 1.5%. If a vendor cannot accommodate the CPI, then the institution must go out to bid.

Facilities utilizing a Small Purchase Agreement are required to obtain 3-5 price quotes annually and select the lowest price that meets the needs of the facility. This is to ensure that a fair and reasonable

price is secured. Finally, a facility always has the option to decline a vendor's price quote and to search for a better price.

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## Shelf-Stable, Dry, or Semi-Dry, Meat Snack Sticks

Have you ever wondered if you could serve any type of dried meat snacks in the food program, such as beef jerky? Shelf-stable, dry, or semi-dry, meat snacks are not creditable food components and therefore are not reimbursable in any meal or snack served in the Child and Adult Care Food Program. Non-creditable meat snacks include but are not limited to the following products: *smoked snack sticks made with beef and chicken; summer sausage; pepperoni sticks*; meat, poultry, or seafood jerky such as *beef jerky, turkey jerky, and salmon jerky*; and meat or poultry nuggets (shelf-stable, non-breaded, dried meat or poultry snacks made similar to jerky) such as *turkey nuggets*.

While the shelf-stable dried meat snacks mentioned above cannot contribute towards a reimbursable meal or snack, there are some types of meat sticks that may be used in a reimbursable meal. The following meat stick products may be creditable when the product is CN labeled or you have a certified product formulation statement from the manufacturer. The product cannot be made from byproducts, cereals, binders or extenders. Those creditable meat stick products may include:

- Cooked, cured meat and/or poultry sausages, such as Bologna, Frankfurters, Knockwurst, and Vienna Sausage;
- Finger-food types of shelf-stable sticks, usually packed in water, such as *chicken sticks packed in water*, are creditable when offered to children older than 12 months of age;
- Extended meat or poultry "pattie-like" products shaped into sticks which are usually breaded and either frozen or refrigerated; and
- Dried pepperoni when used as a topping on a CN Labeled pizza are creditable.

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## What are Non-Dairy Milk Substitutions and When May they be Served?

If a parent has a child who follows a special diet that doesn't include cow's milk, the parent may now request in writing a non-dairy milk substitution



be served in place of cow's milk. An example would include a child that follows a vegan diet. The parent would provide a written request to the day care facility asking that a non-dairy milk substitute such as soy milk be served in place of cow's milk.

The parent request must identify the medical or other special dietary needs that restrict the diet of the child. A medical statement for that substitution is not necessary since the food substitution is not for a medical disability.

The non-dairy milk substitute is a beverage that **must** be nutritionally the same as cow's milk and has the same nutritional standards for fortification of nutrients found in cow's milk. This includes calcium, protein, vitamin A, vitamin D, and others. Refer to the Nutrition Standards Chart below.

#### Nutrition Standards for Milk Substitute

Nutrient	Per Cup(8oz)
Calcium	276 mg
Protein	8 g
Vitamin A	500 IU
Vitamin D	100 IU
Magnesium	24 mg
Phosphorus	222 mg
Potassium	349 mg
Riboflavin	.44 mg
Vitamin B-12	1.1 mcg

At this time, the only products this agency is aware of that meet the nutritional standards are *8<sup>th</sup> Continent Original* and *Pacific Ultra Soy Plain* and *Vanilla*.

If you cannot determine that the milk substitution meets the nutritional standards of milk substitutes listed in this chart, the product manufacturer must be contacted for additional information. If you do not receive additional information from the manufacturer, the milk substitute may **not** be credited as a milk substitute and therefore the meal and/or snack is not reimbursable.

Q1: Are we required to provide the milk substitute if it is not for a child with a medical disability?

A: No. You have the choice to provide the milk substitute when it is not related to a medical

disability.

Q2: If a parent can request a non-dairy milk substitute that is equivalent to cow's milk, can the parent also request that their child be served whole or 2% milk?

A: No. Milk served to children must be aligned with the current 2010 Dietary Guidelines for Americans which recommend those two years of age and older consume 1% or skim milk.

Q3: If a parent provides a creditable non-dairy milk substitute, can we serve it and still receive reimbursement?

A: Yes. If a parent provides a non-dairy milk substitute that meets the nutritional standards, you may serve the milk substitute and still claim it for a reimbursable meal or snack. Keep their written request for the substitution on file.

Q4: What if a parent agrees to provide non-dairy substitute soy milk but it doesn't meet the USDA nutritional standards; can we serve it and still receive reimbursement for that meal or snack?

