

Mealtime Minutes e-Newsletter

Annual Financial Report Fiscal Year 2012

All institutions participating in the Child and Adult Care Food Program (CACFP) are required to submit an Annual Financial Report (AFR) by December 15 each year. The AFR is a summary of **actual costs** for your food program for the fiscal year (October 1 through September 30). The simplest way to gather the required information for the AFR is to add together all actual expense information that you gather monthly on the [Monthly Profit \(or Loss\) Summary](#) form. The AFR is a great analytical tool that can be used to determine your annual costs to run the food program and whether you meet the program requirement to operate as a non-profit food program. You must submit the AFR online, via IWAS. For detailed instructions on how to access and complete the AFR, visit our website at http://www.isbe.net/nutrition/htmls/daycare_centers.htm.

December 2012 Issue

Reminders / Due Dates

- Keep **email addresses** current for the authorized representative and the contact person on the sponsor application.
- ISBE will be **closed December 25**.
- ISBE will be **closed January 1 and 21**.

New Guidance for At-Risk After-School Programs

Facilities participating in the At-Risk After-School Program can now practice more flexibility in certain areas to serve more children. Recently, the USDA provided additional clarifying guidance related to the requirement that At-Risk After-School Programs provide educational and/or enrichment activities for participating children. The complete [Fact Sheet](#) is available on the USDA website, but here are the highlights:

- Students who are part of school sports teams and clubs can now receive afterschool snacks and/or meals as part of a broad, overreaching educational and/or enrichment program offered by the facility.
- Afterschool “drop in” programs are acceptable. There is no enrollment requirement, so individual student athletes who attend afterschool programs, before or after team practices, may receive snacks and/or meals.
- There is no requirement that the afterschool program track the specific activities in which the children participate or document that the children participated in the offered activities. As long as appropriate educational and/or enrichment activities are provided, the facility is eligible to serve snacks and/or meals to the children who attend the program.

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!



Revised Review Checklist

Are you expecting a review from an ISBE monitor this year? If so, please access the newly revised Review Checklist to help you prepare. The [Review Checklist](#) is available on the ISBE website, and it details the documentation that an institution must have on hand for a review. The major program areas that are looked at during a review include the following:



- Recordkeeping
- Eligibility Documentation
- Claim for Reimbursement
- Sanitation
- Meal Count Procedures
- Menus and Meal Service
- Expenditures
- Civil Rights
- Multi-Site Sponsor Requirements (if applicable)

Questions and Answers

Q: Are meal count records required in addition to attendance records for facilities participating in the At-Risk After-School Program?

A: No. The requirement for At-Risk After-School Programs is that accurate daily meal count records based on daily attendance rosters or sign-in sheets must be maintained. The total number of At-Risk After-School snacks and/or meals served to eligible children can be based on daily attendance rosters or sign-in sheets. The institution does not have to take a point-of-service count in addition to daily attendance, as long as the daily attendance results in accurate meal counts. If daily attendance rosters or sign-in sheets do not result in accurate meal counts, the facility should take meal counts in addition to attendance.

Q: What is the purpose of the CACFP Annual Financial Report?

A: The purpose of the CACFP Annual Financial Report (AFR) is for an institution to demonstrate that it did not make a profit from CACFP. Because federal regulations prohibit institutions from making a profit from CACFP, the AFR is necessary to document compliance with this federal regulation.



Q: Is it acceptable to pour milk from the gallon into a pitcher, and then for the child/teacher to pour it into the child's drinking cup? We serve family style in our facility.

A: There is no CACFP requirement. If you participate in Head Start, check their requirements. Health department requirements state that milk and milk products for drinking purposes in daycare centers may be dispensed from commercially filled containers into individual serving vessels by food service personnel for service to the consumer. For more information, always refer to the Illinois Department of Public Health [website](#) or call your local representative.

