

Welcome

CACFP Day Care Home Sponsoring Organizations **2011 Annual Workshop**

Child and Adult Care Food Program
Nutrition Programs
Illinois State Board of Education
June 23, 2011



Healthy, Hunger-Free Kids Act of 2010

Child Nutrition Reauthorization 2010

Child and Adult Care Food Program
Nutrition Programs
Illinois State Board of Education
Prepared by Kristina Shelton



Healthy, Hunger-Free Kids Act of 2010

- Child Nutrition Reauthorization 2010
- Public Law 111-296
- Signed into law on December 13, 2010
- Modifies the requirements for the operations of the Child and Adult Care Food Program
- Available on USDA website



Elimination of Block Claim Edit Checks

CACFP 03-2011

- Sponsoring organizations are no longer required to conduct edit checks designed to detect block claims as defined by 7 CFR 226.2 and required by 7 CFR 226.10 (c) (3).
- Sponsoring organizations are not required to meet the follow-up review requirements associated with detection of block claims.
- Effective with the date of the memo December 17, 2010.
- Although they are no longer required, sponsoring organizations may, at their discretion, retain block claim edit checks.
- Edit checks still in place are 1) ensuring that the provider is claiming only the approved meal types; and 2) comparison of enrollment, days of service and total meal claims in accordance with 7 CFR 226.10(c)(2).

Area Eligibility

CACFP 05-2011

- Issued December 22, 2010.
- Allow family and group day care homes to be classified as Tier I for the purposes of reimbursement under CACFP if the home is located in an area served/assigned by any school in which at least 50 percent of the enrolled children are certified eligible for free and reduced-price school meals.
- Previously, only the enrollment for the local elementary school could be used to determine Tier I eligibility.
- Provision is retroactively effective to October 1, 2010.
- Sponsor organization deadline for amended claims was February 28, 2011.



Area Eligibility

CACFP 05-2011

- Section 121 of Act was amended by striking “elementary.”
- Section 226.2 states that a Tier I day care home means:
 - A day care home that is located in a area served by a school enrolling ~~elementary~~ students in which at least 50 percent of the total number of children enrolled are certified eligible to receive free or reduced price meals.



Area Eligibility

CACFP 05-2011

- The USDA “Eligibility Guidance for Family Day Care Homes” handbook that we have provided to sponsoring organizations states that the provider must be assigned to attend a specific school, not select to attend, in order to make the eligibility determination.
- According to the USDA, since data from any one of the schools that a student in the area may attend does not provide a complete assessment of the socioeconomic status of the area as a whole, school data is not appropriate.
- Instead, to classify day care homes, sponsors should use either census data or individual provider’s household income to determine tiering category.



School Attendance Area

- Sponsors must contact school officials by letter or by telephone to verify the school attendance area serving a day care home.
- Sponsors may currently collect school boundary maps or visit websites to validate school attendance area.



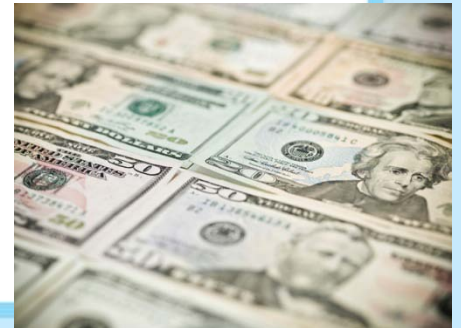
Documentation of school contacts must include:

- Name and address of provider
- Name and address of school district
- Name and address of school in the provider's attendance area
- Date when school was contacted
- Effective date the provider is tiered
- Name (first and last) and title of person who provided the school information
- Initials of sponsoring organization's staff that contacted school by telephone
- Resulting tiering status for that provider

Administrative Payments

CACFP 06-2011

- Issued December 22, 2010.
- Section 334 of the Act amends section 17(f)(3) of the Richard B. Russell National School Lunch Act eliminating the “lesser of” cost and budget comparisons for calculating administrative payments to family day care home sponsoring organizations.
- Effective October 1, 2010, administrative reimbursements are determined by multiplying the number of family and group day care homes submitting a claim for reimbursement during the month by the appropriate annually adjusted administrative reimbursement rate.



Permanent Agreements

CACFP 07-2011

- Issued January 14, 2011.
- Require permanent operating agreements between the State agency and institutions participating in the CACFP.
- Previously, under 7 CFR 226.6(b)(4), permanent agreements were not required for sponsoring organizations of day care homes.



