



Fresh Ideas

Fiscal Year 2018
Trimester 3

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Avoid Using Food as Reward and Punishment

Inside This Issue

- 1) Avoid Using Food as Reward and Punishment
- 2) Update on Grains Completing Paper Minute Menu Forms
- 3) FY '19 Food Program Application Eligibility of Children
- 4) Prior Notification
- 5) Claiming School Age Children at AM Snack Lunch
- 6) Submit Your Claim Office Closed Day Drop Box Location

Helping children develop healthy eating behaviors is what the Child and Adult Care Food Program (CACFP) is all about. Offering food as a reward or punishment places undue importance on food and can harm children's eating behavior. Restricting access to CACFP meals and snacks as punishment is prohibited by United States Department of Agriculture (USDA) regulations.

Food as a Reward

Using food as a reward can be tempting, but the long term negative consequences outweigh the short-term benefits of the resulting good behavior. (Pick up your toys and you can have a cookie.) Rewarding children with food undermines your efforts to teach them about good nutrition. It interferes with children learning to eat in response to being hungry. It teaches children to eat when they are not hungry as a reward to themselves. This behavior may contribute to the development of disordered eating. Because foods used as a reward are often high in fat and sugar (and often not creditable), they may increase children's preference for and consumption of unhealthy foods.

Food as Punishment

Providers participating in the CACFP are prohibited from restricting children's access to CACFP meals and snacks for any reason, including as a punishment for individual or group behavior. Other inappropriate practices include:

- forcing a child to eat food;
- delaying access to food, e.g., a child or group of children is served last;
- denying children access to certain types of foods, e.g., milk or snacks; and
- preventing children from eating food when food is normally allowed.

Children in your care should be secure in knowing they will be able to eat at appropriate times. You should not create anxiety and stress around eating by using food to control children's behavior. Take a few minutes to review your meal and snack time practices. If necessary, adjust your practices to help ensure the children in your care are on their way to developing healthy eating behaviors.

Credit <https://healthymeals.fns.usda.gov/action-guide-child-care-nutrition-and-physical-activity-policies>



SMART STEPS

Do not use food as a reward or punishment.

Update on Grains

(Program meal patterns, recordkeeping)

USDA recently released a memorandum updating their guidance on crediting grains served in the CACFP. The updates include:

- ☺ When determining if a product credits as an enriched grain, you no longer have to use *The Rule of Three*. If an enriched grain is listed as the first ingredient on the food’s ingredient list or second after water, the food credits as an enriched grain.
- ☺ Any grain product found a State agency’s WIC-approved whole grain food list meets CACFP whole grain-rich criteria. Minnesota’s WIC shopping guide can be found at this web address: <http://www.health.state.mn.us/wic/vendor/fpchng/shopguide.pdf>
- ☺ When using the *Rule of Three* to credit a whole grain-rich product, grain derivatives may now be ignored.

When determining if a product credits as an enriched grain, you no longer have to use *The Rule of Three*.

For more information on crediting grains see the “Identifying Grain Ingredients” handout included with this training.



Remember to mark the meal/snack in which a whole grain-rich food was served in KidKare (slider) or Minute Menu forms (darken bubble). **Beginning October 1, 2018, failure to indicate a daily whole grain-rich food will result in a deduction of your reimbursement.**

Completing Paper Minute Menu Forms

(Record keeping, Program reimbursement system)

Be sure to darken the bubbles on the Minute Menu paper forms completely using a number 2 pencil. Bubbles which are not filled in completely or which are filled in very lightly may not scan properly resulting in lost reimbursement.

These bubbles are darkened correctly.

These bubbles are darkened incorrectly and may result in lost reimbursement.

FY 19 Food Program Applications

(Review procedures)

FY 2019
October 1, 2018
 Thru
Sept. 30 2019

Because the CACFP is a federal program, it runs on a fiscal year. The federal fiscal year runs from October 1st to September 30th of the following calendar year. Your CACFP application expires on September 30th.

During this home visit, you will complete a Fiscal Year 2019 Food Program Application to ensure we have the most up-to-date information in our files. This information will be used to plan home visits and review your Food Program claims. On the Home Visit Review Form, your Program Advisor will check the box indicating you have completed the application. By signing the application, your Food Program participation with ACA will be renewed for the next fiscal year.

If at any other time during the year you need to change your days and times of operation or your meals or meal times, please let ACA know before the end of the month in which the change is in effect. We need the change in writing or by e-mail. We are not able to accept any changes over the phone.

Eligibility of Children-Whose Meals are Eligible for Reimbursement

(Program reimbursement system)

Non-residential

Children, who are under the age of 13 years, and are maintained in care for less than 24 hours. These children are eligible for reimbursement on the CACFP.

Residential

Children who are not the Provider's own and who are residing in the Provider's home or licensed site for more than 24 hours on a non-emergency basis. These children are **NOT** eligible for CACFP reimbursement. For example, a grandchildren living in the Provider's home would be a residential child.



Provider's Own/Income Eligible

Children under the age of 13 years who reside in the provider's home and are part of the household's economic unit are considered the Provider's own.

A Provider can claim their own children's meals for reimbursement only if the Provider's household meets USDA income eligibility requirements and submits a completed Provider Household Income Statement (PHIS) .

Providers approved to claim their own children's meals may do so providing at least one CACFP enrolled nonresidential day care child is also present for that meal or snack.

Providers who are Tier 2 or are Tier 1 by area and meet PHIS income guidelines **must** complete the PHIS if they wish to claim their own children's meals for reimbursement. See PHIS form for directions and details.

Foster Children

Meals for foster children under the age of 13 and residing with the Provider may be claimed for reimbursement. A Household Income Statement (HIS) must be submitted. Complete directions are found with the HIS. If a provider is submitting the PHIS for their family, a foster child may be included on the PHIS.