Meal Service Styles Reviewed

Have you ever wondered what type of meal service is acceptable in the Child and Adult Care Food Program? Let's look at the following meal service styles, and review their requirements to ensure that children will receive a reimbursable meal:

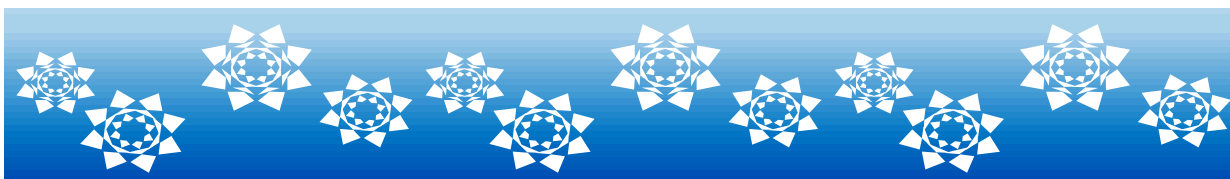
- **Pre-plated meals** — The adult pre-plates the meals and serves the children all of the required meal components in the correct portion sizes
- **Family-style** — Enough food to serve the minimum portion sizes of all components is placed on the table, and food bowls are passed. The children serve themselves the amount of food they want. The adults are there to encourage the children to take a minimum portion size of each component, but it is not required to be able to claim the meal for reimbursement.
- **Modified Family-style** — The children pass some of the menu items that they are capable of passing. The remaining food items are served by adults in the required portion sizes.
- **Buffet-style** — Children pass through a serving line and they select proportioned food items. The proportioned items must, at least, be the minimum portion-size required per the Meal Pattern guidelines. The children must take all of the required food items for a reimbursable meal. This style is much less common and may be seen in certain situations.
- **Cafeteria-style** — The children walk through a line, as an adult serves the required meal components and portion sizes. The children must take all the required food items for the meal or snack to be reimbursable.



Recipes for Healthy Kids Available Online



Let's Move, in association with the USDA, has announced that the *Recipes for Healthy Kids* winning recipes are available online at <http://www.recipesforkidschallenge.com>. Hard copies will be available to Child Nutrition Programs soon. Students and chefs developed these recipes through the national Recipes for Healthy Kids contest. The standardized recipes are for use in schools, day care homes and child care centers. Kudos to the Grand Prize and Midwest Region winning recipe that features ground turkey, "Porcupine Sliders," from a school in Richfield, Minn.



Maintaining and Recording For-profit Eligibility

All for-profit child care facilities must meet the 25 percent for-profit eligibility requirement in the previous month before they can claim meals for reimbursement. A for-profit center is a child care center or outside-school-hours care center for children that does not qualify for tax-exempt status.

A for-profit facility can meet this requirement in one of two ways:

1. If 25 percent of the children in care (enrolled or licensed capacity, whichever is less) are eligible for free or reduced-price meals. Children can be eligible for free or reduced-price meals in different ways. These ways include if a family meets the income eligibility requirements with a complete [household eligibility application](#); a child receives SNAP or TANF benefits and, therefore, is automatically eligible for free meals; a child is a Head Start participant; or a child receives temporary housing and meal services from an approved emergency shelter.
2. If 25 percent of the children in care (enrolled or licensed capacity, whichever is less) receive subsidized child care payments from the Illinois Department of Human Services (IDHS) or Illinois Department of Children and Family Services (DCFS).

CACFP Good For Young Children's Nutrition?

Wouldn't it be wonderful to know that the hard work and dedication you put into offering healthy food choices as part of the Child and Adult Care Food Program makes a difference in the nutrition and wellness of the young children you serve? Now you can.

A recent study from the Early Child Longitudinal Study – Birth cohort found that low-income, non-Head Start participants who attend CACFP centers have increased consumption of milk and vegetables and a significantly reduced chance of being underweight or overweight. The study also indicated that CACFP does have an overall impact on the nutritional health of today's children and the families of these children by decreasing the risk of food insecurity.



These findings are encouraging, as many children spend a considerable part of their day in preschools and child care centers. As a result, these settings may influence their diet, weight, and food security. With the risk of becoming overweight and high numbers of obesity for today's children, providing child care and offering healthy and nutritious food choices is an important decision. It's reassuring to know CACFP is a powerful partner in that decision.

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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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