When is a new agreement needed?

- New organization name
- Address change
- Change in Authorized Representative or Board President
- New agreement number



Foster Children

CACFP 08-2011

- Issued January 31, 2011
- Grant categorical eligibility for free meals to foster children.
- Previously a separate application for free and reduced- price meals was submitted for a foster child who was considered a household of one.
- Now the foster child is categorically eligible and may be certified without an application.
- This change is effective October 1, 2010.

Foster Children

CACFP 08-2011

- **USDA Q12: Are foster children still considered a household of one?**
- **Answer:** No. Foster children are categorically eligible so are no longer considered a household of one. In addition, foster children can now be included as part of the household on applications that include their non-foster children.

CHILD AND ADULT CARE FOOD PROGRAM – HOUSEHOLD ELIGIBILITY APPLICATION FOR PARENT/GUARDIANS OF ENROLLED CHILDREN IN A DAY CARE HOME

1 LIST EVERYONE IN HOUSEHOLD (Children and Adults)				2 FOSTER CHILD Check box for all foster children that are a legal responsibility of DCFS or the court.		3 CATEGORICAL ELIGIBILITY FOR FEDERAL OR STATE PROGRAMS	
NAME (First, Middle and Last)	Check if No Income	Date of Birth	Age of Children Enrolled in Day Care Home			Name of Child:	
	<input type="checkbox"/>	/ /		<input type="checkbox"/>		-----	
	<input type="checkbox"/>	/ /		<input type="checkbox"/>		SNAP or TANF Number: -----	
	<input type="checkbox"/>	/ /		<input type="checkbox"/>		-----	
	<input type="checkbox"/>	/ /		<input type="checkbox"/>		WIC Number -----	
	<input type="checkbox"/>	/ /		<input type="checkbox"/>		OTHER CATEGORICAL ELIGIBILITY –	
	<input type="checkbox"/>	/ /		<input type="checkbox"/>		<input type="checkbox"/> Low Income Home Energy Assistance Program	
	<input type="checkbox"/>	/ /		<input type="checkbox"/>		<input type="checkbox"/> Other Extended Categorical	
	<input type="checkbox"/>	/ /		<input type="checkbox"/>			

4 OPTIONAL—SHARING INFORMATION WITH ALL KIDS INSURANCE PROGRAM
 May we share your information on this application with All Kids Insurance Program, the complete health insurance program for every child in Illinois? If yes, do not sign below.
 No, I do not want my information from this application shared with All Kids Insurance Program. Sign here: _____

5 HOUSEHOLD MEMBERS WITH INCOME—List only the names of individuals living in the household, their gross income, and how often it is received. If a person has a second job, list that income in the last column. After completing, go to Number 6.

NAMES (List only individuals with income)	Earnings from Work (Gross before Deductions)		Income from Welfare, Child Support, Alimony		Income from Retirement, Pensions, SS, Social Security		Income Received From Savings, Investments, Trust Accounts, and Other Resources	
	How Much?	How Often?	How Much?	How Often?	How Much?	How Often?	How Much?	How Often?
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6 Signature and Social Security Number (Adult must sign)
 An adult household member must sign the application. If Number 5 above is completed the adult signing the form must also list the last four digits of his or her social security number or mark the box / Do not have a social security number.
 _____ X X X X - X X - _____ I do not have a social security number.
 Social Security Number

I certify all information on this application is true and all income is reported. I understand the day care provider will get federal funds based on the information I give. I understand the Institution, Illinois State Board of Education, or Office of Inspector General, may verify this information on the application. Deliberate misrepresentation of the information may subject me to prosecution under applicable state and federal laws.

Date _____ Printed Name of Adult Household Member _____ Signature of Adult Household Member _____ Address of Adult Household Member _____

PRIVACY ACT STATEMENT: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program, or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDIPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the Child and Adult Care Food Program. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

NON-DISCRIMINATION STATEMENT: In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free 865/833-9997 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at 800/877-8339, or 800/845-6138 (Spanish). USDA is an equal opportunity provider and employer.

SPONSOR REPRESENTATIVE USE ONLY—ELIGIBILITY DETERMINATION—Follow the instructions provided in the Household Income Instructions.

Mark one of the boxes below to show how you are going to determine eligibility.

