

# Residential Child Care Institution (RCCI)

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### Additional Resources

- Sample Eligibility Roster  
[https://www.isbe.net/Documents/67-33\\_documentation.pdf](https://www.isbe.net/Documents/67-33_documentation.pdf)
- Administrative Handbook:  
<https://www.isbe.net/Pages/SchoolNutritionAdminHandbook.aspx>
- On-Site Review Form  
[https://www.isbe.net/Documents/67-35\\_onsite\\_review.pdf](https://www.isbe.net/Documents/67-35_onsite_review.pdf)
- Meal Participation Record – Last page of this section of the handbook

## Residential Child Care Institution (RCCI)

This guidance will cover information related specifically to Residential Child Care Institutions (RCCI's) which either currently participate in or would like to participate in the United States Department of Agriculture's School Nutrition Programs.

This guidance is a supplement to the Administrative Handbook and is not inclusive of all program requirements. For additional requirements of the School Nutrition Programs, please review the complete [Administrative Handbook](#).

### General Program Requirements

An RCCI can participate in the School Nutrition Programs provided that the institution:

1. Is public or nonprofit private;
2. Operates principally for the care of children;
3. Is a residential facility;
4. If private, is "tax exempt" under Section 501(c)(3) of the Internal Revenue Code of 1986;
5. If private, is licensed by the state to provide residential child care;
6. Serves those that are age 21 and under

A public institution is one which is operated by and primarily responsible to any level of federal, state or local government. A private, nonprofit institution is one which is not public and is tax-exempt for federal income tax as described above.

Institutions qualifying as an RCCI eligible to participate in School Nutrition Programs include, but are not limited to:

- Homes for the mentally or physically challenged, emotionally disturbed or unmarried mothers and their infants;
- Group homes;
- Halfway houses;
- Orphanages;
- Temporary shelters for abused and/or runaway children;
- Long-term care facilities for chronically ill children;
- Juvenile detention centers.

The School Nutrition Programs in which an RCCI is eligible to participate include:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Special Milk Program (SMP) (only for children that do not have access to the NSLP)
- And/or the After-School Snack Program (if the RCCI is offering an educational enrichment activity after the school day)

**Boarding schools are not considered to be RCCIs.**

## Annual Application

RCCIs must enter into a written agreement with the State Agency (SA); this agreement sets forth the conditions for operating the program(s). The annual application, which includes both the Agreement and the Policy Statement, are required each year to be eligible to participate.

### Certification of Eligibility for Meal Benefits

Once the eligibility of the RCCI to participate has been established, it is necessary to establish the eligibility of the children participating at the RCCI. RCCI's must maintain the names, ages (must be under 21 years of age) and entry and departure dates of all participating children in the School Nutrition Programs.

There is a common misunderstanding regarding the eligibility for FREE meals/milk in RCCIs. Children residing in RCCIs are not automatically eligible for FREE meals. A determination of FREE, REDUCED, or PAID **must** be made. Please see the instructions below for Institutionalized Children (those residing in an RCCI) and for Day Students for the specifics on determining the child's eligibility for FREE, REDUCED, or PAID meals.

RCCIs participating only in the Special Milk Program (SMP) and receiving only the paid rate are not required to obtain eligibility documentation for participating children. This only applies to the SMP, not any other School Nutrition Programs.

Some RCCIs may have both residential children and day students; requirements for certification are different for each type of student. These are described below.

#### Institutionalized Children

An institutionalized child is considered as a one-person household since he/she is not living with his/her actual family as an economic unit. The RCCI need not obtain an application or signature from an adult household member. Since an institutionalized child is defined as a family of one, program eligibility for institutionalized children is based on income received by the child; the family's income is not included. **Payments from any source directly received by the institution on a child's behalf are not considered as income to the child. Only the income a child earns from employment and/or personally receives while in residence at the institution is considered as income.**

In order to properly document the eligibility of institutionalized children, an RCCI may use one of the following methods:

- Eligibility Roster – if an RCCI does not have a predetermined policy which dictates the allowable income to children, then it must record eligibility determinations, by child, on a

roster. A [sample roster](#) is available on our website. The roster must include the following information:

- Child's name
  - Child's date of birth
  - Date of eligibility determination
  - Category of eligibility
  - Approving official's signature/initials
- Documentation of either the Statement of Facts or the Eligibility Roster must be maintained.

#### Day Students Attending RCCI:

Day students are children who attend, but do not reside in the RCCI. A student's eligibility for free, reduced, or paid meal benefits is determined based on traditional methods of certification. This includes direct certification, a household eligibility application, and/or homeless/migrant/runaway/HeadStart documentation. Please refer to the Certification section of the [Administrative Handbook](#) for more information on certification of meal benefits. Documentation must be maintained for the eligibility determination of all day students.