A: You should inform the parent about the types of creditable non-dairy milk substitutes. However, if a non-dairy milk substitute is served that doesn't meet the nutritional standards, then you may **not** claim that meal or snack for reimbursement.

Q5: What type of milk should we serve one-year-old children?

A: The milk requirement for one year old children is unchanged at this time. It is recommended, but not required, that children 12 months through 23 months of age be served whole milk only.

Q6: If one-year-old and two-year-old children sit together for the same meal, must I serve them different types of milk?

A: Children two years and older must be served low-fat (1%) or fat-free (skim) milk and it is recommended that children one year of age be served whole milk. You must ensure that children of various ages seated at the same meal receive the appropriate type of milk.

Q7: A mother brought in a medical exception statement from her child's physician showing the child needs to receive soy milk, instead of regular milk, and gave the reason why the child cannot consume regular milk. Her child is not disabled (no medical disability). The mother offered to provide the soy milk that

her child likes, but it DOES NOT meet the nutritional standards established by the USDA for a non-dairy milk substitute. Since we have the medical exception statement, which is not specific to the type of soy milk to be offered, are we allowed to claim the meals and snacks for reimbursement?

A: No. Even though you have the medical exception statement for the child with no medical disability, that child must still receive a non-dairy milk substitute that meets the nutrition standards for non-dairy milk substitute established by the USDA. This is true whether the parent brings in the non-dairy milk substitute or the center decides to provide it, it **MUST** meet the nutrition standards.

Q8: A parent brought in a medical exception statement from her child's physician showing the child is disabled and needs to receive soy milk, instead of regular milk, and gave the reason why the child cannot consume regular milk. The parent offered to provide the soy milk that her child likes, which DOES NOT meet the nutritional standards established by the USDA for a non-dairy milk substitute. Can the center claim the meals for reimbursement?

A: Yes. In the case of a child with a disability, the fluid milk substitute does not need to be nutritionally equivalent to milk. However, the necessary substitutions for that particular disability should be listed on the medical exception statement signed by a licensed physician. The substitution brought from home should match the substitution listed on the physician's statement.

## Reimbursement Rates July 1, 2011, through June 30, 2012

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.

	<b>Breakfast</b>	<b>Lunch/Supper</b>	<b>Supplement</b>
Paid	\$ .27	\$ .26	\$ .07
Reduced-Price	\$1.21	\$2.37	\$ .38
Free	\$1.51	\$2.77	\$ .76

The reimbursement rates for a snack/supper in the At-Risk After-School Program are \$0.76 for a snack and \$2.77 for a supper.

The rate for cash-in-lieu of USDA commodities for each lunch and supper served to children under CACFP is \$0.2225.

## Mileage Rate

When the purpose of travel is food program related, the expense for mileage is an allowable expense to the Child and Adult Care Food Program (CACFP). The mileage rate for automobile travel is \$.51 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

### DCFS License Exemption Request

The DCFS License Exemption Request form (ISBE 68-80) must be used by existing unlicensed facilities and new unlicensed facilities wanting to participate in the Child and Adult Care Food Program (CACFP).

The license exemption process was developed to strengthen the integrity of CACFP. The DCFS License Exemption Request form requires detailed information pertaining to the institution responsible for the program, the program itself, the physical location of the program and the employees and/or volunteers who are associated with the program.

Employees and volunteers must agree to a background check by completing an Authorization for Background Check form (CFS 689). The background check includes an examination of the Sex Offender Registry Service (SORS) and the Child Abuse and Neglect Tracking System (CANTS). The information gathered on both forms will be used by DCFS to make a determination as to whether or not the facility qualifies as license exempt.

The DCFS License Exemption Request form and the Authorization for Background Check form are both available on the website at [www.isbe.net/nutrition/htmls/forms\\_cacfp.htm](http://www.isbe.net/nutrition/htmls/forms_cacfp.htm).

## TRAINING

### Refresher Training

The presentation for the Refresher Training is available on our website, along with the handouts. Check out the registration schedule for a location near you, to keep up to date on the CACFP requirements.

## FOOD SERVICE AND NUTRITION

### Sesame Street Provides “Food for Thought”

Ever try to get a child to eat Kiwi or asparagus? Not an easy task. Now, there is a fun and educational website that can help centers (and parents) educate kids about food. From the folks that bring you Sesame Street skits, come new Muppet characters such as “Super Grover” and “Super Foods” who encourage kids to take a “try it” approach to new foods. The skits are entertaining and use the same concepts which made Sesame Street a respected and renowned resource.