Categorically Eligible for Federal or State Program Income Household

CONVERSION TABLE
 To convert all income to annual income use the following conversion calculations:
 Weekly Income x 52
 Every 2 Weeks x 26
 Twice a Month x 24
 Monthly x 12

Use the conversion table to convert income to total annual income. Total the number of household members from Section 5.

Total Household Annual Income \$ _____
 Total Household Size _____

Approved for Tier I Meal Rate Denied

Effective Date of Application _____
 Signature of Representative _____

TEMPORARY APPLICATION – Review Application in 45 Days
 Approved for Tier I Meal Rate

Until _____ (Date)

Foster Children

CACFP 08-2011

Legally Responsible of DCFS or the Court

- Section 301.20 "Children for whom the Department is legally responsible" means children for whom the Department has temporary protective custody, custody or guardianship via court order, or children whose parents have signed an adoptive surrender or voluntary placement agreement with the Department.
- Placement services include foster family or relative home care, care provided in a group home or child care institution or other institution.

Foster Children

CACFP 08-2011

- **USDA Q14: If a household chooses to include a foster child on their household application, are they required to report any personal income received by that foster child?**
- **Answer: Yes.** Households must report any personal income received by the foster child on their household application. As before, foster payments received by the family from the placing agency are not considered income and do not need to be reported.

Foster Children

CACFP 08-2011

- **USDA Q16: Now that foster children can be considered part of the household, can their eligibility be extended to other non-foster children in the household?**
- **Answer:** No. The presence of a foster child in the household does not make all children in the household eligible for free meals in the same manner as Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and Food Distribution Program on Indian Reservation (FDPIR) participation does.

Foster Children

CACFP 08-2011

- **USDA Q4: Is this provision retroactive and if so what action must be taken for foster children in the 2010-2011 School Year who currently do not receive free meals?**
- **Answer:** We do not require this provision be implemented retroactively and therefore no action is required for children currently enrolled. However, if a child is known to be a foster child as defined in the memorandum, we encourage the LEA to make them categorically eligible immediately.

Privacy Protection

CACFP 09-2011

- Issued February 15, 2011.
- Amends statutory requirements for collection of Social Security Numbers (SSNs) in all Child Nutrition Programs.
- The Act also removes the requirement that the SSN of each household member be collected to verify applications.
- The new Household Income Eligibility Application is updated for this change.



Cooperation with Program

CACFP 13-2011

- Issued March 8, 2011.
- Clarified the requirements for participation in evaluation and research in the Child Nutrition Programs.
- State agencies, local educational agencies, schools, institutions (including sponsoring organizations), facilities and contractors are required to cooperate with the Department of Agriculture officials and contractors for conducting evaluations and research.



Varied Timing of Unannounced Reviews

CACFP Policy Memo 16-2011

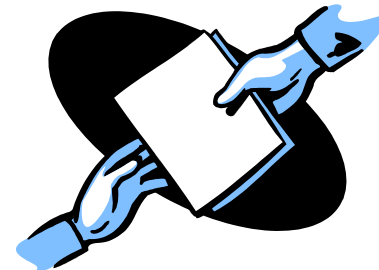
- Issued April 7, 2011.
- Imposed the requirement for sponsors to vary the timing of unannounced reviews so they are unpredictable to sponsored facilities.
- Current regulations require sponsors to conduct three reviews per year, two of which must be unannounced. One of the unannounced reviews must include observation of a meal service. No more than six months may elapse between reviews.
- Beginning October 1, 2011, sponsors must ensure that the timing of unannounced reviews is varied in a way that would ensure they are unpredictable to the facility.



Transmission of Information by Tier II Homes

CACFP Policy Memo 17-2011

- Issued April 7, 2011.
- Modified requirements for the transmission of household income information by Tier II family day care home providers to their sponsoring organization.
- Tier II family day care home providers in the CACFP are now allowed to assist in the transmission of household income information from families of enrolled children to their sponsors.



Transmission of Information by Tier II Homes

CACFP Policy Memo 17-2011

- Sponsoring organization must ensure that each household knows:
- The household is not required to complete the income eligibility form in order for their children to participate in CACFP; and
- Households have the option, if they choose to complete the income eligibility form, of either:
 - returning the form directly to the sponsor at the address indicated on the form; or
 - returning the form to the provider with written consent allowing the provider to collect the form and transmit it to the sponsor on the household's behalf.