## Point-of-Service Counts

To receive reimbursement, sites must accurately count, record, and claim the number of meals actually served to students by category: free, reduced-price, and paid. The number of meals served free, reduced-price, and paid claimed for reimbursement must have adequate documentation on file to support the claim.

Meals must be counted daily at that point in the food service line where it can be determined that a reimbursable meal, containing all required components, has been served to an eligible student. It is NOT recommended that a student take point-of-service counts. Rather it is preferred that a trained adult, school employee, or volunteer take the counts. Any alternative point-of-service counting methods must be approved by the Illinois State Board of Education Nutrition Programs Division.

Meal count systems that are **not acceptable** include the following:

- Attendance, tray, classroom, delivery, or entrée counts
- Cash converted to meals
- Category/cash back-out system

- Counts taken anywhere other than the point of service, such as the beginning of the service line
- Counts of tickets sold and distributed
- All cash line

Meal counting systems that **are** acceptable include the following:

- Roster/Meal Participation Record (Sample included at the end of this section)
- Tickets
- Tokens
- Computerized point of sale with ID cards, pin numbers, biometrics, etc.
- Checklist

See section of Administrative Handbook on overt identification for information on using a meal counting system that prevents children from knowing which children are eligible for FREE, REDUCED, or PAID meals.

## Verification

Verification is the confirmation of eligibility to receive free and reduced-price meals under the NSLP and SBP. Verification is only required when eligibility is determined through the use of a Household Eligibility Application. Basically, the verification process involves requesting documentation of information provided on a household application. Once that documentation is received, the Verification Summary Report must be completed and submitted to the Illinois State Board of Education (ISBE).

The requirements for verification are different for those children that reside in the RCCI verses day students (if applicable).

- Institutionalized Children – the verification process is not required, due to the fact that children residing in a RCCI do not complete Household Eligibility Applications. However, the Verification Summary Report must be accessed and some general information provided, instructions regarding information that will be submitted on the Verification Summary Report will be provided annually.
- Day Students – the verification process is required. Day students must be certified for meal benefits through direct certification or Household Eligibility Application; therefore, the verification process and the Verification Summary Report are required for any day students. Please view the Verification Section of the [Administrative Handbook](#) for further instructions.

## Menu Planning

The USDA required Food Based Meal Pattern provides for required serving sizes of specific food components based on the grade of the child. The required food components include:

- Meat/meat alternate
- Grains
- Fruit
- Vegetables and
- Milk

Most RCCI's operate 7 day per week, please see below for the meal pattern requirements for 7 day a week facilities.

### Breakfast

7-day School Week- Breakfast	Grades K-5 Weekly (daily)	Grades 6-8 Weekly (daily)	Grades 9-12 Weekly (daily)
Fruits (cups)	7 (1)	7 (1)	7 (1)
Grains (oz eq)	10-14 (1)	11-14 (1)	12.5-14(1)
Fluid Milk (cups)	7 (1)	7 (1)	7 (1)

### Lunch

7-day School Week- Lunch	Grades K-5 Weekly (daily)	Grades 6-8 Weekly (daily)	Grades 9-12 Weekly (daily)
Fruits (cups)	3.5 (0.5)	3.5 (0.5)	7 (1)
Vegetables (cups)	5.25 (0.75)	5.25 (0.75)	7 (1)
Dark Green	0.5	0.5	0.5
Red/Orange	0.75	0.75	1.25
Beans/Peas (Legumes)	0.5	0.5	0.5
Starchy	0.5	0.5	0.5
Other	0.5	0.5	0.75
Additional Veg to Reach Total	2.5	2.5	3.5
Grains (oz eq)	11-12.5 (1)	11-14 (1)	14-17 (2)
Meats/Meat Alts (oz eq)	11-14 (1)	12.5-14(1)	14-17(2)
Fluid Milk (cups)	7 (1)	7 (1)	7 (1)

### Age/Grade Group Exemption

The United States Department of Agriculture (USDA) recently released information that allows Residential Child Care Institutions (RCCIs) meeting certain requirements to serve one meal pattern even when the age/grades being served span more than one age/grade group. The age/grade groups are set forth in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) meal patterns.

Specifically, this policy (SP 48-2013) applies to all RCCIs that:

1. Consist of more than one age/grade group; and
2. Have legitimate safety concerns.

For these facilities, ISBE *may* permit the RCCI to serve NSLP/SBP meals with the same amount of food at the meal service. In such cases, RCCIs shall serve meals meeting the NSLP meal pattern in effect for the highest age/grade group represented, to ensure nutritional adequacy.

