

Mealtime Minutes e-Newsletter

Application Fiscal Year 2013

Have you submitted your renewal application for the fiscal year beginning October 1, 2012? It was due September 28th. However, if you have not submitted, do so as soon as possible. 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 if you are a multi-site sponsoring organization. You cannot claim CACFP meals without an approved application. Refer to the [Fiscal Year 2013 Online Application Instructions](#).

Annual Financial Report 2012

The Child and Adult Care Food Program (CACFP) Annual Financial Report (AFR) will be available for completion once institutions submit the September 2012 claim. All CACFP institutions must complete an AFR every year. The AFR is due no later than December 15, 2012, and it must be completed online, via IWAS and Child Nutrition ACES. [Step by step instructions](#) on how to complete the AFR are available on the ISBE website.

The AFR documents your nonprofit food service program, as required by Federal regulations. All institutions are required to operate a nonprofit 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.

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!

Questions and Answers

Q: Is writing "fruit" or "fruit juice" on my menu specific enough?

A: No. You need to be more specific about which type of fruit or fruit juice you are serving. For example, you must write strawberries rather than fresh fruit and apple juice rather than fruit juice. This will ensure that you meet the USDA meal pattern requirements.

October 2012 Issue

Reminders / Due Dates

- Submit **August claim** by the 10th
- Keep **email addresses** current for the authorized representative and the contact person on the sponsor application
- ISBE **closed October 8, 2012** in honor of Columbus Day
- ISBE **closed November 6, 12, 22 and 23, 2012.**

Training Opportunities

Webinar trainings and online module trainings are available at <http://www.isbe.net/nutrition/htmls/workshops.htm>.

View them any time and as often as needed!



Questions and Answers continued...

Q: When am I “required” to make a menu substitution or modification for a child in my center?

A: You are required to make menu substitutions for a child with a disability or life threatening allergy. Meals with substitutions for life threatening disabilities may be claimed for reimbursement when they meet the doctor’s order. The center is required to purchase the designated substitutions, but if the parent volunteers to bring in the substitutions, the center may claim reimbursement only when the center provides at least one of the required components.

Q: If a child is NOT disabled but is unable to eat a certain food due to a medical reason, what documentation do I need on file?

A: A [Physician’s Statement](#) must be maintained on file. Meals with substitutions may be claimed for reimbursement when it meets the doctor’s order. If the parent provides a substitution, the center may claim the meal as long as the center provides at least one of the components.

Q: If a child is NOT disabled but is unable to drink cow’s milk due to a medical reason, must the center provide the substitution? What documentation must be kept on file?

A: The center “may” provide the non-dairy milk substitution to a child who is not disabled, but it is not required. A [Physician’s Statement](#) or a written parent request must be on file for non-dairy milk substitutions. The non-dairy beverage must be nutritionally equivalent to milk.

Q: If a parent wants to bring organic milk from home, there is no medical reason and the center provides the rest of the components of the meal, can the center claim the meal for reimbursement?

A: No. Since the center did not purchase and serve all of the components of the meal, it cannot claim the meal for reimbursement. However, if the **center** purchased a fat-free or low-fat organic fluid milk that met all of the nutritional requirements of fluid milk and continued to provide all the other components of the meal, then the center could claim the meal for reimbursement. This would apply to a child age two or older. For a child age one, the milk would not have to be fat-free or low-fat.

How to Calculate Average Daily Participation (ADP)

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. See the example below.

If the highest meal service is lunch and the number of serving days is 21, then the ADP calculation is 760 divided by 21 which equals 36.19. You would report an ADP of 37 because you always round up.

Free Lunches	300
Reduced Lunches	210
Paid Lunches	250
Total Lunches	760

$$760 / 21 = 36.19$$

ADP = 37 (rounded up)

How to Calculate Average Daily Participation (ADP) continued...

Also, you must break out ADP in October and March. Report a separate ADP for each of the program types listed below, that you are approved to participate in.

Private For-profit Facility
Head Start Program
At-risk Afterschool Program
Outside School Hours Program
Emergency Shelter

The total of the ADPs reported by type cannot exceed the site total. If you only have one type of program then the ADP by type and the site total will be the same. The highest meal service for each type of program should be used to calculate the ADP by type. Note that the highest meal service may be different for different program types (i.e. could be snack for Outside School Hours and lunch for Head Start).

What are the Requirements of a CACFP Audit?