Application Approval

- Applications must be processed on a first come, first serve basis.
- If an HIE Application is received and date stamped in the sponsor's office on the 5th of the month, the sponsor can approve the application back to the first of the same month the application was received or the first day the child was in care for that same month.
- However, if the HIE Application is received and date stamped in the sponsor's office at the end of the month and the sponsor does not give an approval date until the next month, the application can only go back to the 1st of the month in which it was approved.
- Providers should be cautioned in getting their applications in on time to ensure the sponsor has enough time to meet the approval process deadlines.

Carry Over of Unused Funds

CACFP Policy Memo 18-2011

- Issued April 8, 2011
- Modified the basis for making administrative payments to family day care home sponsoring organizations.
- Sponsoring organizations will be permitted to carry over a maximum of 10 percent of administrative payments into the succeeding fiscal year.
- The 10 percent maximum is applied on the amount of administrative payments received by the sponsor over for the fiscal year.
- Sponsors are still required to submit annual budgets that must be approved by the State agency and the amount carried over must be accounted for in the sponsor's budget for the succeeding fiscal year.

Carry Over of Unused Funds

CACFP Policy Memo 18-2011

- Further, sponsors remain responsible for:
 - Correctly accounting for costs,
 - Maintain records,
 - Sufficient supporting documentation to demonstrate that the cost claimed have been incurred are allowable.
 - Comply with all applicable Program regulations and policies.

Program Application

CACFP Policy Memo 19-2011

- Issued April 8, 2011.
- Modified the requirements for the periodic submission of renewal application by renewing institutions.
- Basically implements Illinois' Current File concept.
- Section 331 of the Act stipulates that institutions will no longer be required to re-apply after submitting the initial application; rather, they will be required to submit annual information.
- FNS plans to issue a proposed rule implementing these and other changes.



Water Availability

CACFP Policy Memo 20-2011

- Issued May 11, 2011.
- Establishes a requirement to make potable water available to children in the Child and Adult Care Food Program (CACFP).
- This new provision requires child care centers, family day care homes, at-risk afterschool programs, and shelters participating in CACFP to make drinking water available to children, as nutritionally appropriate.
- Throughout the day, including at meal times, water should be made available to children to drink upon their request, but does not have to be available for children to self-serve.
- While drinking water must be made available to children during meal times, it is not part of the reimbursable meal and may not be served in lieu of fluid milk.



Water Availability

CACFP Policy Memo 20-2011

- The 2010 Dietary Guidelines for Americans do not establish a daily minimum intake for water consumption, but do recommend that water be consumed daily.
- However, caregivers should not serve young children too much water before and during meal times; excess water may lead to meal displacement, reducing the amount of food and milk consumed by the children.
- Water can be made available to children in a variety of ways which include but are not limited to: having cups available next to the kitchen sink faucet, having water pitchers and cups set out, or simply providing water to a child when it is requested.
- This provision is effective immediately.



Fluid Milk and Fluid Milk Substitutions

CACFP Policy Memo 21-2011

- Issued May 11, 2011.
- This provision is effective immediately.
- Modified requirements for fluid milk and fluid milk substitutions in the CACFP.
- The amendment require that fluid milk served in the CACFP be consistent with the most recent version of the Dietary Guidelines for Americans and allowing the substitution of non-dairy beverages that are nutritionally equivalent to fluid milk in cases of special dietary needs.
- The 2010 Dietary Guidelines recommend that persons over two years of age consume fat-free (skim) or low-fat (1%) fluid milk.
- Therefore, fluid milk served in CACFP to participants two years of age and older must be: fat-free or low-fat milk, fat-free or low-fat lactose reduced milk, fat-free or low-fat lactose free milk, fat-free or low-fat buttermilk, or fat-free or low-fat acidified milk.



Fluid Milk and Fluid Milk Substitutions

CACFP Policy Memo 21-2011

- Milk served must be pasteurized fluid milk that meets State and local standards, and may be flavored or unflavored.
- Whole milk and reduced-fat (2%) milk may not be served to participants over two years of age.
- In the case of children who cannot consume fluid milk due to medical or other special dietary needs, other than a disability, non-dairy beverages may be served in lieu of fluid milk.
- Non-dairy beverages must be nutritionally equivalent to milk and meet the nutritional standards for fortification of calcium, protein, vitamin A, vitamin D, and other nutrients to levels found in cow's milk, as outlined in the National School Lunch Program (NSLP) regulations at 7 CFR 210.10 (m)(3).