If an RCCI meets these requirements and wishes to request implementation of this exemption, approval must be obtained approval from ISBE prior to implementing the option. ISBE will consider RCCI requests to implement this option on a case-by-case basis and must ensure that all criteria are met. Please submit such request in writing to ISBE at [cnp@isbe.net](mailto:cnp@isbe.net). Each request must include the following information:

1. Name of Sponsor
2. Agreement Number
3. ISBE Site Name(s)
4. ISBE Site Number(s)
5. A statement(s) stating how this site(s) meets all of the requirements listed above, as required by USDA.

### Other Menu Planning Requirements

There are additional menu planning requirements that are required of all participants in the School Based Child Nutrition Programs that are not specific to RCCI's. More information on those requirements are in the Menu Planning section of our [Administrative Handbook](#). Additional topic areas in the Menu Planning section include:

- Daily Production Records
- Standardized Recipes
- In-depth information regarding each of the five required food components
- Whole Grain Rich requirements
- Offer vs. Serve
- Meal pattern requirements for the After School Snack Program



## On-Site Review Requirements

National School Lunch Program (NSLP) and School Breakfast Program (SBP) regulations require each school food authority (SFA), with more than one site where reimbursable meals are served, to annually conduct their own review of each site's meal count and claiming procedures. All NSLP sites must be reviewed and for the SBP sites, a school shall perform on-site reviews at a minimum of 50% of their sites that serve breakfast.

**EXAMPLE:**

A SFA has 12 sites, all of which are in SBP and NSLP. All 12 sites must receive on-site reviews of their NSLP and 6 of those sites must receive on-site reviews of their SBP. The other 6 SBP sites that did not get on-site reviews would need to receive on-site reviews of their SBP the following year.

ISBE recommends even districts with one site perform an annual on-site review of meal counting and claiming procedures.

This review must be completed by February 1 of each school year for each site. The individual should be familiar with program rules and should be outside the daily operations to provide an objective look at the operations. The review must be conducted by SFA personnel and may not be conducted by contracted parties who are providing the meal service. A sample copy of the [On-Site Review Form](#) is available on our website.

A copy of the on-site review must be maintained on file at the site or SFA office for three years plus the current year or, in the case of an audit or investigation which extends beyond the three years plus current year, documents must be kept until the audit or investigation is completed.

If the review disclosed problems, the SFA must correct problems immediately and conduct a follow-up review within 45 calendar days of the initial review. A follow-up review must be conducted to determine if the corrective action resolved the problem. Written documentation is required to be maintained at the SFA or at the site.

On-site reviews are conducted to ensure at each meal service claimed, the following internal controls are operating correctly:

- Daily meal counts by category are taken at the point of service
- All meals claimed meet meal pattern requirements
- Overt identification is prevented
- Sanitation procedures are followed

## Local Wellness Policy

Any school that participates in a program authorized under the National School Lunch Act or the Child Nutrition Act must establish a Local Wellness Policy with the objectives of:

- Setting goals for nutrition education, physical activity, and promoting student wellness
- Setting nutrition guidelines for all foods available on school campus during the school day
- Assuring nutrition guidelines for school meals will not be less restrictive than federal policy
- Establishing a plan for measuring effectiveness
- Involving physical education teachers, school health professionals, parents, students, and representatives from the SFA, school board, school administration, and the public in the development of the Local Wellness Policy

### Beginning school year 2011-2012

- Team of collaborators' purpose is expanded beyond the development of a local wellness policy to include the implementation of periodic review and updates.
- LEAs are to permit physical education teachers and school health professionals on the team of collaborators to develop and review local wellness policy.
- LEAs are to inform and update the public (including parents, students, and others in the community) about the content and implementation of the local wellness policies. LEAs are also required to make available to the public an assessment of the local wellness policy including:
  - The extent to which schools are in compliance with the local wellness policy;
  - The extent to which the LEA's local wellness policy compares to model local school wellness policies; and
  - The progress made in attaining the goals of the local wellness policy.

Acceptable methods for informing and updating the public may include dissemination of printed or electronic materials to families of school children and other members of the community at the beginning of the school year and/or posting on the district or school website. Whatever method is chosen, the information must be made available to the public by LEAs in an accessible, easily understood manner.

For additional guidance on the requirements of the Local Wellness Policy including templates and the required evaluation process, visit <https://www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx>.

## Additional Requirements for All School Based

## Child Nutrition Programs Participants

This guidance is intended as a supplement to the School Nutrition Programs [Administrative Handbook](#), to provide additional instructions that are specific to RCCI's. For a complete listing of all program requirements it is recommended that SFAs view the full Administrative Handbook.