The same website provides centers and parents strategies on how to talk to kids about serious topics regarding food, how to eat well on a budget and some food-stretching recipes. One link, for example, guides adults on strategies for coping with uncertain or limited access to affordable, nutritious food and gives tips for teaching children healthy eating habits.

The website also offers resources and links to downloadable recipes, games and food-related children’s stories. The downloadable *Delicious Day* story for example has Big Bird, Granny Bird and Big Bird’s cousin, Natalie, shopping at a food pantry, making food choices and enjoying a meal together. The site also has some of the same resources in Spanish.



## Whole Grains in Child Nutrition Programs Training Resource

If you have been searching for a timely training topic, or even just need menu items to incorporate more whole grains on your menus; consider viewing the newly released National Food Service Management Institute’s modular training package, Whole Grains in Child Nutrition Programs. The *Whole Grains in Child Nutrition Programs* training package contains six lessons covering the following topics, in addition to whole grain recipes.

- identification of whole grains and whole grain products
- planning menus to increase whole grains
- how to purchase and market whole grains

The training package also includes a Trainer’s manual as well as a Participant’s manual.

### Training Available to Help Shape Healthy Child Care Settings

There is a tremendous movement underway across the nation to reduce the incidence of childhood obesity. Child care centers offer a unique opportunity to become part of this movement to improve children’s health. There are many ways you can make a difference for the children at your center. You can take a few simple steps to serve healthier meals and snacks, provide opportunities for daily physical activity, and engage children in learning about healthy food choices with fun interactive nutrition education activities. Find out how easy it is to have a healthy child care center. Take advantage of the following training programs. Schedule one of the trainings for your center or for a larger conference by calling the Illinois Nutrition Education and Training at 800/466-7998.



Color Me Healthy—Available for a limited time only!—Learn how to utilize the award-winning *Color Me Healthy* curriculum kit to turn nutrition and physical activity lessons into a fun and exciting experience. Discover how to use color and music to show toddlers that eating healthy and being active can be an adventure. Appropriate for *PreK and kindergarten teachers*.



Color My Meals Healthy—This three-hour on-site workshop, developed in collaboration with Illinois Association for Education of Young Children, is a fun and interactive training for child care staff to learn how to plan and prepare healthy meals and snacks affordably. Discover how to make menu enhancements that align with the Dietary Guidelines for Americans. Learn to read labels to identify whole grain, low sodium, and low-fat foods. Appropriate for *Child care foodservice staff*.

Got Dirt? Growing Healthy Kids—Go green! Discover how to create a garden project to bring core subjects alive, encourage healthy eating and increase physical activity for children and adolescents. Learn about garden resources to help you plan and grow a garden to support child wellness initiatives. Appropriate for *PreK through Grade 6 teachers*.

Multicultural Make and Taste—A hands-on, interactive workshop that provides cross-curricular teaching strategies and activities to allow children to explore cultural diversity. Find out how ethnic foods fit in the MyPyramid food groups. Make and taste new recipes from around the world and walk away with lesson ideas that intertwine culture and nutrition. Appropriate for *PreK through Grade 6 teachers*.

NEW! Online Version of Color My Meals Healthy (3 CEUs)—Can't find time to attend training programs? Now the Illinois NET Program in collaboration with NIU eLearning Services has developed an online training program. Take a step toward meeting the Institute of Medicine's recommendations for healthy child care meals. This online training covers the same topics as our on-site training program (described above) but in the comfort of your own home and at your own pace. Log on at [KidsEatWell.org](http://KidsEatWell.org).

Available April 2012! Putting Healthy Child Care Wellness Policies into Action—This workshop will help you adopt child care policies that support children's

health and learning. Policies can help you provide clear, consistent messages that support healthy eating and physical activity habits. Include fun, interactive nutrition education, and daily opportunities for physical activity in your program. Discover the benefits of getting families involved to promote healthy habits. Resources and action steps will be provided. Appropriate for *child care administrators and staff*.



## MyPlate Posters Now Available

Colorful 16" x 20" posters featuring the new food icon, MyPlate, are now available, free of charge, for sponsors in the Federal Child Nutrition Programs, including CACFP. The poster item numbers are USDA221 and USDA 222. The online order form for these and other Team Nutrition resources is located at <http://tn.ntis.gov>. Do not delay; order your MyPlate posters today!

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