Fluid Milk and Fluid Milk Substitutions

CACFP Policy Memo 21-2011

- Parents or guardians may now request in writing non-dairy milk substitutions, as described above, without providing a medical statement.
- The written request must identify the medical or other special dietary need that restricts the diet of the child. Such substitutions are at the option and expense of the facility.



Medical Disability

- The requirements related to milk or food substitutions for a participant who has a medical disability and who submits a medical statement signed by a licensed physician remains unchanged.
- Food and beverage substitutions must be made to the regular meal for children with disabilities when directed by a physician licensed to practice medicine in all of its branches.
- Food and beverage substitutions may be made for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need.

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United States
Department of
Agriculture
Food and
Nutrition
Service

Accommodating Children with Special Dietary Needs in the School Nutrition Programs

Guidance for School Food Service Staff

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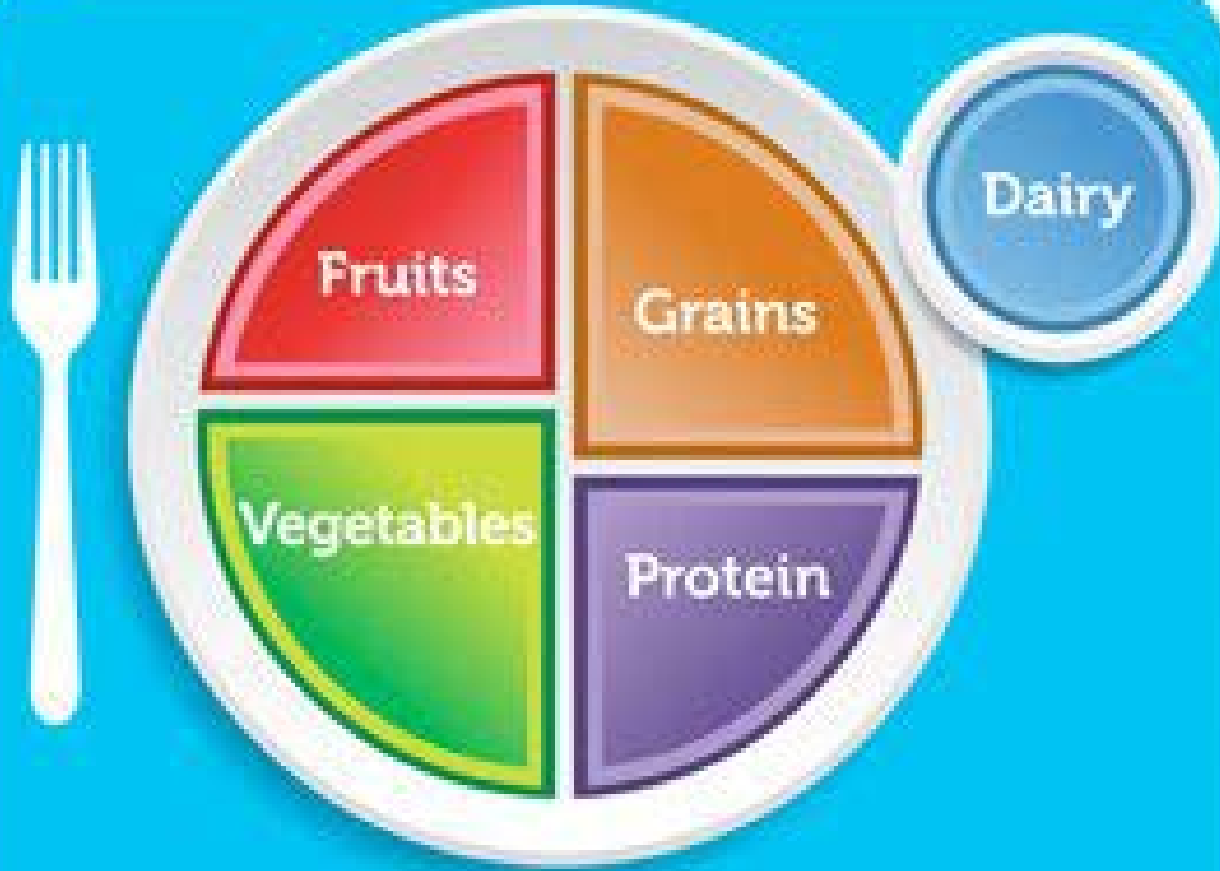
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Friday

6/10/2011



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Questions?

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