As with Provider's own children, foster children's meals are eligible for reimbursement provided at least one eligible and enrolled child, not in residence with the Provider, is also present for the meal or snack.

Co-licensed Providers

If you are licensed with someone else and the person's child/ren comes to your home for child care, the child's family must meet income eligibility guidelines and submit a PHIS to be claimed on the Food Program. In addition, if you are in a Tier II area, both your family and the family of the person you are co-licensed with must meet income eligibility guidelines and submit a PHIS to receive Tier 1 reimbursement for all the children in your care. If this situation applies to you, contact ACA for more details.

Helper's Children

Helper's children are eligible for Food Program reimbursement, provided the children do not live in your home (residential). A helper is different than a co-licensed Provider in that the helper's name is not printed on your DHS child care license.

Enrollment Forms are needed for all children in your care even if you are not reimbursed for their meals and snacks. Enrollment Forms need to be 100% complete and properly signed and dated when they are received in the office. Please review the information on all Enrollment Forms before sending them to ACA. Remember to keep a copy of the signed and dated form with your Food Program records.

Prior Notification

(Program reimbursement system)

Remember to give ACA prior notification if your child care business is closed or if the children will be out of the home during a meal service.

The Child and Adult Care Food Program Provider/Sponsoring Organization Agreement, Provider Requirements section reads as follows. "Notify Sponsoring Organization in advance when enrolled children will be out of the home during a meal service period. If this procedure is not followed and an unannounced review is conducted when the children are not present in the day care home, Sponsoring Organization will disallow claims for meals served at the time of the unannounced review."

The best way to give prior notification is to email ACA at cacfp@acainc.org, or call our office (651-481-9320 or 1-800-433-8108) and ask to speak to your Program Advisor. If they are not in the office, you may leave a voice mail message or speak with another Food Program staff member who is in the office. The staff member you speak with will relay the prior notice information to your Program Advisor.

Remember to give ACA prior notification if your child care business is closed



Claiming School Age Children at AM Snack and Lunch

(Meal counts)

School age children are assumed to be at school during am snack and lunch. If a school age child is in care and claimed for a.m. snack or lunch, you must let ACA know it was a non-school day. Failure to notify ACA of the non-school day may result in the meal or snack being deducted. This notification includes the summer months when school may be in recess. The first and last day of the school year varies greatly from school to school. In fact, some schools are open year around. The only way we know when your school is out is if you tell us. Fortunately, marking school out days is fast and easy.

KidKare

Log into KidKare and click on Meals > Enter Meals. Select lunch or am snack and enter the foods served. Next click on the children in attendance. When you click on a school age child attending the meal or snack, also click on the triple bars ☰ to the right of the child's name (figure 1). Three choices appear. Click on "No School". You will now see a circle with a slash next to the triple bars (figure 2).

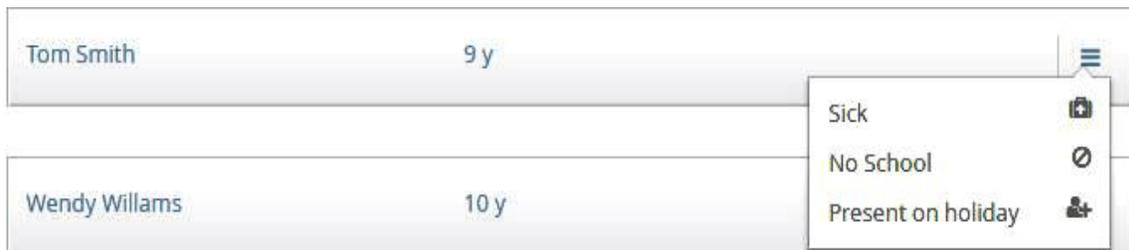


figure 1



figure 2

Minute Menu Paper Forms

There is a section near the bottom of your Claim Information Form (CIF) where you can record children out. If you need more space, use the back of the CIF.

List all school aged children who attended AM Snack or Lunch: (or schedule varies from enrol):

#	Reason :	Date :
#	Reason :	Date :
#	Reason :	Date :



Claim Submission

(Claim submission)

Remember to submit your Food Program claim to ACA's office as soon as possible after you serve the last meal or snack of the month. ACA generally submits claims to the Minnesota Department of Education (MDE) on Thursdays. If your claim misses the Thursday submission, your claim will not be submitted until the next Thursday and your reimbursement will be delayed.

If you use paper claims, please send your claim, enrollments, CIF and any other needed materials to our office in a single envelope.

If you use KidKare, be sure all enrollments for the month are sent to our office and activated prior to submitting your claim. You will know we have received and activated an enrollment because the child's status in KidKare will change from pending to active. If a child's name is in pending and you believe the name should be in active, contact ACA before submitting your claim.

ACA will be closed on the following days:

July 4 – Independence Day

September 3 – Labor Day

November 22 & 23 – Thanksgiving

December 24 & 25 - Christmas

You may leave a voice mail or contact us by e-mail or fax when our office is closed, and we will get back to you on the next business day.

Need a form? Many Food Program forms can be printed from our web site www.acainc.org.



Food Program Claims Drop Box

(claims submission)

ACA Food Program claims can be dropped off at Thinks Small's St. Paul (Little Canada) office.

The address is **20 Yorkton Court**.

Look for the white mail box near the front door with ACA's name on it.

Remember, claims are due by the 3rd of the month.

Contact ACA:

**2021 East Hennepin Avenue
Suite LL20
Minneapolis MN 55413**

E-mail: cacfp@acainc.org

Phone: 651-481-9320

Toll Free: 1-800-433-8108



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