First, it should be noted that a Child and Adult Care Food Program (CACFP) audit is different than a CACFP monitor review. A CACFP monitor review is conducted (at a minimum) once every three years for all sponsors in the CACFP. A CACFP audit is generally performed on those sponsors that are “for-profit”, are receiving CACFP reimbursement of \$100,000 or more annually, and are not eligible for an A-133 audit. The CACFP audits are performed annually unless a sponsor is receiving a monitor review. An audit of a “nonprofit” sponsor or a sponsor receiving less than \$100,000 annually can occur, and those sponsors are usually chosen randomly.

A CACFP audit and a CACFP monitor review are very similar in nature, with a few exceptions. Generally, both an audit and a monitor review will audit/review a sponsor’s recordkeeping system, eligibility documentation of the children being claimed for reimbursement, claims for reimbursement, meal count procedures, menus, the meal service, program expenditures, and provisions for multi-site sponsors, if applicable. Details of these topics to be audited/reviewed can be found in the [Review Checklist](#) or the [For – profit Pre-Audit Checklist](#).

The major difference between a CACFP audit and a CACFP monitor review is that a CACFP audit will ask for CACFP information for the entire current fiscal year to date. This is because CACFP audit procedures require that two random test months be audited/reviewed from the current fiscal year instead of just one, as required in a CACFP monitor review. Consequently, this difference will usually require audits to take up to twice the amount of time to complete.



Processing Vouchers Under \$5

Public Act 97-0969 amended the Warrants, Vouchers, Preaudit section in the State Comptroller Act (15 ILCS 405/9). The Public Act establishes a minimum dollar threshold for processing vouchers that are not paid through an electronic funds transfer (EFT). "An itemized voucher for under \$5.00 that is presented to the Comptroller for payment shall not be paid except through electronic funds transfer." This change was effective September 17, 2012.

If your organization is currently receiving paper checks, any reimbursement that is less than \$5 will be held until reimbursements totaling over \$5 have accumulated and can be sent to the Comptroller for payment. To receive reimbursement regardless of the amount, you should sign up for EFT. Additional information can be found at <http://www.isbe.net/funding/html/eft.htm>. Receiving payments via EFT will ensure an efficient and safe receipt of funds.



Questions regarding EFT can be directed to Funding and Disbursements at (217)782-5256.

Check it out! Resources, Publications, Media Clips

Mealtime Memo for Child Care

In the [August 2012 issue of the Mealtime Memo for Child Care](#), Tips for Gaining Parental Support of Your Child Nutrition Program were shared.



We all know that providing quality and nourishing meals in child care is extremely important for young children. Children need healthful meals to maintain healthy lifestyles and to grow and develop. However, providing meals in the child care facility is only half the battle. A second battle is gaining parental support, but this too can be easily achieved with a few simple steps.

- Step 1: Learn and Implement the Best Practices for Parental Involvement
- Step 2: Inform and Educate Parents about the Child and Adult Care Food Program
- Step 3: Promote and Invite the Parents and the Community

Children's Favorites Cookbook



Check out this nice resource! [Children's Favorites Cookbook](#) includes all kinds of nutritious and fun ideas for meal time.

Order Free Team Nutrition Resources

Did you know that USDA's Team Nutrition offers child care centers free resources to support your efforts in providing nutritious, appealing meals to sponsors enrolled in Team Nutrition? Enrolling in Team Nutrition is easy and free. Enroll at <http://teamnutrition.usda.gov/team.html>. See the listing below for examples of useful resources which are available at teamnutrition.usda.gov/childcare.html.

- Blast Off Game
- Eat Smart. Play Hard. Activity Sheets
- Food Buying Guide for Child Nutrition Programs
- Grow It! Try It! Like It!
- Menu Magic for Children
- Recipes for Child Care
- The Two-Bite Club



Kids Rock Nutrition in the Kitchen



When you involve kids with food preparation, you open the door to a healthy future. If you think that is a challenge, you need to see Nutrition.gov's newest [video](#) to see how easy it is for kids to create a build-it-yourself meal. The video features a Nutrition.gov chef, who is also a registered dietitian, helping kids prepare a healthy and tasty meal of chicken (or fish) veggie packets and a simple, no-bake yogurt parfait dessert. You can play the video right from the [Nutrition in the Kitchen](#) webpage, which also has links to resources on age-appropriate recipes and food safety.

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Questions or comments? Email us at cnp@isbe.net or call 800/545-7892 or 217/782-2491

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